

POCATELLO DEVELOPMENT AUTHORITY
Board of Commissioners Meeting
February 12, 2002
11:00 a.m.

City Hall
911 North 7th Avenue

11:00 a.m. Council Chambers

Call to Order – Chairman Neuhardt

Acknowledge Guests of Board, if any

Disclosure of Conflicts of Interest, if any

Agenda - Add or Delete Action or Discussion Items

Action and Discussion Items

Minutes for January 9 – Motion to Approve and/or Amend

Financial Report: January Income and Expenses

Project HOPE Update

Roosevelt District Update

Stormwater Sewer Project Update

Overview of Past Motions/Votes

Executive Session, if required

Pocatello Stormwater Improvements

Projects 01023 & 00033

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Engineers Scope of Work to Job Completion, Phase II

The following chart illustrates in detail the minimum effort the Engineer needs to put forth to bid and construct the portion of Phase II that will be built in 2002. The Engineer asks for no additional fees to complete and deliver to the City completed designs for the portions of phase II which will not be built in 2002.

Construction Period: 90 days to substantial
30 addit. days to final

	Engineers estimated staff output in hours				
	Construct. Observer Jeremy	Engineer Paul	Engineer Assistant Dan	Secretary Marcia	Company President Dave
Engineer Scope Items					
<i>Bid phase</i>					
Prepare for neighborhood meeting		2	2	2	2
Attend neighborhood meeting		4	4		
Produce minutes from neighborhood meeting & distribute		2		1	
Answer contractor bid questions		2	16		
Attend pre-bid conference		4	4		
Prepare bid addendum		2	8	4	
Prepare contract documents (4 copies) & deliver to contractor		1	4	8	
Consult with City on Notice of Award		2	2		1
Consult with City on Notice to Proceed		1	1		
<i>Construction Phase</i>					
Attend & conduct precon conference (preparation included)		4	8		
Produce & distribute preconstruction conference minutes		1	4	2	
Submittal review and approval		10	40		
RFI responses		10	40		
Construction observation (daily log, photo's, & quantities)	240	26	52		8
Phone consult with city on change orders		8	16		
Prepare change orders and deliver to City		16	16		4
Review & sign pay requests except final pay request		3	32		
Attend progress meetings (called by the City 3 meetings max.)		12	28		
Final survey check		6			
Substantial completion inspection		4	4		
Substantial completion punchlist			8		
Prepare Substantial completion certificate and deliver to City			4		
Final completion inspection			4		
Review & sign final pay request & deliver to City		1	8		
Take draft city letters, final and send to Contractor		5	10		
Attend PDA meetings (preparation, delivery, & travel)		8	8		4
Estimate of hours	240	134	323	17	19
Engineer pay rates	45	65	50	30	85
Estimate of cost	\$10,800	\$8,710	\$16,150	\$510	\$1,615
Total cost	\$37,785				

Included costs not specifically identified

- Postage
- Copies
- Mileage

Items not included in Engineers scope

- Attend bid opening
- Check validity of Contractors bid
- Prepare notice of award
- Prepare notice to proceed
- Schedule preconstruction conference
- Schedule progress meetings & prepare agenda
- Publish progress meeting minutes & distribute
- Monthly progress report
- Engineers surveyor for curb & gutter, catch basin placement, and street staking
- Meeting attendance beyond amount shown
- Originate content of all remaining letters to Contractor (draft all letters)
- No direct contact with ISU. ISU to go through City Engineer
- Obtain City and PDA signatures on change orders and pay requests