



WK: 208-354-3442
CELL: 208-534-8710

**Teton County
Solid Waste & Recycling**

1088 Cemetery Rd
Driggs, ID 83422

September 03, 2014

TO: Board of County Commissioners
FROM: Saul Varela-Solid Waste Supervisor
SUBJECT: Solid Waste & Recycling Update

The following items are for your review and discussion at the September 08, 2014 meeting.

1. **SW Weigh Master Position Filled**

The weigh master position has been filled. We are excited to announce that Monica Hoth has joined the Solid Waste team.

2. **Exchange of Employing Positions at TCSW&R**

Robert Baird requested to be reinstated to operator position for personal reasons. Nathan Webster was promoted to Foreman.

3. **Salvaging Once a Week**

Due to the popularity of the salvaging program and the requests that extra days be added, TCSW&R will now be allowing salvaging every Friday. The salvaging program does not add extra work to staff and is beneficial to Teton County and its residents.

4. **WasteWorks Installing New Scale Software**

WasteWorks staff will be installing the new scale software on October 1st, 2014. TCSW&R staff will be trained by WasteWorks staff.

5. **New Solid Waste Tipping Fees Taking Effect**

The tipping fee increase at TCSW&R will be implemented on October 1st, 2014.

6. **Landfill Cap Update**

Forsgren Engineering is working on creating a Quality Assurance plan for the removal, inspection and hauling of the Felt Pit topsoil.

7. **Public Works Director's Ongoing Projects Pertaining to Solid Waste Department**

The following is a list of ongoing projects the Public Works Director is in charge of for the Solid Waste Department:

1. Landfill Cap coordination with Forsgren & DEQ
 - a. Bid & Contract material hauling from Felt Pit
2. Monitoring and coordination of Well Installation with Rocky Mountain Environmental
3. Monitoring Well Data/Statistical Analysis coordination with DEQ/RME
4. EPA Brownfield Grant
5. Waste Collection Contract
6. C&D Operation Plan Update
7. Long Term Diversion Plan & Goal
8. Household Hazardous Waste Disposal Program

Dawn Felchle

From: Saul Varela
Sent: Friday, September 05, 2014 1:12 PM
To: Dawn Felchle
Subject: FW: Teton County Landfill Update

Hi Dawn,

Would you please add this Forsgren email to the 09-08-2014 BOCC SW Update package if it's still possible? Thank you.

From: Kevin Harris [<mailto:kharris@forsgren.com>]
Sent: Friday, September 05, 2014 10:45 AM
To: Saul Varela
Cc: Brent Crowther; Ray Schwaller (rschwaller@portageinc.com)
Subject: Teton County Landfill Update

Saul:

I am sending you a note as requested regarding the design for the landfill cap rehabilitation. The Forsgren Team is working on the final design with a focus right now on the QA/QC and procedure for stockpiling material from the Felt Pit to the landfill site in order to prepare for construction. A QA/QC plan with accompanying procedures will be prepared to ensure the stockpile material meets the design requirements. This plan will include the field test procedure, frequency, and criteria; the laboratory tests required and their frequency; the limits for acceptance or rejection of material. The intent is for this procedure to become part of the specifications for the bid package.

I will keep you updated on the progress, but we are anticipating having the documents ready for DEQ submittal by September 22, 2014. Let me know if you would like me to update the commissioners at the next meeting.

Sincerely,

Kevin Harris, P.E.

Principal Engineer

Environmental Services

1000 W. Main Street

Bozeman, MT 59717

406.592.2700

FORSGREN
Associates, Inc.



scalehouse: 208-354-3442
Supervisor: 208-534-8710

Teton County
Solid Waste & Recycling

scalehouse: 1088 Cemetery Rd.
150 Courthouse Dr.
Driggs, ID 83422

Absence Request

Employee Requesting Absence: Saul Varela

Today's Date: 09/04/2014

Dates of Absence- From: 09/13/2014 To: 09/20/2014

- | | |
|---|---|
| <input checked="" type="checkbox"/> Paid Time Off | <input type="checkbox"/> Time Off Without Pay |
| <input type="checkbox"/> Holiday/Comp Time | <input type="checkbox"/> Jury Duty |
| <input type="checkbox"/> Long Term Illness | <input type="checkbox"/> Other |

Reason(s) for Absence: Vacation

Saul Varela
Employee Signature

09/04/2014
Date

1. Vacation requests should be requested at least five working days prior to an absence of one to two days.
2. Vacation requests should be requested at least ten working days prior to an absence of more than two days.
3. See Teton County Personnel Policy for details on time off.
4. Efforts will be made to accommodate the preference of the employee in vacation scheduling, but first priority will be the orderly functioning of affected departments.

Supervisor Use Only:

- Approved
 Rejected

Comments:

Supervisor Signature

Date



Teton County Road and Bridge
70 W North Buxton
Driggs, ID 83422
(209) 354-2932

September 4, 2014

To: Board of County Commissioners
From: Road & Bridge Department

Completed:

1. Moose Creek Road, drainage improvements and gravel overlay (09/03/14)
2. Chip seal for City of Victor (08/26/14)
3. Emergency repairs on Reese Road (08/25/14)
4. Grading of E1000S for vehicle detouring – culvert replacement on Stateline Rd @ Spring Creek (08/25/14)

Current:

1. Little Pine Lane (Victor) (09/03/14); west on 10000S to Hwy 31 - 2", ditching & 3/4" gravel

Next:

1. North Leigh – 3/culverts, ditching, 2" & 3/4" gravel
2. Badger Creek (dike) 3000W -

Gravel Crushing:

Driggs – current 3/4" gravel to date 13300T (contract is for 44400T)
Felt – Edstrom has not moved to Felt as of this time

**AGREEMENT BETWEEN
OWNER AND ENGINEER
FOR
W6000S ROAD RECONSTRUCTION
PROFESSIONAL SERVICES**

This is an Agreement effective as of _____ (“Effective Date”) between Teton County, Idaho (“OWNER”) and Jorgensen Associates, P.C. (“ENGINEER”).

OWNER retains ENGINEER to perform professional services in connection with road design, permitting, and bid/contract writing for the reconstruction of W6000S (Swamp Rd) located in Teton County, Idaho (“Assignment”). OWNER and ENGINEER, in consideration of their mutual covenants as set forth herein, agree as follows:

ARTICLE 1--ENGINEER'S SERVICES

1.01 Scope

A. ENGINEER shall provide the services set forth in Exhibit SR-A.

B. Upon this Agreement becoming effective, ENGINEER is authorized to begin services as set forth in Exhibit SR-A.

C. If authorized in writing by OWNER, and agreed to by ENGINEER, services beyond the scope of this Agreement will be performed by ENGINEER for additional compensation.

ARTICLE 2--OWNER'S RESPONSIBILITIES

2.01 General

A. OWNER shall have the responsibilities set forth herein and in Exhibit SR-A.

ARTICLE 3--TIMES FOR RENDERING SERVICES

3.01 ENGINEER's services will be performed within the time period or by the date stated in Exhibit SR-A.

A. Work performed by ENGINEER at OWNER's request prior to effective date shall be included in services to be performed and compensated for as provided for in Article 4.01.

3.02 If ENGINEER's services are delayed or suspended in whole or in part by OWNER, ENGINEER shall be entitled to equitable adjustment of the time for performance and rates and amounts of compensation provided for elsewhere in this Agreement to reflect reasonable costs incurred by ENGINEER in connection with, among other things, such delay or suspension and reactivation and the fact that the time for performance under this Agreement has been revised.

ARTICLE 4--PAYMENTS TO ENGINEER

4.01 Methods of Payment for Services of ENGINEER.

A. OWNER shall pay ENGINEER for services rendered under this Agreement as follows:

1. For Phase 1, an amount equal to the cumulative hours charged to the Assignment by each class of ENGINEER's employees times Standard Hourly Rates for each applicable billing class for all services performed on the Assignment, plus Reimbursable Expenses, estimated to be \$66,902 (\$62,102 if Alternative Task 7 – Identify Preferred Cross Section is removed). This amount shall not be exceeded without prior written authorization from OWNER.

2. ENGINEER's Reimbursable Expenses Schedule and Standard Hourly Rate Schedule are attached to this Agreement as Exhibit SR-C.

3. The amounts billed for ENGINEER's services will be based on the cumulative hours charged to the Assignment during the billing period by each class of ENGINEER's employees times Standard Hourly Rates for each applicable billing class, plus Reimbursable Expenses and ENGINEER's

Consultants' charges, if any, incurred during the billing period.

4.02 Other Provisions Concerning Payment

A. *Estimated Compensation Amounts*

1. When estimated compensation amounts have been stated herein and it subsequently becomes apparent to ENGINEER that a compensation amount thus estimated will be exceeded, ENGINEER shall give OWNER written notice thereof.

B. *Adjustments*

1. ENGINEER's compensation is conditioned on time to complete the Assignment not exceeding the time identified in Exhibit SR-A. Should the time to complete the Assignment be extended beyond this period due to reasons not the fault of and beyond the control of ENGINEER, the total compensation to ENGINEER shall be appropriately adjusted.

C. *Reimbursable Expenses.* Reimbursable Expenses means the actual expenses incurred by ENGINEER or ENGINEER's Consultants directly in connection with the Assignment, including the categories and items listed in Exhibit SR-C, and if authorized in advance by OWNER, overtime work requiring higher than regular rates.

D. *For Additional Services.* OWNER shall pay ENGINEER for all services not included in the scope of this Agreement on the basis agreed to in writing by the parties at the time such services are authorized by OWNER.

E. *Subcontractors.* Any subcontractor required to perform the services identified in Exhibit SR-A shall be hired by and paid directly by ENGINEER.

ARTICLE 5--DESIGNATED REPRESENTATIVES

5.01 Contemporaneous with the execution of this Agreement, ENGINEER and OWNER shall each designate specific individuals as ENGINEER's and OWNER's representatives with respect to the services to be performed or furnished by ENGINEER and responsibilities of OWNER under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the Assignment on behalf of their respective party.

ARTICLE 6--CONTENT OF AGREEMENT

6.01 The following Exhibits are incorporated herein by reference:

A. Exhibit SR-A, "Work Plan W6000S Road Reconstruction," consisting of three (3) pages.

B. Exhibit SR-B, "Standard Terms and Conditions," consisting of four (4) pages.

C. Exhibit SR-C, "Schedule of Rates" for ENGINEER and ENGINEER's Consultants, consisting of one (1) page.

6.02 Total Agreement

A. This Agreement (consisting of pages 1 to 3, inclusive, together with the Exhibits identified in paragraph 6.01) constitutes the entire agreement between OWNER and ENGINEER and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

OWNER:

ENGINEER:

By: Kelly Park
Title: Chairman, Board of County Commissioners
Date Signed: _____

By: Reed Armijo
Title: CEO, Jorgensen Associates, P.C.
Date Signed: _____

Address for giving notices:

Address for giving notices:

Teton County Courthouse
150 Courthouse Drive
Driggs, Idaho 83422

Jorgensen Associates, P.C.
P.O. Box 9550
Jackson, Wyoming 83002

Designated Representative (Paragraph 5.01):

Designated Representative (Paragraph 5.01):

Name: TBD
Title: _____
Phone Number: _____
Facsimile Number: _____
E-Mail Address: _____

Name: Darryl Johnson, P.E., P.L.S.
Title: Project Manager
Phone Number: 307-733-5150
Facsimile Number: 307-733-5187
E-Mail Address: rarmijo@jelswyo.com

This is **EXHIBIT SR-A**, consisting of 4 pages, referred to in and part of the **Agreement between OWNER and ENGINEER for W6000S Road Reconstruction Professional Services** dated _____, 2014.

Initial:

OWNER _____
ENGINEER _____

Further Description of Services, Responsibilities, Time, and Related Matters

Specific articles of the Agreement are amended and supplemented to include the following agreement of the parties:

A.1.01 ENGINEER's Services

1. Project Management
 - Establish and Monitor Budget and Schedule
 - Coordinate Project Team
 - Communications with Teton County Staff

2. Project Kickoff Meeting - Teton County staff and design team staff meeting to discuss:
 - Scope, schedule, and budget
 - Lines of communication
 - Field review of corridor to discuss project issues (JA will prepare 11"X17" plan sheets of corridor for use in the corridor review)
 - JA will document the meeting in a summary memo

3. Topographic Base Map
 - Conform to JA base map standards
 - Field review to ensure completeness

4. Identify and Confirm Utilities
 - Review base map for utility locations
 - Confirm with Silverstar and Fall River Electric

4. Geotechnical Review of Recommended Gravel Structural Section
 - Womack review of recommended gravel structural section
 - Identify alternatives (if any) for improved performance and/or cost savings based upon experience and technical resources
 - Identify road sections requiring specialized treatments

5. Establish Typical Section(s)
 - Local Collector Classification
 - Local Road Classification
 - Structural Section

6. Establish Horizontal and Vertical Alignments
 - Generally match existing roadway horizontal and vertical alignments
 - Identify areas where raising the road is feasible for improving groundwater separation from road base materials (these areas are limited based upon wetland impacts)

7. Identify Preferred Cross Section- This task is an Alternative, Preliminary analysis indicates that the Local Collector will require a more involved permitting process with the ACOE and be more expensive to construct. The Board of County Commissioners may prefer to direct the Engineer to proceed with the Local Road Classification thereby deleting this task.
 - Run cross section templates through corridor for Local Collector Classification
 - Assess wetlands and construction cost opinion
 - Run cross section templates through corridor for Local Road Classification
 - Assess wetlands and construction cost opinion
 - Coordinate with County Engineer to select preferred cross section
 - Present to Board of County Commissioners for approval
 - Document decision

10. Identify Wetland Impacts & Submit Permit Applications
 - Submit Aquatic Resources Inventory (wetland delineation & waters of U.S.) to the ACOE for approval
 - Identify encroachment areas
 - Determine areas and methods for avoidance
 - Quantify areas where wetlands cannot be avoided
 - If needed, identify mitigation location and develop mitigation plan
 - Prepare and submit Joint Permit Application to DEQ, IDWR, ACOE

11. Develop Stormwater Master Plan
 - Identify return period
 - Identify drainage basins
 - Calculate runoff volumes
 - Size culverts
 - Document in a Drainage Report

12. Develop 50% Design Level Plans - Plan set will include:
 - Cover sheet
 - General notes
 - Typical cross sections
 - Plan and profiles
 - Details

13. 50% Design Level Plan Review
 - Five copies of the plans will be distributed to Teton County staff for review
 - A review meeting with staff will be conducted
 - Comments will be summarized in a summary memo

14. 95% Design Level Plans, Specifications, and Estimate
 - Incorporate comments from 50% Design Review
 - Prepare final plans
 - Prepare specifications based upon Idaho Public Works Standard Specifications
 - Prepare an Engineer's Opinion of Construction Cost

13. 95% Design Level Plan Review

- Five copies of the plans will be distributed to Teton County staff for review
- A review meeting with staff will be conducted
- Plans will be presented to Teton County Commissioners for review and comment
- Comments will be summarized in a summary memo

14. Project Manual and Final Plans

A project manual will be completed and include:

- Invitation For Bids
- Instructions To Bidders
- Bid Form and Schedule
- Contract Agreement
- General Conditions
- Idaho Public Works Standard Specifications
- Supplemental Specifications
- Special Provisions
- Standard Forms

The final plans will include:

- Cover Sheet
- Legend , Abbreviations, and General Notes
- Typical Sections
- Plan and Profiles
- Details
- Traffic Control

Assumptions: This scope of work is based upon the following assumptions:

1. The wetland permitting will be covered by a Nationwide 14 Linear Transportation Crossing Permit.
2. No right-of-way acquisitions or easements will be required.
3. No fences will be disturbed.
4. Teton County will handle all property owner coordination.
5. No utility conflicts.
6. Teton County will provide a backhoe should test pits be required as part of the geotechnical work.

Timeline:

- | | |
|---|-------------------|
| 1. Contract Approval and Notice to Proceed: | September 8, 2014 |
| 2. 50% Design | November 1, 2015 |
| 3. 95% Design | February 1, 2015 |
| 4. Project Manual and Final Plans | March 15, 2015 |

A.2.01 OWNER's Responsibilities

- A. OWNER shall do the following in a timely manner, so as not to delay the services of ENGINEER:
1. Provide all criteria and full information as to OWNER's requirements for the Assignment.
 2. Furnish to ENGINEER all existing studies, reports, survey data, and other available data pertinent to the Assignment, obtain or authorize ENGINEER to obtain or provide additional reports and data as required, and furnish to ENGINEER services of others as required for the performance of ENGINEER's services.
- B. ENGINEER shall be entitled to use and rely upon all such information and services provided by OWNER or others in performing ENGINEER's services under this Agreement. ENGINEER will assume no responsibility for data or information provided by others.

C. OWNER shall bear all costs incident to compliance with its responsibilities pursuant to this paragraph A.2.01.

A.3.01 Times for Rendering Services

- A. The time period for the performance of ENGINEER's services shall be based upon the milestones included in A.1.01, ENGINEER's Services.
- B. ENGINEER's services under this Agreement will be considered complete when Bid Advertisement is submitted to OWNER.

This is EXHIBIT SR-B, consisting of 4 pages, referred to in and part of the Agreement between OWNER and ENGINEER for W600S Road Reconstruction dated

_____, 2014.

Initial:

OWNER _____

ENGINEER _____

Standard Terms and Conditions

Article 6 of the Agreement is amended and supplemented to include the following agreement of the parties:

B.6.01B Standard Terms and Conditions

1. Standard of Care

The standard of care for all professional services performed or furnished by ENGINEER under this Agreement will be the care and skill ordinarily used by members of ENGINEER's profession practicing under similar circumstances at the same time and in the same locality. ENGINEER makes no warranties, express or implied, under this Agreement or otherwise, in connection with ENGINEER's services.

2. Independent Contractor

All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of OWNER and ENGINEER and not for the benefit of any other party. Nothing contained in this Agreement shall create a contractual relationship with or a cause of action in favor of a third party against either OWNER or ENGINEER. ENGINEER's services under this Agreement are being performed solely for OWNER's benefit, and no other entity shall have any claim against ENGINEER because of this Agreement or the performance or nonperformance of services hereunder. OWNER agrees to include a provision in all contracts with contractors and other entities involved in this project to carry out the intent of this paragraph.

3. Payments to ENGINEER

Invoices will be prepared in accordance with ENGINEER's standard invoicing practices and will be submitted to OWNER by ENGINEER monthly, unless otherwise agreed. If OWNER fails to make any payment due ENGINEER for services and expenses within thirty (30) days after receipt of ENGINEER's statement therefore, the amounts due ENGINEER will be increased at the rate of 1% per month from said thirtieth day, and in addition, ENGINEER may, after giving seven days' written notice to OWNER, suspend services under this Agreement until ENGINEER has been paid in full all amounts due for services, expenses, and other related charges. Payment after the first \$70,000 shall be subject to the conditions described in section 4.01 A 4.

4. Insurance

ENGINEER will maintain insurance coverage for Workers' Compensation, General Liability, and Automobile Liability and will provide certificates of insurance to OWNER upon request.

5. Indemnification and Allocation of Risk

a. To the fullest extent permitted by law, ENGINEER shall indemnify and hold harmless OWNER, OWNER's officers, directors, partners, and employees from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the negligent acts or omissions of ENGINEER or ENGINEER's officers, directors, partners, employees, and consultants in the performance of ENGINEER's services under this Agreement.

b. To the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER, ENGINEER's officers, directors, partners, employees, and consultants from and against costs, losses, and damages (including but not limited to reasonable fees and charges of engineers, architects, attorneys, and other professionals, and reasonable court or arbitration or other dispute resolution costs) caused solely by the

negligent acts or omissions of OWNER or OWNER's officers, directors, partners, employees, and consultants with respect to this Agreement.

c. To the fullest extent permitted by law, ENGINEER's total liability to OWNER and anyone claiming by, through, or under OWNER for any injuries, losses, damages and expenses caused in part by the negligence of ENGINEER and in part by the negligence of OWNER or any other negligent entity or individual, shall not exceed the percentage share that ENGINEER's negligence bears to the total negligence of OWNER, ENGINEER, and all other negligent entities and individuals.

d. In addition to the indemnity provided under paragraph B.6.01.B.5.b. of this Exhibit, and to the fullest extent permitted by law, OWNER shall indemnify and hold harmless ENGINEER and ENGINEER's officers, directors, partners, employees, and consultants from and against injuries, losses, damages and expenses (including but not limited to all fees and charges of engineers, architects, attorneys, and other professionals, and all court or arbitration or other disputes resolution costs) caused by, arising out of, or resulting from Hazardous Environmental Condition, provided that (i) any such injuries, losses, damages and expenses are attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of use resulting therefrom, and (ii) nothing in this paragraph B.6.01.B.5.d shall obligate OWNER to indemnify any individual or entity to the extent of that individual or entity's own negligence or willful misconduct.

e. The indemnification provision of paragraph B.6.01.B.5.a. is subject to and limited by the provisions agreed to by OWNER and ENGINEER in paragraph B.6.01.B.6, "Limit of Liability," of this Agreement.

6. Limit of Liability

To the fullest extent permitted by law, the total liability, in the aggregate, of ENGINEER and ENGINEER's officers, directors, partners, employees, agents, and consultants, or any of them to owner and anyone claiming by, through, or under OWNER, for any and all injuries, losses, damages and expenses, whatsoever arising out of, resulting from, or in any way related to this agreement from any cause or causes including but not limited to the negligence, professional errors or omissions, strict liability or breach of contract or warranty, express or implied, of ENGINEER or ENGINEER's officers, directors, partners, employees, agents, and consultants, or any of them, shall not exceed the total amount of engineering fees or \$50,000, whichever is less.

7. Dispute Resolution

a. OWNER and ENGINEER agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters in question between them arising out of or relating to this Agreement or the breach thereof ("disputes") to mediation.

b. If a party alleges a dispute or controversy with the other party arising out of or relating to the performance of services under this Agreement, then either party shall have the right to request mediation within 20 days after the claiming party has provided the other party with written notice describing the dispute and the claiming party's position with reference to the resolution of the dispute.

c. Except as otherwise agreed, mediation will proceed pursuant to the Construction Industry Mediation Rules of the American Arbitration Association in effect on the Effective Date of the Agreement. A mediator will be appointed within 30 days of receipt of a written request. The mediator will endeavor to complete the mediation within 30 days thereafter.

d. No performance obligation under or related to this Agreement shall be interrupted or delayed during any mediation proceeding except upon written agreement of both parties.

e. The mediator shall not be a witness in any legal proceedings related to this Agreement.

8. Termination of Contract

Either party may at any time, upon seven days prior written notice to the other party, terminate this Agreement. Upon such termination, OWNER shall pay to ENGINEER all amounts owing to ENGINEER under this Agreement, for all work performed up to the effective date of termination, plus reasonable termination costs.

9. Access
OWNER shall arrange for safe access to and make all provisions for ENGINEER and ENGINEER's Consultants to enter upon public and private property as required for ENGINEER to perform services under this Agreement.
10. Hazardous Environmental Conditions
It is acknowledged by both parties that ENGINEER's scope of services does not include any services related to a "Hazardous Environmental Condition," i.e. the presence at the site of asbestos, PCBs, petroleum, hazardous waste, or radioactive materials in such quantities or circumstances that may present a substantial danger to persons or property exposed thereto in connection with the Assignment. In the event ENGINEER or any other party encounters a Hazardous Environmental Condition, ENGINEER may, at its option and without liability for consequential or any other damages, suspend performance of services on the portion of the Assignment affected thereby until OWNER: (i) retains appropriate specialist consultant(s) or contractor(s) to identify and, as appropriate, abate, remediate, or remove the Hazardous Environmental Condition; and (ii) warrants that the site is in full compliance with applicable laws and regulations. OWNER acknowledges that ENGINEER is performing professional services for OWNER and that ENGINEER is not and shall not be required to become an "arranger," "operator," "generator," or "transporter" of hazardous substances, as defined in the Comprehensive Environmental Response, Compensation, and Liability Act of 1990 (CERCLA), which are or may be encountered at or near the site in connection with ENGINEER's activities under this Agreement.
11. Patents
ENGINEER shall not conduct patent searches in connection with its services under this Agreement and assumes no responsibility for any patent or copyright infringement arising therefrom. Nothing in this Agreement shall be construed as a warranty or representation that anything made, used, or sold arising out of the services performed under this Agreement will be free from infringement of patents or copyrights.
12. Ownership and Reuse of Documents
All documents prepared or furnished by ENGINEER pursuant to this Agreement are instruments of service, and ENGINEER shall retain an ownership and property interest therein. Reuse of any such documents by OWNER shall be at OWNER's sole risk; and OWNER agrees to indemnify, and hold ENGINEER harmless from all claims, damages, and expenses including attorney's fees arising out of such reuse of documents by OWNER or by others acting through OWNER.
13. Use of Electronic Media
 - a. Copies of Documents that may be relied upon by OWNER are limited to the printed copies (also known as hard copies) that are signed or sealed by the ENGINEER. Files in electronic media format of text, data, graphics, or of other types that are furnished by ENGINEER to OWNER are only for convenience of OWNER. Any conclusion or information obtained or derived from such electronic files will be at the user's sole risk.
 - b. When transferring documents in electronic media format, ENGINEER makes no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by ENGINEER at the beginning of this Assignment.
 - c. If there is a discrepancy between the electronic files and the hard copies, the hard copies govern.
 - d. Because data stored in electronic media format can deteriorate or be modified inadvertently or otherwise without authorization of the data's creator, the party receiving electronic files agrees that it will perform acceptance tests or procedures within 60 days, after which the receiving party shall be deemed to have accepted the data thus transferred. Any errors detected within the 60-day acceptance period will be corrected by the party delivering the electronic files. ENGINEER shall not be responsible to maintain documents stored in electronic media format after acceptance by OWNER.
14. Opinions of Probable Construction Cost (also referred to as Preliminary Construction Costs)
 - a. Construction Cost is the cost to OWNER to construct proposed facilities. Construction Cost does not include costs of services of ENGINEER or other design professionals and consultants, cost of land, rights-of-

way, or compensation for damages to properties, or OWNER's costs for legal, accounting, insurance counseling or auditing services, or interest and financing charges incurred in connection with OWNER's contemplated project, or the cost of other services to be provided by others to OWNER pursuant to of this Agreement. Construction Cost is one of the items comprising Total Project Costs.

b. ENGINEER's opinions of probable Construction Cost provided for herein are to be made on the basis of ENGINEER's experience and qualifications and represent ENGINEER's best judgment as an experienced and qualified professional generally familiar with the industry. However, since ENGINEER has no control over the cost of labor, materials, equipment, or services furnished by others, or over the Contractor's methods of determining prices, or over competitive bidding or market conditions, ENGINEER cannot and does not guarantee that proposals, bids, or actual Construction Cost will not vary from opinions of probable Construction Cost prepared by ENGINEER. If OWNER wishes greater assurance as to probable Construction Cost, OWNER shall employ an independent cost estimator.

15. Force Majeure

ENGINEER shall not be liable for any loss or damage due to failure or delay in rendering any service called for under this Agreement resulting from any cause beyond ENGINEER's reasonable control.

16. Assignment

Neither party shall assign its rights, interests or obligations under this Agreement without the express written consent of the other party.

17. Binding Effect

This Agreement shall bind, and the benefits thereof shall inure to the respective parties hereto, their legal representatives, executors, administrators, successors, and assigns.

18. Severability and Waiver of Provisions

Any provision or part of the Agreement held to be void or unenforceable under any laws or regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and ENGINEER, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

19. Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

20. Headings

The headings used in this Agreement are for general reference only and do not have special significance.

21. Controlling Law

This Agreement is to be governed by the law of the State of Wyoming.

22. Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon the date of receipt.

This is **EXHIBIT SR-C**, consisting of 1 page, referred to in and part of the **Agreement between OWNER and ENGINEER for W600S Road Reconstruction Professional Services** dated _____, 2014.

Initial:

OWNER _____

ENGINEER _____

Rate Schedule for Jorgensen Associates, P.C.

Rates are subject to annual review and adjustment. Rates in effect on the date of the Agreement are:

Engineering Services

Principal Engineer	\$150.00 - \$200.00/hour
Senior Project Manager	\$125.00 - \$175.00/hour
Project Engineer	\$100.00 - \$150.00/hour
Design Engineer	\$80.00 - \$120.00/hour

Surveying Services

Principal Surveyor	\$125.00 - 175.00/hour
Senior Survey Project Manager	\$125.00 - 175.00/hour
Project Surveyor	\$90.00 - \$120.00/hour
Survey Party Chief	\$75.00 - \$95.00/hour
Survey Field Technician	\$50.00 - \$80.00/hour

Planning Services

Senior Land Use Project Manager	\$125.00 - 175.00/hour
Planner	\$100.00 - \$150.00/hour
Land Use Technical Assistant	\$65.00 - \$100.00/hour

Support Services

Senior Design/CADD Technician	\$80.00 - \$120.00/hour
Mapping & Survey Technical Assistant	\$75.00 - \$95.00/hour
CADD Technician	\$75.00 - \$90.00/hour
Clerical/Administrative Support	\$50.00 - \$80.00/hour

Expert Witness/Preparation and Court

\$200.00-\$300.00/hour

Equipment

CADD System	no charge
Copies/Prints/Plots/Field Supplies	no charge
GPS System	\$90.00/hour
Total Station	\$50.00/hour
Nuclear Density Gauge	\$18.00/shot
Concrete Test Cylinders	\$15.00/ea broken
Concrete Test Cylinders	\$ 5.00/ea cured only
Survey and Equipment Vehicles	\$ 0.565/mile

Reimbursable Expenses

At cost plus 10%

Consultants

Fee plus 10%

Work done on Saturdays, Sundays or holidays to meet the client's schedule will be charged at 1½ times the above rates for services.

Charges for travel to out-of-office meetings, site visits and court appearances begin on departure from office and end on return to office.

SCOPE OF SERVICES ESTIMATE

Project: W6000S Road Improvements
Location: Teton County, Idaho
Client: Teton County, Idaho
Prepared by: Reed Armijo

August 29, 2014

Task	Hrs	Estimated Cost to Complete
Billing Group Description		
Project Management	36	\$ 5,560
Kickoff Meeting	13	\$ 1,550
Topographic Base Map	10	\$ 910
Utility Confirmation	4	\$ 400
Geotechnical	10	\$ 1,500
Subtotal	73	\$ 9,920
Billing Group Description		
Establish Typical Sections	4	\$ 400
Establish Alignments	40	\$ 4,400
Preferred Cross Section	44	\$ 4,800
Wetland Impacts	8	\$ 8,400
Stormwater Master Plan	42	\$ 4,700
Subtotal	138	\$ 22,700
Billing Group Description		
50% Plans	64	\$ 6,560
50% Review	16	\$ 1,900
95% P, S, & E	112	\$ 11,880
95% Review	16	\$ 1,900
Project Manual and Final Plans	56	\$ 5,960
Subtotal	264	\$ 28,200
Reimbursable Expenses (10% of Labor)		\$ 6,082
PROJECT ESTIMATE TOTAL	475	\$ 66,902



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: S2000e/Darby Cr Bridge Project Summary

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2014 PROJECTS\S2000E Darby Bridge
2. Harmony Design & Eng is the designer/engineer (Jen Zung=contact)
3. RFB due 9/5
4. BoCC to award 9/8
5. Waiting for permit approval from Army Corp & IDWR
6. Finalize contract
 - a. Remove draft
 - b. Insert bid numbers
 - c. Attached bid + addendums
 - d. Get signatures from BoCC & Contractor
 - e. Get Payment & Performance Bonds
7. Get submittals and have the designer review and approved them for the bridge and all materials, including surface gravel.
8. Pay from Special Levy Bridge Account

S2000E Darby Creek Bridge Bids (opened 9/5/2014)

Item No.	Description	Action	Aqua Terra	MD Nursery
1	Mobilization & Erosion Control	16,300	16,300	51,975
2	Bridge Demolition	10,430	4,270	16,800
3	Bridge Materials & Installation	312,365	195,137	313,496
4	Creek Stabilization	12,630	7,500	15,500
5	Road Reconstruction w/County supplied surface gravel	40,774	27,811	21,724
	TOTAL BASE BID	\$392,498	\$251,018	\$419,495
Bid Alt 1 5a	Road Reconstruction w/Contractor supplied surface gravel	46,054	33,451	28,776
	Extra for Contractor Gravel	\$5,280	\$5,640	\$7,052
Bid Alt 2 3a	Bridge Materials & Installation w/Guardrail	317,020	207,637	331,926
	Extra for Guardrail	\$4,655	\$12,500	\$18,430

Addendum #1**S2000E Darby Creek Bridge Request for Bid****Issued September 3, 2014**

This Addendum is being issued to make clarifications and modifications to the **S2000E Darby Creek Bridge Request for Bid** and shall constitute a part of the Request for Bid.

This Addendum is being posted on the Teton County website and delivered to every bidder that provided his or her name and address or electronic mail to Teton County.

THIS ADDENDUM MUST BE ACKNOWLEDGED, SIGNED, DATED, AND RETURNED AS PART OF THE BID RESPONSE.

ADDENDUM #1 CLARIFICATIONS AND MODIFICATIONS FOR BIDS FOR S2000E DARBY CREEK BRIDGE:

1. Bid Alternate 1 - Item No. 5, Road reconstruction w/County supplied surface gravel, includes the 4" depth of ¾" minus gravel surface, 4" depth of 2" minus base course, and 8" depth of pit run sub-base. These materials will NOT be delivered to the site by the County. The Contractor will need to haul the material to the site from the County pits located at the Transfer Station (1088 Cemetery Road, Driggs). Additional fill required to bring the road up to grade would not be supplied by the County.
2. Replace 5.01 Basis of Bid with the table below, which includes space for Bid Alternate 2 – Bridge guardrail. Guardrail provided shall be aluminum guardrail with wood posts spaced 6' o.c. and meeting ITD Standard Specifications for Highway Construction (2012) Section 612 with materials per Section 708.25 and 710.03.

Item No.	Description	Price
1	Mobilization & Erosion Control	16,300.00
2	Bridge Demolition	10,430.00
3	Bridge Materials and Installation	312,364.84
4	Creek Stabilization	12,629.60
5	Road Reconstruction w/County supplied surface gravel	40,774.00

BID ALT 1

Item No.	Description	Price
5a	Road Reconstruction w/Contractor supplied surface gravel	46,054.00

BID ALT 2

Item No.	Description	Price
3a	Bridge Materials and Installation with Guardrail	317,019.84

Addendum #1

S2000E Darby Creek Bridge Request for Bid

Issued September 3, 2014

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Item No.	Description	Price
1	Mobilization & Erosion Control	\$16,300.00
2	Bridge Demolition	\$4,270.00
3	Bridge Materials and Installation	\$195,137.00
4	Creek Stabilization	\$7,500.00
5	Road Reconstruction w/County supplied surface gravel	\$27,811.00

BID ALT 1

Item No.	Description	Price
5a	Road Reconstruction w/Contractor supplied surface gravel	\$33,451.00

BID ALT 2

Item No.	Description	Price
3a	Bridge Materials and Installation with Guardrail	\$207,637.00

Addendum #1

S2000E Darby Creek Bridge Request for Bid

Issued September 3, 2014

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Item No.	Description	Price
1	Mobilization & Erosion Control	\$ 51,975.00
2	Bridge Demolition	16,800.00
3	Bridge Materials and Installation	313,496.00
4	Creek Stabilization	15,500.00
5	Road Reconstruction w/County supplied surface gravel	21,724.00

BID ALT 1

TOTAL BASE BID: 419,495.00

Item No.	Description	Price
5a	Road Reconstruction w/Contractor supplied surface gravel	28,776.00

BID ALT 2

TOTAL BASE BID w/ALT 1 426,547.00

Item No.	Description	Price
3a	Bridge Materials and Installation with Guardrail	331,926.00

TOTAL BASE BID w/ALT 2 437,925.00

TOTAL BASE BID w/ALT 1 & 2 444,977

Notice of Award

Date: _____

Project: **N3000W Bridge**

Owner: **Teton County Idaho**

Owner's Contract No.:

Contract:

Engineer's Project No.:

Bidder:

Bidder's Address:

You are notified that your Bid dated _____ for the above Contract has been considered. You are the Successful Bidder and are awarded a Contract for N3000W Bridge

The Contract Price of your Contract is _____ Dollars (\$_____).

_____ copies of the proposed Contract Documents (except Drawings) accompany this Notice of Award.

_____ sets of the Drawings will be delivered separately or otherwise made available to you immediately.

You must comply with the following conditions precedent within [15] days of the date you receive this Notice of Award.

1. Deliver to the Owner [_____] fully executed counterparts of the Contract Documents.
2. Deliver with the executed Contract Documents the Contract security [Bonds] as specified in the Instructions to Bidders (Article 20), General Conditions (Paragraph 5.01), and Supplementary Conditions (Paragraph SC-5.01).
3. Other conditions precedent:

Failure to comply with these conditions within the time specified will entitle Owner to consider you in default, annul this Notice of Award, and declare your Bid security forfeited.

Within ten days after you comply with the above conditions, Owner will return to you one fully executed counterpart of the Contract Documents.

Owner
By: _____
Authorized Signature

Title

Copy to Engineer
(Use Certified Mail, Return Receipt Requested)



RECEIVED
AUG 26 2014
BY: *Bocc*

August 4, 2014

Commissioner Kelly Park
Teton County Courthouse
150 Courthouse Drive
Driggs, ID 83422

Dear Commissioner Park,

The City of Victor, Idaho and Teton County, Wyoming are both recent recipients of Federal Lands Access Program grant funding, in the amounts of \$1.7 million dollars and \$500,000 respectively, to design and construct off road, grade separated, segments of paved pathways that will connect Teton Valley and Jackson Hole via Teton Pass.



The work to construct an off road pathway to connect these two communities over the pass and across state lines, through our public lands, is just one link in a larger, regional vision. The larger, regional vision is to have an off road, paved, multi-use pathway connecting from Jenny Lake in Grand Teton National Park through Jackson Hole, over Teton Pass to Teton Valley and the communities of Victor, Driggs and Teton, north through Fremont County and the communities of Ashton and Island Park, to West Yellowstone in Gallatin County, MT and onward through Yellowstone National Park south into Grand Teton National Park. This regional vision would create a "Yellowstone-Grand Teton Loop" and has the potential to positively impact the economies of all communities along the route by attracting recreation tourism and recreation events.

One segment of recreation tourism, bicycle tourism, is already attracted to the region as evidenced by this summer's already complete Bicycle America tour and the Cycle Greater Yellowstone event taking place this August 17-23. The Cycle Greater Yellowstone tour alone will bring 900 cyclists as well as their support teams of

families and friends to Teton Valley, Jackson, and southwestern Wyoming.

The City of Victor has partnered with the Eastern Central Idaho Planning & Development Association (ECIPDA), also known as The Development Company, to commission an Economic Impact Study that will assess the potential economic impact that a complete Yellowstone-Grand Teton Loop could have on the Eastern Idaho, South Eastern Montana, and Western Wyoming region. The Development Company applied for and was awarded a \$17,000 grant from the United States Department of Agriculture's Rural Development fund for the study, which has a total cost of \$21,000. The USDA Rural Development grant requires that the remaining \$4,000 for the study be contributed as match funding.

The Economic Impact Study is slated to begin this August and to be completed by the end of this year. Upon completion of the study your [municipality/county government] as well as businesses in your jurisdiction will be able to use the study for business planning or to cite in grant applications.

The City of Victor has committed \$500 toward the \$4,000 required match. As a community located directly on route of the Yellowstone Grant Teton Loop we are requesting that your community match the City of Victor's contribution, or an amount that your [municipality/county government] is able to allocate at this time.

If you have questions about the Economic Impact Study please feel free to contact Ted Hendricks at the Development Company at 208-390-4524 or ted.hendricks@ecipda.net.

Thank you,



Mayor Zach Smith

mayor@victorcityidaho.com

Dawn Felchle

From: andy steele <sabra@silverstar.com>
Sent: Thursday, August 28, 2014 8:11 AM
To: Commissioners
Subject: road hazard

Commissioners,

I would like to bring to your attention what I perceive as a dangerous driving situation due to an illegal road encroachment. Near the intersection of Badger Creek road and Valley View road the new land owner has put in a driveway on a dangerous curve. The driveway is less than 100 feet from the properties existing encroachment and there is approximately 50 feet of site distance when one drives down around a curve to the intersection. Not just cars use this encroachment but large stock trucks enter and exit this driveway. Commissioner Parks, I know that you drive by this intersection almost daily, and as your neighbor I would ask that you look at this intersection and see if it presents a danger and liability to drivers on the county road. I may be an old man just over cautious but I slow down to less than 20 miles per hour and I am alert to the possibility of a livestock truck swinging into my lane. I have no axe to grind with these new neighbors and they are investing a lot in their horse property, my only concern is for the safety of the road and the liability of the county for allowing this encroachment to be utilized. And while this issue is being settled perhaps some mitigation could be put in place to warn drivers and perhaps improve the sight distance by removing trees that presently reduce the sight distance. In my opinion the whole intersection needs reviewed as it is not uncommon to have people swing wide to make the corner only to force opposing traffic into the tank trap in front of the stop sign, particularly in winter.

Respectively,
andy steele
tetonia



Memo

To: Teton County Board of County Commissioners

From: Jennifer Zung, PE, CFM

CC:

Date: 9/4/2014

Re: Current County Projects

Harmony Design & Engineering is currently working on the following projects for Teton County for which we are requesting the actions listed below:

Project Name	Status as of 9/4/2014	Action Requested
Badger Creek Bridge at 10,000N and 3000W	Construction completed. LOMR is in progress.	Identification of primary point of contact with Teton County
Darby Creek Bridge at S2000E	Bids for construction due 9/5/2014. CLOMR in progress. Scheduled for fall 2014 construction.	Approval of Additional Service #1 (attached) to provide Construction Phase services. Identification of primary point of contact with Teton County.
Darby Creek at S1000E	Scope and budget for engineering services provided to Teton County for FY15 project start (attached).	Approval for proceeding with survey and design so it can occur this fall/winter with construction during spring or fall of 2015.
Fox Creek at S500W	Tasks 1 and 2 completed and project put on hold in order for the County to investigate coordinating with ITD to replace all crossings. ITD not expected to replace the bridge for several more years.	None at this time.

**ADDITIONAL SERVICE
REQUEST #1**



Date: September 4, 2014

Project Name: Darby Creek 2000E Bridge
Project Number: 13015-078-1

DESCRIPTION OF SERVICES

Additional services requested include the following Construction Phase services:

- 1. Answer questions from contractors prior to bid due date*
- 2. Review bids and make recommendation to BOCC*
- 3. Facilitate pre-construction meeting with selected contractor*
- 4. Construction supervision and answer RFIs during construction*
- 5. Review and approve submittals and payment applications*
- 6. Conduct final inspections*

Estimated Fee: \$9,000 – 10,000

THE SERVICES ABOVE ARE SUBJECT TO THE STANDARD PROVISIONS OF THE ORIGINAL CONTRACT #P1441 AND DATED August 16, 2013.

Client: _____

Harmony Design & Engineering

Signed: _____

Signed: _____

Printed name: _____

Title: _____

Date Signed: _____

Date Signed: _____

SERVICE ORDER



Date: September 4, 2014

Project: P1441 – Darby Creek at S1000E

SCOPE OF SERVICES

Task 1. Topographic Survey

\$7,500

A topographic survey will be completed on Darby Creek in the vicinity of County Road S1000E. The road corridor will be surveyed to the extent needed for the culvert/bridge designs. Approximately seven to ten cross sections within Darby Creek will be surveyed as well as the longitudinal profile of the channel thalweg for approximately 1,700 linear feet. Included in this task is coordination with affected landowners to obtain access permission.

Task 2. Stream Assessment

\$3,800

An assessment of the existing conditions of the stream within the project reach will be conducted to include hydrologic, morphologic and hydraulic analysis. An evaluation will be completed in order to identify the source of instability and causes of flooding at the existing Darby Creek culvert crossings.

Task 3. Geotechnical Investigation

\$1,900

A geotechnical investigation will be conducted to include engineering analysis and recommendations for bridge foundation design. Design parameters will include bearing capacity, friction factor, and lateral earth pressure. Field work will include classification and characterization of site soils by excavating two exploratory test pits in the vicinity of the existing culverts. A sample of the bank material will be submitted to sieve analysis for purposes of filter design. A report summarizing the findings of the geotechnical investigation will be completed.

Task 4. Channel Stabilization Design

\$3,900

The Darby Creek stabilization treatment design will be based on the results of Task 2 and collaboration with Teton County Engineering Department. Design components will address adverse conditions pertaining to localized flooding, avulsion potential, bank erosion, sediment transport discontinuity, excessive channel width, and threats to county infrastructure, as needed. Conceptually, the design may include instream treatments such as rock barbs or deflectors, bank toe hardening, j-hook vanes, bioengineering treatments such as toe-wood, root wad revetments, log cribs or complexes, woody vegetation establishment, channel shaping, or vegetative transplants.

Task 5. Bridge/Culvert Design

\$12,900 (culverts)

The bridge or culvert design at S1000E will be coordinated with the channel stabilization design included in Task 4. A hydraulic analysis will be completed using HEC-RAS in order to determine the proper bridge and/or culvert dimensions required for proper hydraulic functioning.

Design will include horizontal and vertical alignment of the bridge and roadway approach as well as structural design of the bridge abutments, wingwalls, and footings as applicable. Note that **\$4,000 per bridge should be added** for structural design. Plans and specifications for the structures will be assembled into a package suitable for bidding.

Task 6. Permitting

\$2,200

Applicable permits will be prepared and submitted on behalf of Teton County. These include Floodplain Development, IDWR Stream Alteration Permit, and ACOE 404 Permits. This task includes meetings and coordination with affected landowners to obtain signatures and permission to complete the proposed work.

Task 7. CLOMR and LOMR

\$18,200

Since the project is located in a Zone A Special Flood Hazard Area as shown on the FEMA FIRM, it is recommended that a Conditional Letter of Map Revision (CLOMR) be submitted to FEMA for approval prior to construction of the proposed bridge. After construction is completed, a Letter of Map Revision (LOMR) based on an as-built survey of the completed bridge will be required to be submitted to FEMA for approval. This task cost INCLUDES cost for an as-built survey and the FEMA filing fees of \$4,400 for the CLOMR and \$5,000 for the LOMR, which are current as of the date of this proposal.

Schedule

Our team can start the project within two weeks of receiving a notice to proceed, and we have the ability to complete the design so that it is ready for construction during the 2014 construction season.

Estimated Project Total

\$50,400

The total project cost is dependent on the type of structures selected. The cost above is for culvert type crossings that do not require additional structural design. If a single bridge was selected, the total estimated project cost would be **\$54,400**.

This AGREEMENT is between Teton County Idaho (Client) and Harmony Design, Inc. for services as described above and subject to the following.

Compensation

The fee for the listed scope of services will be on a TIME AND MATERIALS basis, at the rates on the attached standard fee schedule. The fee will NOT EXCEED the total project cost shown above without the express written consent of the Client.

Invoicing

All invoices are considered to be due and payable upon receipt unless otherwise set forth in this Agreement. Each invoice will represent services completed during the prior month unless otherwise noted on the invoice. Payment not received within 30 days of the invoice date will be considered past due. All past due invoices will be subject to a 1.5 % per month late charge applied to outstanding balances including late charges. Payments shall be first applied to late charges and then to the principal unpaid amount. If the invoice, including late charges due, is not paid in full within 60 days of the invoice date, Harmony Design Inc. may cease all services

on the project and may commence the exercising of its legal remedies. These include, but are not limited to, mechanics' lien rights under applicable law.

The Client shall notify Harmony Design Inc. in writing within 30 calendar days of the date of the invoice if the Client objects to any portion of the charges on the invoice, and shall promptly pay the undisputed portion. Invoices not contested within 30 calendar days are assumed to be accurate and acceptable to all parties, and all rights to withhold payment shall be forfeited after that time. This Agreement shall authorize Harmony Design Inc. to collect any fees incurred, including reasonable attorney's fees, related to the collection of any amounts due from the Client.

Payment under this agreement is not contingent upon: 1) the Client being reimbursed by any third party; 2) upon the Client obtaining financing; or 3) completion of the overall project.

Information Provided by Others

All data and information provided to Harmony Design Inc. through the Client will be assumed to be complete and accurate unless otherwise informed by the Client. Harmony Design Inc. will endeavor to identify obvious errors and bring them to the attention of the Client; however, Harmony Design Inc. cannot be responsible for the work of others unless the Client has authorized an independent analysis of the data and information provided.

Ownership of Documents

Drawings, Plans, Specifications, and Reports prepared by Harmony Design, Inc. are, and shall remain, the property of Harmony Design, Inc., whether the project is executed or not. The Client shall be permitted to retain copies of said Drawings, Plans, Specifications, and Reports including reproducible copies and electronic files in native file format, for information and reference in connection with the Client's use on this specific project only. Unauthorized duplication of details, designs and drawings for project not specified in the Agreement shall be a violation of copyright laws.

Third-Party Exclusion

The Agreement shall not create any rights or benefits to parties other than Client and Harmony Design Inc, except such other rights as may be specifically called for herein.

Engineers Certificate of Merit

The Client shall make no claim for professional negligence, either directly or in a third party claim, against Harmony Design Inc unless the Client has first provided Harmony Design Inc with a written certification executed by an independent design professional currently practicing in the same discipline as the Harmony Design Engineer and licensed in the applicable state. This certification shall: a) contain the name and license number of the certifier; b) specify each and every act or omission that the certifier contends is a violation of the standard of care expected of an Engineer performing professional services under similar circumstances; and c) state in complete detail the basis for the certifier's opinion that each such act or omission constitutes such a violation. This certificate shall be provided to the Engineer not less than thirty (30) calendar days prior to the presentation of any claim or the institution of any arbitration or judicial proceeding.

Limitation of Liability

The Client agrees that any claim filed against Harmony Design Inc by Client, will be filed solely against Harmony Design Inc or its successors or assigns, and that no individual person shall be made personally liable for damages, in whole or in part.

Conflict Resolution

All claims, disputes, or controversies arising out of, or in relation to the interpretation, application, enforcement or implementation of this Agreement or provision of the services indicated herein shall first be attempted to be resolved through non-binding mediation. The parties further agree that the project Owner will require, as a condition for participation in the project and their agreement to perform labor or services, that all contractors, all subcontractors at all tiers, and all suppliers whose portion of the work amounts to five thousand dollars (\$5,000) or more, and their insurers and sureties, shall agree to this procedure. If a party does not agree to

mediation, that party shall hereby forfeit the collection of any attorney fees arising from any subsequent legal actions.

Termination

Either party may terminate this Agreement by providing seven (7) days written notice in the event of a substantial failure by one party through no fault of the other party to perform in accordance with the terms and conditions of this agreement. Either party may terminate this Agreement without cause by fifteen (15) days written notice to the other.

Upon termination, payment will be made to Harmony Design, Inc. for all services performed and reimbursable expenses up to the date of the termination. Deliverables, including Drawings, Plans, Specifications, and Reports prepared by Harmony, will be turned over to the Client upon full payment. Any deliverables released prior to completion of work shall absolve Harmony Design, Inc. of all liability associated with the project

IN WITNESS WHEREOF, this agreement, including all exhibits and attachments, has been fully executed on behalf of Harmony Design Inc by its duly authorized officers, and the Client has caused the same to be executed in its name and in its behalf by its duly authorized officers as of the date indicated below.

Client Name: _____

Harmony Design, Inc.

Signature: _____

By: _____

Printed name: _____

Title: _____

Date Signed: _____

Date Signed: _____

Billing Address: _____

Phone #: _____

Fax#: _____

Email: _____

HARMONY DESIGN & ENGINEERING

SCHEDULE OF RATES

PROFESSIONAL SERVICES

Expert Witness	\$250 /hr
Professional Engineering	\$125 /hr
Professional Landscape Architecture	\$125 /hr
Project Management	\$105 /hr
Engineering Design	\$95 /hr
Landscape Design & Planning	\$95 /hr
CAD Drafting	\$60 /hr
Clerical / Travel Time	\$45 /hr

DIRECT EXPENSES

Mileage	\$0.65 /mile
B&W Copies (8 ½" X 11")	\$0.15 /copy
Color Copies (8 ½" X 11")	\$0.90 /copy
B&W Prints (24" X 36")	\$4.00 /sheet
Color Prints (24" X 36")	\$6.00 /sheet
B&W Mylar Sepia (24" X 36")	\$12.00 /sheet
CD for electronic files	\$2.50 /each

Reimbursable expenses such as outside reproduction, deliveries, postage, sub-consultant fees, and travel costs are charged as listed above or at cost plus ten percent.

*These Professional Service Rates are considered confidential and shall not be released to a third party without written permission of Harmony Design, Inc.
Rates are subject to change.*

Effective January 1, 2014



Class Title: County Engineer/Public Works Director

Pay Grade: 12

FLSA Designation: Exempt

Established: 3-09

Revised: 12-2010

Class Summary/Primary Function

The principal function of an employee in this class is to plan, direct, manage, coordinate and evaluate the operations of the Public Works Department which includes Road and Bridge and Solid Waste divisions. Primary duties include providing professional engineering recommendations to the Board of County Commissioners (Board) and the Planning and Zoning Commission; providing design review services to the Planning and Zoning Department; preparing long-range plans and ordinance amendments; developing and managing the department's budget; coordinating activities with County departments and local agencies; managing department staff and related human resources functions; establishing and requiring compliance with design and construction standards; and working effectively with the Board, agency officials, County staff, and the public. The County Engineer/Public Works Director must possess strong engineering and public relations skills. The position directly supervises Department staff. The work is performed under the general supervision of the Board of Commissioners although considerable latitude is allowed for independent judgment and initiative. The principal duties of this class are performed in a general office environment with field work involving inspections and site visits.

Essential Duties and Responsibilities (will vary by assignment)

- Plans, directs, manages, coordinates, and evaluates the operations of the Public Works Department;
- Coordinates feasibility, financial, design, maintenance, administration and construction activities;
- Analyses, develops and monitors fiscal and administrative policies and procedures;
- Works with other governmental agencies in the development and coordination of, and compliance with, federal, state and county rules and regulations related to highways, traffic, solid waste and all phases of community development;
- Coordinates with the Planning Administrator on planning, zoning, building, and land use issues;
- Supervises the Road and Bridge and Solid Waste divisions;
- Oversees preparation and issuance of permits for major construction projects, and the final construction approval of new roads, trails, rights of ways, drainage facilities and major construction projects;
- Establishes policies and procedures relating to public infrastructure and services and to protect the safety, health and welfare of the public;
- Attends Board of Commissioners and Planning and Zoning Commission meetings: provides accurate and current recommendations concerning construction and design standards;
- Ensures that all construction, roads and highways, and solid waste activities comply with all pertinent regulations;
- Interacts regularly with departments and agencies to coordinate functions;
- Prepares long-range plans and ordinance amendments;
- Communicates pertinent Board decisions to appropriate staff, consultants or affected parties;
- Prepares, submits and monitors annual expense/revenue budgets;
- Administers proper maintenance of records relating to all departmental activities;
- Establishes tracking procedures to ensure compliance with all public works regulations;
- Develops, manages, and monitors budget and fiscal activity to assure compliance with established cost and spending limitations;
- Conducts inspections and site visits;

- Administers departmental personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions, and reviewing salary issues;
- Attends public works-related meetings, hearings, conferences and training sessions; participates in professional organizations;
- Performs time management and scheduling functions to meet deadlines and set project priorities;
- Responds to citizens' questions and comments in a courteous and timely manner;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Regularly reviews publications, memos and/or directives to become and remain current on the principles, practices and new developments in assigned work areas;
- Responds to requests from public officials; makes presentations to various groups; writes press releases;
- Performs other related duties as required.

Competency Requirements:

Knowledge of:

- Methods, procedures, and standard practices of civil engineering applicable to public works programs, projects, and functions;
- Methods, procedures, equipment, standard practices, and objectives and standards of street and bridge construction, maintenance, and repair;
- Methods, procedures, equipment, standard practices, and objectives and standards of solid waste and refuse collection and disposal;
- Principles and practices of public works administration, including staff supervision and evaluation, mediation and conflict resolution, training, and project management;
- Federal, state, local, County and other applicable environmental and safety statutes, ordinances, and codes;
- Municipal budgeting methods, procedures;
- Public hearing, review, and approval processes;
- Effective public presentation and public relations skills;
- Operation of standard office equipment, including a personal computer and job-related software applications.

Ability to:

- Read, interpret, explain and apply laws, resolutions, ordinances, codes, and contracts related to the functions of the Public Works Department;
- Interpret and clearly explain County public works/infrastructure functions, policies, and procedures;
- Prepare, review, and maintain files, records, reports, databases, and correspondence, determining content and follow-up, if required ;
- Read and interpret engineering, legal, technical, regulatory, and operational documents, manuals, journals, blueprints, specifications, and diagrams;
- Represent the County and negotiate outcomes desirable to the County;
- Administer departmental personnel issues including hiring, training, managing, supervising, conducting performance evaluations, effectively addressing performance concerns, documenting personnel actions, and reviewing salary issues;
- Maintain detailed and accurate computerized and hard copy files;
- Communicate effectively, both orally and in writing;
- Deal with all parties in all situations in a forthright, diplomatic and confidential manner;
- Maintain effective working relationships with other County employees, contractors, developers, state and local elected officials and the public;
- Prepare accurate and reliable reports, presentations and regulatory documents;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;

- Develop creative and effective resolutions to simple and complex problems;
- Determine priorities and make work assignments; follow-up to ensure desired results; and document actions;
- Work independently and handle a variety of public interactions or situations with tact and diplomacy;
- Read, interpret and apply laws, resolutions, ordinances, codes, and contracts;
- Respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Maintain a professional demeanor during stressful situations;
- Operate standard office equipment and a personal computer including program applications appropriate to assigned duties;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Maintain individual and transaction confidentiality;
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.

Acceptable Experience and Training

- Bachelors degree in civil engineering, public administration or a related field is required and a Masters degree is preferred;
- Five (5) years experience in engineering and public works administration, including supervisory experience, is required and four (4) years previous experience as a public works director is preferred; and
- Two (2) years experience in road and bridge construction and maintenance and solid waste management is preferred; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties of this job.

Special Qualifications

- Idaho Professional Civil Engineering license
- Idaho driver's license

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, read, review and prepare documents and process them in a prescribed order, organize and maintain accurate files;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and a motor vehicle;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to lift or move objects that weigh up to 30 lbs.; to operate a motor vehicle; to conduct field work and site visits; and to work in an office environment.
- Jobs in this class require performing repetitive hand movement in gripping, fingering, and hand/wrist/arm movements. Related job tasks may require walking, standing, sitting, lifting, stooping, squatting, kneeling, bending, crouching, pushing, grasping, and reaching.



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 28, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: Outgoing Project List

The following is a list of outstanding projects:

SOLID WASTE

Landfill

1. Landfill Cap coordination with Forsgren & DEQ
 - a. Bid & Contract material hauling from Felt Pit
2. Monitoring Well Installation coordination with RME
3. Monitoring Well Data/Statistical Analysis coordination with DEQ/RME
4. EPA Brownfield Planning Grant

Transfer Station

1. Waste Hauler contract
2. C&D sorting requirements/New flyer for sorting & materials
3. C&D Operation Plan Update
4. Long Term diversion plan & goal
5. Household Haz Waste Disposal program

ROAD & BRIDGE

1. Fox Creek Park n Ride – Construction & Grant
2. Smith Canyon-Construction, USNF Coord, ROW survey, IDP&R Grant
3. S. Bates Sign & Safety Improvements-Bid & Construction, Grant
4. Road Sign Replacement-purchase, install, Grant
5. Gravel Crushing-quantity & quality verification
6. S2000E Darby Bridge-bid, contract, construction
7. Pathway Bridge-construction
8. Willow Spraying-coord w/Extension agent
9. Grants:
 - a. LHTAC: Construction Grant due Jan?
 - i. W6000S or chip seal oil or Cedron Expansion
 - b. IDP&R: Due in Dec?
 - i. Horseshoe Chip Seal

- ii. Old Horseshoe RR Gravel & ADA fishing Access with IDF&G
 - c. ITD-ITRIP's Grant due in Jan?
 - i. Driggs-Tetonia Pathway
 - ii. 500W/6000N park n ride
- 10. Stateline/Spring Creek Culvert-Construction
- 11. N3000W-culvert sizing & construction
- 12. W6000S-Design, bid, construction
- 13. E5000S-Bid, construction, Impact fee & grant
- 14. Use developer funds to pay for applicable projects this year
- 15. Impact Fee projects?
- 16. Packsaddle Rd/Scenic Parkway Relocation-review plans, ROW vacation/relocation, planning dept?
- 17. IDWR: Permits – Jan. water for roads from streams
- 18. 2014/2015 Snowplow map
- 19. 2015 ITD Pay Map

Vessel Fund

- 1. Bates/Teton Parking lot-construction

Building Projects

- 1. Courthouse Masonry Repairs
- 2. SAR Parking lot repairs
- 3. Courthouse Parking lot sealcoat



WK: 208-354-0245
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Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: W5000S/Fox Creek Parking Project Summary

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2014 PROJECTS\Fox Creek Park & Ride
2. MD Nursery is the contractor (Jerry Muir is the contact)
3. To be complete by 10/1/2014
4. Funded with a Federal Grant via ITRIPs, county to pay portion not funded by the grant as a match
5. County is donating culverts and large boulders for the project as an additional match (document culvert cost & boulder costs)
6. TVTAP is donating a bike rack
7. Contact Carolyn for documentation requirements (monthly reports, match documentations etc):

Carolyn J. Dutcher
Grants & Contracts Officer
Division of Transportation Performance
Idaho Transportation Department
PO Box 7129
Boise, ID 83707
p (208)334-4475 | f (208)334-4424
e GATeam@itd.idaho.gov or carolyn.dutcher@itd.idaho.gov

8. Coordinate with START bus regarding a stop:
Tom Guheen: tguheen@ci.jackson.wy.us
Michael Wackerly: mwackerly@ci.jackson.wy.us



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Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: 2014 GRAVEL CRUSHING

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2014 PROJECTS\Gravel
2. Edstrom Construction is the contractor. John Edstrom is the contract
3. To be complete by 90 days from June 9th plus rain days and add time for additional material.



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Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: Victor-Driggs Pathway Bridge Project Summary

The following is a list of outstanding items for the pathway bridge repair project:

1. File path to information: R:\PROJECTS\2014 PROJECTS\Pathway Bridge
2. Award Bid to MD Nursery (8/25/15) Jerry Muir is the Contact
3. Notify winning contractor
4. Finalize contract
 - a. Remove Draft
 - b. Insert Bid Numbers
 - c. Have the contractor sign
 - d. Have a commissioner sign
5. Have contractor complete work, including paving the edges.
6. Pay via Special Levy Pathway Account



WK: 208-354-0245
CELL: 208-313-0245

**Teton County Engineer
MEMO**

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: S2000e/Darby Cr Bridge Project Summary

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2014 PROJECTS\S2000E Darby Bridge
2. Harmony Design & Eng is the designer/engineer (Jen Zung=contact)
3. RFB due 9/5
4. BoCC to award 9/8
5. Waiting for permit approval from Army Corp & IDWR
6. Finalize contract
 - a. Remove draft
 - b. Insert bid numbers
 - c. Attached bid + addendums
 - d. Get signatures from BoCC & Contractor
 - e. Get Payment & Performance Bonds
7. Get submittals and have the designer review and approved them for the bridge and all materials, including surface gravel.
8. Pay from Special Levy Bridge Account

WK: 208-354-0245
CELL: 208-313-0245



**Teton County Engineer
MEMO**

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: SIGN REPLACEMENT Project Summary

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2014 PROJECTS\Sign Project
2. LTHAC Grant Funded Project. Grant funding starts in Oct 2014 (FY2015)
Contact:
Laila Kral, PE
LHTAC
LKral@lhtac.org
(208) 344-0565
3. Use R&B sign account from FY2014 to purchase \$10K worth of signs, have billed in Oct. but pay from FY2014-this is the match \$\$
4. **Check with Laila regarding sign standard, may have to use new MUTCD standard sign.**
5. Use grant & match to replace safety & warning signs 1st the county rd signs then county/private road signs on county ROW (no interior private signs to be replaced).
6. Recommend dividing the project into geographical areas and replacing signs in each area then moving on to the next area (GIS may be able to help).
7. Use IWORQ to identify missing signs & posts.
8. Submit grant reimbursement forms & completion forms.



WK: 208-354-0245
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Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: STATELINE RD/SPRING CR CULVERT Project Summary

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2014 PROJECTS\Stateline Culvert
2. Aquaterra Restoration (Arin Grimes) is the contactor, installation & road.
3. Old Castle (Cache Elzinga) is supplying the culvert.
4. County is paying for the culvert seperatly from the installation. Both installation & culvert to be paid from Special Levy, Bridges.
5. Road is to be paved with 2" of asphalt once the culvert is in by the contractor
6. Detour via E1000S, should be graded prior to project start.
7. Needs to be complete by 10/1.



WK: 208-354-0245
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Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: W6000S Project Summary

The following is a list of outstanding items for the pathway bridge repair project:

1. File path to information: R:\PROJECTS\2014 PROJECTS\W6000S
2. Jorgenson Engineering is the selected designer
3. Finalize scope & contract and have BoCC approve
4. Design through Jan 2015-Jorg
 - a. No new bridges
 - b. Same alignment
 - c. Analyze width vs cost, may need to change to local road standard due to impacts/costs
5. Permit in Jan 2015-Jorg
6. Release RFB in early March 2015-Jorg
 - a. Bid Alt to use county surface gravel-check supply
7. Construction in August/September/October
 - a. 2015 is budgeted for ½ of the reconstruction
 - b. Budget FY 2016 for the remained of reconstruction, but have the contractor build the whole project – span FY 2015-2016
8. Pay via Special Levy Reconstruction Accounts



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: Bates Rd/Teton River Access Parking Project Summary

The following is a list of outstanding items for the pathway bridge repair project:

1. File path: Q:\DIRECTOR OF PUBLIC WORKS\PROJECTS\VESSEL FUND\Bates Access
2. Action Excavation is the contractor.
3. Started 8/13 to be complete by 10/1
4. Have contractor place two boulders (from county supply) so the primitive boat ramp is barely wide enough for a trailer...trying to discourage trailer from using this ramp.
5. Have contractor complete work, including grading & gravel
6. Pay via Vessel Fund



WK: 208-354-0245
CELL: 208-313-0245

Teton County Engineer
MEMO

150 Courthouse Drive
Driggs, ID 83422

August 22, 2014

TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: E5000S Project Summary

The following is a list of outstanding items for the project:

1. File path to information: R:\PROJECTS\2014 PROJECTS\E5000S Reconstruction
2. Use project plans in the Grant Application Folder
3. Funding:
 - a. 2014 Special Levy Reconstruction: may have to carryover
 - i. Pays for Base reconstruction
 - b. Impact Fees – see Jason Boal for exact \$\$ (can ask for more if costs more)
 - i. Pays for the widening
 - c. LHTAC-LRHIP Construction grant (\$83,610)
 - i. Extension through 9/1/2015 (see e-file)
 - ii. Grant is for purchase and spraying of road oil & payment for chips
4. Total cost over \$100K needs to be noticed in the paper.
5. Need bid, payment, & performance bonds
6. Release RFB:
 - a. Include alt for contractor to remove asphalt (base bid for county to grind asphalt)
 - b. Construction fall of 2014 to allow road settlement
 - c. County to purchase geogrid to minimize costs: waiting for cost from Specialty Const, will need to bid out material costs.
 - d.
 - e. Use base gravel spec NOT surface gravel spec (contractor to supply)
 - f. Contractor to provide traffic control/plan
7. County to include as part of the chip seal project in 2015 – pay for oil/chips with grant.

August 22, 2014

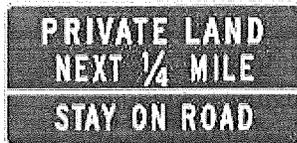
TO:

FROM: Jay T. Mazalewski, PE

SUBJECT: S2000W SMITH CANYON ACCEESS Project Summary

The following is a list of outstanding items for the project:

1. File path: R:\PROJECTS\2013 PROJECTS\S2000W-Smith Canyon
2. IDP&R Grant funded. Received an extension through 12/2014 contact:
Jennifer Park
East Region Grant Specialist
Idaho Department of Parks and Recreation
4279 Commerce Circle, Ste. B
Idaho Falls, ID 83401
office (208) 525-7121
3. Brush portion was completed in fall of 2013 (invoice in folder), but not yet applied for reimbursement
4. USFS to construct parking lot and reclaim the trail
 - a. USFS will use county boulders (Transfer Station), invoice for boulder purchase in the e-file.
 - b. USFS to transport boulders, county to reimburse cost, estimate in e-file
 - c. County to reimburse USFS for a portion of the work..see grant estimate in e-file
5. County to bid and install 2 cattle guards (16-18') to replace existing gates.
 - a. Ex. Gates to be used in the parking lot for Powerline Pd pass through
6. County to install similar signage at beginning of road and at the 1st cattle guard see e-file



7. County to grade road to the parking lot so it can be included on the pay map. Crown & drainage, add material only if absolutely necessary. Keep at minimal width, no widening.
8. County to re-align northern portion of the road adjacent to Marshall Property. Road width shall be to Rec Road Standards and try to match the width of the ex. Road to the south. Install drainage ditches. **KEEP THE CENTERLINE OF THE ROAD A MINIMUM OF 30' OFF OF THE WEST FENCELINE.** This allows for a full width road to be constructed if needed in the far off future.

9. Submit grant reimbursement forms
10. Add to pay map and call Bill Shaw (ITD) for an inspection of the road.
11. Contact Jorgenson Engineering to complete road & right of way centerline survey and have them record the document. This finalizes the road validation that took place in 2012.