MOSCOW
Urban Renewal Agency

Meeting Agenda: Thursday, November 5, 2026, 7:30 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843
(A) = Board Action Item

1. **Approval of Minutes from October 15, 2026 (A)**
   ACTION: Approve minutes as presented, approve minutes with amendments, or take such other action deemed appropriate.

2. **Public Comment**
   Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

3. **Strategic Plan Update Discussion (A) – Nichoel Baird Spencer**
   Historically, the Agency has adopted a Strategic Plan every five years to guide the Agency's future efforts and activities. The current Strategic Plan was adopted on December 12, 2019, and was intended to cover 2020 through 2025. Staff will provide a draft of the Goals, Objective and Strategies based on the Agency's discussion at their October 15, 2026, meeting.
   ACTION: Receive report and provide staff with direction as deemed appropriate.

4. **Downtown Streetscape Improvements Update (A) – Nichoel Baird Spencer**
   Review and discussion of the City of Moscow's scope of work with JUB for the 30% Design/Engineering and Phasing Plan for the Downtown Streetscape Project on Main Street between Eighth Street and A Street.
   ACTION: Receive update and provide staff direction as deemed appropriate.

5. **General Agency Updates – Nichoel Baird Spencer**
   - The next regular meeting of the Urban Renewal Agency is scheduled for November 19, 2026.
   - General Agency business:

NOTICE: It is the policy of the City of Moscow that all City-sponsored public meetings and events are accessible to all people. If you need assistance in participating in this meeting or event due to a disability under the ADA, please contact the City's ADA Coordinator by phone at (208) 883-7600, TDD (208) 883-7019, or by email at adacoordinator@ci.moscow.id.us at least 48 hours prior to the scheduled meeting or event to request an accommodation. The City of Moscow is committed to ensuring that all reasonable accommodation requests are fulfilled.

Moscow Urban Renewal Agency

Meeting Minutes: Thursday, October 15, 2026, 7:30 a.m.

City of Moscow Council Chambers • 206 E 3rd Street • Moscow, ID 83843

Commissioners Present	Commissioners Absent	Staff in Attendance
Steve McGeehan, Chair	Mark Beauchamp	Nichoel Baird Spencer, Executive Director
Alison Breckon	Nancy Tribble	Catherine Adams, Treasurer
Drew Davis		Jennifer Fleischman, Clerk
Sandra Kelly		
Tom Lamar		

McGeehan called the meeting to order at 7:33 a.m.

1. **Consent Agenda (A)**
   Any item will be removed from the consent agenda at the request of any member of the Board and that item will be considered separately later.
   - ***A.*** *Minutes from September 17, 2026*
   - ***B.*** *September 2026 Payables*
   - ***C.*** *September 2026 Financials*

Lamar moved for approval of the consent agenda as presented, seconded by Breckon. Roll Call Vote; Ayes: Unanimous (5). Nays: None. Abstentions: None. Motion carried.

2. **Public Comment**
   Members of the public may speak to the Board regarding matters NOT on the Agenda nor currently pending before the Moscow Urban Renewal Agency. Please state your name and resident city for the record and limit your remarks to three minutes.

None offered.

3. **Strategic Plan Update Discussion (A) – Nichoel Baird Spencer**
   Historically, the Agency has adopted a Strategic Plan every five years to guide the Agency's future efforts and activities. The current Strategic Plan was adopted on December 12, 2019, and was intended to cover 2020 through 2025. Staff will provide an overview of the results from the recent Board survey for discussion about the development of the FY2027-2031 Strategic Plan.

Staff presented the Board survey results as described above (see attached) and there was a discussion about the Board comments and responses (see attached), as well as feedback provided to staff regarding potential changes to the draft plan.

4. **General Agency Updates – Nichoel Baird Spencer**
   - *The next regular meeting of the Urban Renewal Agency is scheduled for November 5, 2026.*
   - *General Agency business:*

The meeting adjourned at 8:50 a.m.

_____ _____

Steve McGeehan, Agency Chair Date

MOSCOW URBAN RENEWAL AGENCY-2026 STRATEGIC PLAN UPDATE

EXISTING LANGUAGE (GENERAL AGENCY GOALS, OBJECTIVES & ACTIONS)



PROPOSED LANGUAGE (GENERAL AGENCY GOALS, OBJECTIVES & ACTIONS)

Goals

- Increase community knowledge and understanding of activities and public investments.
- Increase public transparency of activities and governance.
- Increase collaboration and coordination with partner entities in meeting community needs and desires.

Objectives

- Ensure public access to information related to activities of the Agency to promote transparency and awareness.
- Conduct biennial joint meetings with partner entities to increase communication, cooperation and coordination.
- Explore a new urban renewal district to assist the City's desire to facilitate future industrial development in South Moscow.

Actions/Strategies

- Complete an audit, and as appropriate, update the website to better communicate the Agency's purpose and authority, along with activities and community investments.
- Review and update the Agency's bylaws and policy manual to reflect current practices and to ensure compliance with State Law.
- Review and update the Agency's record retention policy to ensure compliance with State Law and to maintain transparency for the public.
- Update and present the Agency's capital improvement plan in a public meeting each year.
- Update the Agency's five-year strategic plan by the end of 2025.
- Conduct ~~an~~ at least one joint meeting annually with the Moscow City Council, beginning in 2027.

- Conduct an annual joint meeting with University of Idaho campus planning staff, beginning in 2025.

EXISTING LANGUAGE (LEGACY CROSSING GOALS, OBJECTIVES & ACTIONS)



PROPOSED LANGUAGE (LEGACY CROSSING GOALS, OBJECTIVES & ACTIONS)

Goals

- Increase public and private investment within the District in a manner consistent with the community's vision.
- Accelerate the transition and redevelopment of brownfield sites and underutilized properties within the District.
- Strengthen, enhance and support the social, economic and cultural strength of downtown Moscow and the University of Idaho.
- Improve the condition and capacity of public infrastructure within the District to address deficiencies and support new private investment.
- Improve the condition, appearance and safety of streets, sidewalks, pathways and other public spaces.

Objectives

- Complete the disposition and development of the Sixth and Jackson property.
- Support the continued development of brownfield sites within the District.
- Assist in the development of a plan for the repair and replacement of deteriorating infrastructure in the District.
- Explore new tools and techniques for the Agency to utilize in District improvements.
- Prepare for the Legacy Crossing District Closure in 2032.

Actions/Strategies

- ~~Complete the negotiation process and execute a development agreement for the Sixth and Jackson property by January 1, 2026~~. Develop a project scope and development assistance

package that illustrates the Agency's commitment and potential contributions to the development of the Agency's 6th and Jackson property.

- Conduct an outreach effort to generate interest in and evaluate potential public/private partnerships for the development of the Agency's 6th and Jackson property.
- Work with the University of Idaho and adjacent landowners to pursue options to assemble land for development within the District.
- Provide input on design and financial assistance for targeted streetscape improvements downtown, with an emphasis on the Main Street corridor.
- ~~Adopt a transition plan for the long-term maintenance of Hello Walk across the Sixth and Jackson property.~~
- Work with the City on potential changes to the Legacy Crossing Design Guidelines to facilitate development in the District.
- Enter into cost Share agreements with the City of Moscow to provide contributions to infrastructure projects identified through the City's Capital Plan.
- Utilize the annual report to better illustrate and map district successes.

TASK ORDER NO. 30

Pursuant to the

MASTER AGREEMENT FOR PROFESSIONAL SERVICES
(Categories 1a, 2a, 3a)
BETWEEN CITY OF MOSCOW, IDAHO AND
J-U-B ENGINEERS, INC.

This Task Order No. 30 is made this _____ day of _____, 2026, and entered into by and between the City of Moscow, a municipal corporation of the State of Idaho (hereinafter "CITY"), and J-U-B Engineers, Inc., 201 South Jackson Street, Moscow, Idaho, 83843 (hereinafter "ENGINEER"), pursuant to the mutual promises, covenants, terms and conditions contained in the Master Agreement (Categories 1a, 2a, 3a) between City of Moscow, Idaho and J-U-B Engineers, Inc. dated January 31, 2024. The Project Name for this Supplemental Task Order No. 30 is as follows:

CITY OF MOSCOW
DOWNTOWN STREETSCAPE IMPROVEMENTS – PHASE 1 PRELIMINARY DESIGN

PROJECT UNDERSTANDING

CITY is seeking a strategic, multi-phased approach to the Downtown Streetscape Improvement Project that will establish a clear roadmap for implementation and plan for completion prior to the Moscow Urban Renewal Agency sunsetting in 2032. Building upon CITY's previous conceptual planning efforts, this first phase will focus on developing preliminary design for the full project corridor along Main Street from 8th Street to A Street, with improvements beginning at and tying into the existing pavement north of 8th Street and progressing north through the downtown core to just north of A Street. A key outcome of this effort will be the development of an implementation strategy that identifies logical construction phases, sequencing, and scheduling to minimize disruption to businesses, community events, and downtown activity while maintaining momentum toward full project delivery. The Project will evaluate and advance streetscape enhancements including ADA ramps, crosswalks, sidewalk reconstruction, pedestrian amenities, decorative and functional lighting upgrades, electrical system improvements, landscaping and irrigation, street tree improvements, and coordination of the removal or replacement of aging water and sewer infrastructure and roadway maintenance as identified within CITY's Capital Plan during this time period.

ENGINEER understands that successful delivery of this Project will require balancing community priorities, infrastructure needs, funding constraints, and long-term downtown vitality. Consistent with findings from CITY's previous studies, particular emphasis will be placed on evaluating existing ADA and pedestrian facilities, utilities, identifying opportunities and needs for replacement of aging CITY infrastructure, and assessing stormwater conveyance considerations associated with future streetscape improvements. The previously developed comprehensive tree inventory and Urban Forest Management Plan completed by CITY will support recommendations

for tree preservation, removal, or replacement. ENGINEER recognizes the significance of Friendship Square as a community gathering place and the home of the Moscow Farmers Market. The Project will carefully evaluate the needs of growing amenities adjacent to this area, with a strong focus on expanding and modernizing lighting with electrical receptacles and supporting infrastructure to better accommodate vendors, events, and future community programming.

Through a collaborative planning and design process, CITY will receive a practical and implementable preliminary design package, supported by infrastructure analysis, stakeholder input, and a phased construction strategy that positions the Downtown Streetscape Improvement Project for successful funding, design advancement, and construction through 2032.

SCOPE OF WORK

The scope of work is detailed in ENGINEER's Scope of Services, Basis of Fee, and Schedule, included in Attachment "1" and incorporated herein by this reference as if set forth herein in full. Any other items necessary to plan and implement the Project, including but not limited to those specifically listed in "CITY Provided Work and Additional Services", are the responsibility of CITY. All references to "Client" within Attachment "1" are referring to CITY. All references to "J-U-B" within Attachment "1" are referring to ENGINEER.

CITY PROVIDED WORK AND ADDITIONAL SERVICES

A. **CITY-Provided Work**: CITY is responsible for completing, or authorizing others to complete, all tasks not specifically included above in "Scope of Work" that may be required for the Project including, but not limited to:

1. Public outreach;
2. Limited supplementary survey as needed;
3. Identification of streetscape amenities;
4. Public art locations;
5. Location and timing of utility capital improvements that impact the timeline and phasing of the Project; and
6. Sidewalk and street tree evaluation and limited survey.

B. **Additional Services:** CITY reserves the right to add future tasks for subsequent phases or related work to the scope of services upon written mutual agreement of scope, additional fees, and schedule.

TIME OF COMPLETION AND COMPENSATION SCHEDULE

A. CITY shall pay ENGINEER for the identified Services in "Scope of Work" as follows:

1. Time and Materials Fee:
   a. For all services performed on the Project, CITY shall pay ENGINEER an amount equal to the cumulative hours charged to the Project by each class of ENGINEER's personnel times utilizing ENGINEER's standard billing rates.

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b. CITY shall pay ENGINEER for ENGINEER's Consultants' charges times a multiplier of 1.1.

2. ENGINEER may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total Project amount.

B. Period of Service: If the period of service for the task identified above is extended beyond one (1) year past the Notice to Proceed, the compensation amount for ENGINEER's services may be appropriately adjusted to account for salary adjustments and extended duration of project management and administrative services.

C. CITY acknowledges that ENGINEER will not be responsible for impacts to the schedule by actions of others over which ENGINEER has no control.

D. The following table summarizes the fees and anticipated schedule for the services identified in "Scope of Work".

COMPENSATION AND COMPLETION SCHEDULE				
Task	**Task Name**	**Fee Type**	**Amount**	**Anticipated Completion Schedule**
1	Project Management & Meetings	Time & Materials	$60,699	Concurrent with work progress
2	Public Engagement	Time & Materials	$9,629	Concurrent with work progress
3	Survey	Time & Materials	$81,304	To begin within two weeks of receiving NTP
4	Utility Coordination	Time & Materials	$6,676	Concurrent with design progress
5	Preliminary Design	Time & Materials	$113,672	To begin within 1 week of receiving survey base map
TASK ORDER TOTAL: $271,980				

The Not-To-Exceed amount to complete all services listed above for this Task Order No. 30 is Two Hundred Seventy-One Thousand, Nine Hundred Eighty Dollars ($271,980). No compensation will be paid nor will work be performed over the Not-To-Exceed amount without prior written approval by CITY in the form of a Change Order. Monthly invoices shall be billed as time and materials for work completed. Any and all travel will only be reimbursed if pre-approved by the Project Manager, and only per CITY Travel Policy. Reimbursable expenses will be paid at cost and only if pre-approved by the Project Manager and accompanied by an itemized receipt. Any travel and/or reimbursables paid will be paid as part of the Not-To-Exceed Task Order Total per the Compensation and Completion Schedule above.

Except as expressly set forth in this Task Order No. 30, the Master Agreement otherwise is unmodified and remains in full force and effect following this Task Order No. 30.

APPROVALS, ACCEPTANCE AND SEVERABILITY

Approval and Acceptance of this Scope of Work shall incorporate this Task Order No. 30 as part of the Master Agreement. ENGINEER is authorized to begin performance upon ENGINEER's

receipt of a copy of this Task Order signed by CITY. The terms and conditions of this Task Order No. 30 shall be deemed severable. If any part of this Task Order No. 30 is held invalid or unenforceable by a court of competent jurisdiction or based on a change in law, the remaining portions of this Task Order No. 30 shall remain in full force and effect so long as the remainder of this Task Order No. 30 is reasonably capable of completion.

IN WITNESS WHEREOF, the Parties have executed this Task Order No. 30 as of the date last signed below.

I, Angela Comstock, certify under the penalty of perjury pursuant to the law of the State of Idaho, that the foregoing is true and correct and that I am an authorized agent to bind J-U-B Engineers, Inc. into this Task Order No. 30. If signing this document utilizing a digital signature, I understand that my digital signature is valid and binding upon me to the same force and effect as a handwritten signature.

ENGINEER

J-U-B Engineers, Inc.

_____
Angela Comstock

_____
Date

_____
PM's Approval

CITY

City of Moscow, Idaho

_____
Hailey Lewis, Mayor

_____
Date

ATTEST:

_____
Laurie M. Hopkins, City Clerk

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ACKNOWLEDGMENT

STATE OF _____)
) ss.
COUNTY OF _____)

On this _____ day of _____, 2026, before me, a Notary Public in and for said State, appeared Angela Comstock, known to me to be the person named above and acknowledged that they executed the foregoing document as the duly authorized representative of J-U-B Engineers, Inc.

_____
Notary Public for the State of _____
Residing at_____
My commission expires_____

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Attachment "1"

J-U-B ENGINEERS, Inc.
AGREEMENT FOR PROFESSIONAL SERVICES

Attachment 1 – Scope of Services, Basis of Fee, and Schedule

PROJECT NAME: City of Moscow Downtown Streetscape Improvements – Phase 1 Preliminary Design
CLIENT: City of Moscow
J-U-B PROJECT NUMBER: XX-XX-XXX
CLIENT PROJECT NUMBER: Click or tap here to enter text.
ATTACHMENT TO:

- ☐ **AGREEMENT DATED:** Click or tap to enter a date.**; or**
- ☐ **AUTHORIZATION FOR CONTRACT AMENDMENT #X; DATED:** Click or tap to enter a date.

The referenced Agreement for Professional Services executed between J-U-B ENGINEERS, Inc. (J-U-B) and the CLIENT is amended and supplemented to include the following provisions regarding the Scope of Services, Basis of Fee, and/or Schedule:

PART 1 - PROJECT UNDERSTANDING

J-U-B's understanding of this project's history and CLIENT's general intent and scope of the project are described as follows:

The City of Moscow is seeking a strategic, multi-phased approach to the Downtown Streetscape Improvement Project that will establish a clear roadmap for implementation and plan for completion prior to the Moscow Urban Renewal Agency sunsetting in 2032. Building upon the City's previous conceptual planning efforts, this first phase will focus on developing preliminary design for the full project corridor along Main Street from 8th Street to A Street, with improvements beginning at and tying into the existing pavement north of 8th Street and progressing north through the downtown core to just north of A Street. A key outcome of this effort will be the development of an implementation strategy that identifies logical construction phases, sequencing, and scheduling to minimize disruption to businesses, community events, and downtown activity while maintaining momentum toward full project delivery. The project will evaluate and advance streetscape enhancements including ADA ramps, crosswalks, sidewalk reconstruction, pedestrian amenities, decorative and functional lighting upgrades, electrical system improvements, landscaping and irrigation, street tree improvements, and coordination of the removal or replacement of aging water and sewer infrastructure and roadway maintenance as identified within the City's Capital Plan during this time period.

Our team understands that successful delivery of this project will require balancing community priorities, infrastructure needs, funding constraints, and long-term downtown vitality. Consistent with findings from the City's previous studies, particular emphasis will be placed on evaluating existing ADA and pedestrian facilities, utilities, identifying opportunities and needs for replacement of aging City infrastructure, and assessing stormwater conveyance considerations associated with future streetscape improvements. The previously developed comprehensive tree inventory and Urban Forest Management Plan completed by the City will support recommendations for tree preservation, removal, or replacement. We recognize the significance of Friendship Square as a community gathering place and the home of the Moscow Farmers Market. The project will carefully evaluate the needs of growing amenities adjacent to this area, with a strong focus on expanding and modernizing lighting with electrical receptacles and supporting infrastructure to better accommodate vendors, events, and future community programming.

Through a collaborative planning and design process, the City will receive a practical and implementable preliminary design package, supported by infrastructure analysis, stakeholder input, and a phased construction strategy that positions the Downtown Streetscape Improvement Project for successful funding, design advancement, and construction through 2032.

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PART 2 - SCOPE OF SERVICES BY J-U-B

J-U-B's Services under this Agreement are limited to the following tasks. Any other items necessary to plan and implement the project, including but not limited to those specifically listed in PART 3, are the responsibility of CLIENT.

A. Task 1: Project Management

For this task J-U-B will:

1. Set up project into J-U-B's financial and record keeping systems for document retention and project controls.
2. Conduct project planning and risk assessment.
3. Coordinate and oversee day-to-day activities of the project team.
4. Communicate and coordinate J-U-B team activities with kickoff and progress meetings as required.
5. Regularly monitor project status, budget and schedule.
6. Organize and attend an in-person 2-hour long kickoff meeting that will also include a site visit. The J-U-B PM, Utility lead, and Public Involvement (PI) lead will attend.
7. Organize and attend a 2-hour long Design Workshop to establish design criteria, such as materials, textures, landscaping, site furnishings, and typical sections that will be used throughout the life of the project, and carried through each phase. This will be a hybrid in-person and remote meeting, with out of state design staff joining remotely.
8. Organize and attend 10 monthly virtual client meetings to report project status. Discipline leads will attend as necessary. These meetings will be scheduled for 1 hour.
9. Organize and attend 20 bi-weekly internal team meetings. Discipline leads will attend as necessary. These meetings will be ½ hour long.
10. During periods of project activity, provide a regular report to CLIENT on project status, budget and schedule.
11. Provide a monthly invoice including budget status.
12. Provide ongoing document handling and filing.
13. Assumptions
    a. Phase 1 is anticipated to last 10 months, however J-U-B will advance Preliminary Design as fast as possible. If needed J-U-B will work with the City on scoping Final Design of Phase 1 in order to bid out the first phase fall/winter of 2027.
14. Deliverables
    a. Monthly schedule and update
    b. Design Criteria Matrix
    c. Exhibits for workshop

B. Task 2: Public Engagement

Public engagement will be an important component of the project when we get to contruction. During Phase 1, we will plan to help the City keep the public informed throughout design, and will build upon the extensive outreach conducted during prior planning efforts to let downtown businesses, property owners, residents, and stakeholders share their concerns and needs in relation to construction phasing. J-U-B will utilitze resources in Moscow to assist with the more consistent day-to-day public engagement needs. Our team will also work with The Langdon Group (TLG), a subsidiary of J-U-B specializing in public involvement and facilitation, to support the outreach efforts. The public involvement strategy will be designed to provide public education about the project, including schedule and impacts, and will provide the opportunity to gather public feedback.

For this task, J-U-B will:

1. Develop a public involvement plan (PIP) which is a report detailing the strategy for public involvement, including goals, deliverables, and a timeline associated with project milestones.

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2. Develop and update a stakeholder database to record contact information for key stakeholders and adjacent property owners. Public and stakeholder comments will be recorded, including project team replies and resolutions.
3. Prepare project informational materials for the City to distribute to the public via mail or at meetings or events.

4. Assumptions:
    i. The City will print the informational fliers/exhibits as needed.
    ii. The City will provide J-U-B with contact info for key stakeholders and property/business owners that will be impacted by the Downtown Improvement project.
    iii. This task does not include a formal public Open House.
5. Deliverables:
    i. Public Involvement Plan (PIP)
    ii. Stakeholder database
    iii. Up to 3 informational fliers/exhibits as PDF files

C. **Task 3: Survey**

For this task, J-U-B will:

1. Prepare and send right-of-entry letters to up to 90 property owners.
2. Notify one-call (811) locates to mark utilities and/or provide digital files indicating the locations of utilities within the project area.
3. Establish intervisible project control surrounding the site to be used during the construction phase of the project. The horizontal datum of the control will be State Plane Coordinates (Idaho West Zone), projected to ground values at a point central to the project, and NAVD 88 Vertical Datum.
4. Perform research of surveying records and existing monumentation surrounding the subject properties for boundary and right-of-way analysis and for preservation and perpetuation, if necessary. See assumptions.
5. Perform a field survey to locate existing monumenation, buildings, and other possible lines of occupation/boundary.
6. Analyze the survey records relative to recovered monumentation and calculate the existing rights-of-way along Main Street from 8th Street to A Street, and down adjacent side streets to the Highway 95, as shown on Exhibit 1-C.
7. Perform a detailed topographic survey of the project corridor utilizing conventional survey methods, terrestrial LiDAR scanning, and/or GPS survey methods, as appropriate, to support engineering design. Survey observations will be collected at a density sufficient to accurately model existing hardscape features and generate contours at 1/2-foot intervals in unimproved areas.
8. Locate existing topographic features within the project boundary, generally described as follows:
9. Buildings and Structures:
    a. Footprints and Corners
    b. Building offsets and transitions between adjacent buildings
    c. Finish floor elevations at doorways and garages
    d. Canopies, awnings, overhangs, and eaves
    e. Stairways, steps, ramps and handrails
    f. Downspout, roof drains and visible utility connections
10. Roadway and Hardscape Features:
    a. Centerline
    b. Edge of Pavement
    c. Curb and Gutter
    d. Sidewalks, pedestrian ramps and curb returns
    e. Decorative pavement, brick pavers, stamped concrete, and pavement transitions
    f. Crosswalks and pavement markings

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g. Parking striping, handicap markings, bike lane striping, curb paint, and other traffic markings
h. Parking meters
i. Traffic signs (including sign type and sign face description)
j. Traffic signal poles, mast arms, pedestrian push buttons, flashing beacons, and associated visible appurtenances
k. Bus stops and shelters
l. Retaining walls, landscape walls, bollards, barriers, and other hardscape improvements

11. Streetscape Amenities
    a. Benches, Tables, Seating Areas
    b. Trashcans
    c. Newspaper and mail boxes
    d. Bike racks
    e. Landscape planters and flower boxes
    f. Sculptures, public art, monuments, foundains, drinking fountains, playground
12. Trees and Landscaping
    a. Trunk diameters and approximate dripline extents
    b. Landscape areas
13. Utilities
    a. Visible above-ground water, sanitary sewer, storm drainage, electrical, communication, gas, irrigation, and other utility appurtenances
    b. Fire hydrants, valves, valve boxes, meters, cleanouts, utility vaults, pedestals, pull boxes, transformers, electrical cabinets, and similar surface features
    c. Light poles, decorative lighting, landscape lighting, and associated visible electrical infrastructure
14. Drainage Strucutres
    a. Storm drainage and sanitary sewer manholes, catch basins, area drains, and other accessible drainage structures, including rim and invert elevations where safely accessible.
15. Conduct (1) field review with the Engineer, prior to beginning survey, to become familiar with the general conditions of the site and needed information.
16. Conduct (1) field check of the draft survey base map to check existing conditions are accurate.
17. <u>Assumptions:</u>
    a. The field review meeting prior to surveying is meant to prepare and set surveyors up for successful field collection in order to limit the need to remobilize for supplemental survey work. If small areas of supplemental survey are needed, the City may assist with collection.
    b. Surveyors will include existing monument locations and descriptions while collecting field data, however the need for processing boundary survey will be assessed for each phase and completed when needed. This includes the necessary research noted above.
    c. No traffic control will be needed for survey field work
    d. Right-of-way acquisition services are not included in this scope.
    e. The City will provide any available right-of-way, easement, or survey documentation, if applicable.
    f. Replacement of monuments disturbed during construction and preparation and filing of any required Record of Survey will be completed under a separate construction-phase agreement.
    g. The City will provide any as-builts, digital files, or other documentation they may have depicting the existing utilities.

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h. Existing ROW lines will be shown in the base map. ITD ROW will not be included in the boundary survey.
i. The survey base map and digital terrain will be prepared in AutoCAD Civil 3D in accordance with City standards.

18. Deliverables:
    a. A signed and sealed hard copy of the topographic survey and control sheets, along with the digital files in PDF and DWG formats for use in design.

D. **Task 4: Utility Coordination**

For this task, J-U-B will:

1. Assess the relocation of private utilities under the sidewalk to avoid conflicts with stormwater, water, sewer, electrical, and irrigation facilities.
2. Develop and maintain a utility contact matrix in Excel, which will be used to track correspondence between each utility company and J-U-B.
3. Develop and send initial contact letters via email.
4. Hold up to 3 (1/2 hour) utility coordination meetings via Teams.
5. Reconcile utility linework on the survey base map and send utility companies maps for review.
6. Coordination for obtaining up to 3 utility hearing waivers for each utility within the project limits will be completed during the Final Design phase.
7. Draft Board Order letters, identifying needed relocations if necessary, will be completed during the Final Design Phase.
8. Assumptions:
    a. It is assumed that there are 3 utility companies to coordinate with in the project limits.
    b. If potholing is warranted, the City can complete this work when necessary.
9. Deliverables:
    a. Utility coordination matrix.
    b. Up to 3 Board Order letters.

E. **Task 5: Preliminary Design**

1. Subtask 01: Surface and Stormwater Design
    a. This subtask includes time to develop and model the 30% design of the surface and stormwater improvements. Surface improvements include focus on sidewalk line and grade from from top back of curb to the existing ROW, with roadway reconstruction warranted where utility upgrades are needed.
    b. Stormwater assessment and 30% design of needed facility upgrades, with overall analysis of the hydraulic system, are also included in this subtask.
    c. QA/QC management and reviews of the surface and stormwater design are included in this subtask.
    d. Assumptions:
        i. Improvements in the alleyways will not be included in the scope of this project.
        ii. Full depth reconstruction of the roadway is not anticipated, and will only be required where utility improvements occur.
        iii. During the Design Workshop, J-U-B and the City will visit the project site and determine which crosswalks will be replaced and upgraded.
        iv. Parking standards, with defined parking stall layout and dimensions, will be determined during the Design Workshop.
        v. Proposed Typical Sections will be determined at the Design Workshop.
        vi. J-U-B will assess known drainage issues and include proposed solutions with the 30% design. The City will provide J-U-B with the known issue areas.
        vii. Stormwater upgrades will include replacing like for like, which includes 12” minimum mains and 8” laterals.

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2. Subtask 02: Utility Design

   This subtask includes time to develop and model the 30% electrical, illumination, water and sewer improvements.

   a. Electrical/Illumination: This will include preliminary circuit and wire diagrams for street lights and upper and lower receptacles on the poles. 240V receptacles will be located at vendor areas for the Farmer's Market. Design and layout will include receptacles located in the tree wells. J-U-B will work with the City to determine the locations and layout of street lights and receptacles. The preliminary design will also identify, with City input, any needed improvements to electrical services or metering locations.
   b. Water: This will include targeted sections of water system improvements identified by the City. The preliminary design will include plan view layouts with consideration for constractability, cleaning, testing, temporary service, "tie-overs", conflicts, separation requirements, and construction phasing.
   c. Sewer: This will include targeted sections of sewer system improvements identified by the City. The preliminary design will include plan view layouts with consideration for constractability, bypass pumping, temporary service, testing, "tie-overs", conflicts, separation requirements, and construction phasing.
   d. QA/QC management and reviews of the utilitiy designs are included in this subtask.
   e. Assumptions:
      i. The City will provide cutsheet information for the type of light poles they would like used throughout the project.
      ii. Utilities in the alleyways are not part of this project.
      iii. Water and sewer improvements will follow the City's new standard drawings and design standards, when applicable. These standard documents are not published or adopted by the City at this time, but will be incorporated into this project.
      iv. The exact sections of water or sewer that may be improved is not known at this time and will be identified by the City. For purposes of scoping, it is assumed there will be 200 LF of water main, 4 sewer spot repair, 10 water services/meters, and 4 sewer services that will need improvements.
      v. There are no known reasons for the improvements to require upsizing of water mains or sewer lines.
      vi. It is not anticipated that the improvements to the water or sewer systems will require a preliminary engineering report to be submitted to DEQ. The team will submit an email to DEQ summarizing the minor improvements as a courtesy.

3. Subtask 03: Landscape and Irrigation Design

   a. Work with City staff to determine a removal and retainment plan for existing street trees.
   b. Develop a landscape plan that identifies where tree grates will be installed and which trees require larger root growth areas.
   c. Develop 30% planting plan – identify tree species and locations.
   d. Develop a 30% street furnishings layout and plan.
   e. Develop a 30% irrigation design and layout.
   f. QA/QC management and reviews of the landscape and irrigation design are included in this subtask.
   g. Assumptions:
      i. J-U-B will utilize the City developed Urban Forest Management plan to guide their assessment of street trees.
      ii. Owner to provide street furnishings products, models, and finishes for benches, bike racks, bollards, trash receptacles, tree grates, lighting, concrete finishes, etc.
      iii. One site visit from the landscape architect lead will be included in this subtask.

4. Subtask 04: Preliminary Design Package and Submittal

   a. J-U-B will compile the 30% design for water, sewer, electrical and illumination, landscaping, and surface and stormwater improvements, for the entire project limits, on up to (3) three roll

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plots, and hold a formal design review meeting. Final approval/completion for this task will be acceptance of the design and agreeance to advance to Final Design.

b. Work with the City to develop a feasible construction phasing and implementation plan based on priorities and tying proposed improvements into existing facilities.

c. Assumptions:

i. J-U-B will procure unit costs by bid abstract analysis. Since some of the construction years will be in the future, design year unit costs will be increased by a factor agreed to by the City and J-U-B.

ii. The Preliminary Design package will include roll plots, cost estimates, and proposed construction staging.

iii. QA/QC management and reviews of the roll plots are included in this subtask.

iv. Preliminary Design review will be held using Bluebeam and J-U-B will receive and compile comments to discuss at the design review meeting.

v. A 4-hour Preliminary Design review meeting will be held in person at the City of Moscow Engineering offices. Attendees from J-U-B will include the PM, Utility Engineer, and Project Engineer. 2 hours of this meeting will include a site walkthrough with the team.

vi. Changes to the design resulting from the Preliminary Design review will be made during the Final Design phases.

vii. Final Design of the next two phases will commence directly after acceptance of Preliminary Design.

d. Deliverables:

i. Up to (3) three Preliminary Design roll plots.

ii. Preliminary Opinion of Probable Costs, broken out as needed for funding source.

iii. Proposed construction staging plan and implementation schedule.

PART 3 - CLIENT-PROVIDED WORK AND ADDITIONAL SERVICES

A. **CLIENT-Provided Work -** CLIENT is responsible for completing, or authorizing others to complete, all tasks not specifically included above in PART 2 that may be required for the project including, but not limited to:

1. Puplic Outreach
2. Limited supplementary survey as needed
3. Identificaiton of Streetscape Amenities
4. Public Art locations
5. Location and timing of utility capital improvements that impact the timeline and phasing of the project
6. Sidewalk and street tree evalauation and limited survey

B. **Additional Services** - CLIENT reserves the right to add future tasks for subsequent phases or related work to the scope of services upon mutual agreement of scope, additional fees, and schedule. These future tasks, to be added by amendment at a later date as Additional Services, may include:

1. Final Design of each identified Phase
2. Construction Management Services

PART 4 - BASIS OF FEE AND SCHEDULE OF SERVICES

A. CLIENT shall pay J-U-B for the identified Services in PART 2 as follows:

1. For Time and Materials fees:
   a. For all services performed on the project, Client shall pay J-U-B an amount equal to the cumulative hours charged to the Project by each class of J-U-B's personnel times J-U-B's standard billing rates.
2. J-U-B may alter the distribution of compensation between individual tasks to be consistent with services actually rendered while not exceeding the total project amount.

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B. **Period of Services**

1. If the planned period of service for the Tasks identified above extend more than one year, J-U-B's billing rates and/or fees for remaining Tasks may be increased to account for direct labor cost, rate table adjustments, or other inflationary increases. If that occurs, an adjustment to the billing rates and/or Fee will be computed based on remaining scope amount times the specific rate increase.

C. CLIENT acknowledges that J-U-B's schedule commitments outlined in Part 4 are subject to the standard of care and J-U-B will not be responsible for delays beyond our direct control.

D. The following table summarizes the fees and anticipated schedule for the services identified in PART 2.

Task Number	Task Name	Fee Type	Amount	Anticipated Schedule
1	Project Management and Meetings	Time and Materials (Estimated Amount Shown)	$60,699	Concurrent with work progress
2	Public Engagement	Time and Materials (Estimated Amount Shown)	$9,629	Concurrent with work progress
3	Survey	Time and Materials (Estimated Amount Shown)	$81,304	To begin within two weeks of receiving NTP
4	Utility Coordination	Time and Materials (Estimated Amount Shown)	$6,676	Concurrent with design progress
5	Preliminary Design	Time and Materials (Estimated Amount Shown)	$113,672	To begin within 1 week of receiving survey base map
		Total:	**$271,980**	

E. The above fees were developed from the Work Breakdown Structure (WBS) attached as Exhibit 1-A and WBS Summary attached as Exhibit 1-B.

PART 5 - CERTIFICATIONS AND DELIVERABLES

A. *Certification Concerning Boycott's: Pursuant to Idaho Code section 67-2346, J-U-B certifies that it is not currently engaged in, and will not for the duration of the Agreement engage in, a boycott of goods or services from Israel or territories under its control. Furthermore, J-U-B certifies that it will not, for the duration of this Agreement, engage in a boycott of goods and services from companies that engage in or support the following industries: fossil-fuel based energy, timber, minerals, hydroelectric power, nuclear energy, agriculture, or firearms.*

B. *Certification Concerning Abortion Providers: Pursuant to Idaho Code 18-87, J-U-B certifies that it is not currently an abortion provider and will not become one during the term of this Agreement.*

C. *Certification Concerning Government Ownership or Operation. Pursuant to Idaho Code section 67-2359, J-U-B certifies that is not owned or operated by the government of China and will not for the duration of this contract.*

D. Electronic deliverables provided to the CLIENT as part of the work described within this Attachment are subject to the provisions of J-U-B's "electronic document/data limited license" found at edocs.jub.com.

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E. The Client understands and agrees that Artificial Intelligence (AI) may be used as a tool on the Project, including but not limited to meeting notes, graphics, document editing, etc. (along with AI features that are integral to design and other software). Results of AI and software applications will be reviewed and, if necessary, modified by J-U-B prior to submittal as a Deliverable.

Exhibit(s):

- Exhibit 1-A: Work Breakdown Structure
- Exhibit 1-B: Work Breaksown Structure Summary
- Exhibit 1-C: Survey Limit Exhibit

For internal J-U-B use only:

PROJECT LOCATION (STATE): Idaho
TYPE OF WORK: City
R&D: No
DISCIPLINE: Transportation
PROJECT DESCRIPTION(S)**:**

1. Traffic/Transportation (T03)
2. Municipal/Utility Engineering (203)

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EXHIBIT 1-A: WORK BREAKDOWN STRUCTURE

BASIS OF FEE ESTIMATE

Project Title, Client: Downtown Streetscape Improvements, City of Moscow
Project Number: RP-26-00743
Prepared By: KAG

Task Number	Subtask Number	Task/Subtask Name / Activity Description	Project Manager	Program Manager	Program Manager	Planner	TLG Practitioner	TLG Practitioner - Lead	Project Engineer - Senior	CAD Designer - Lead	Project Designer - Lead	Land Surveyor - Discipline	Professional Land Surveyor	Survey Technician	Survey Technician - Senior	Assistant Surveyor - Lead	Survey Technician - Lead	Program Manager - Senior	CAD Designer - Senior	Landscape Architect - Senior	Landscape Architect - Lead	Landscape Designer	Project Accountant	Project Engineer II	Project Designer - Lead	Total Number of Staff Hours
1		Project Management	109	27	0	2	0	0	30	0	0	0	0	0	0	0	0	17	0	25	26	0	8	6	6	256
1	1	Project Admin General	60	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	8	0	0	68
1	2	Project Meetings	49	27	0	2	0	0	30	0	0	0	0	0	0	0	0	17	0	25	26	0	0	6	6	188
2		Public Engagement	0	0	0	19	27	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	59
3		Survey	0	0	0	0	0	0	0	0	0	7	92	32	90	125	125	0	0	0	0	0	0	0	0	471
3	1	Topographic Survey	0	0	0	0	0	0	0	0	0	3	36	16	90	106	106	0	0	0	0	0	0	0	0	357
3	2	Boundary Survey	0	0	0	0	0	0	0	0	0	4	56	16	0	19	19	0	0	0	0	0	0	0	0	114
4		Utility Coordination	5	0	0	0	0	0	0	22	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	38
4	1	Utility Matrix and Mapping	3	0	0	0	0	0	0	22	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	34
4	2	Coordination	2	0	0	0	0	0	0	0	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	4
5		Preliminary Design	36	27	6	0	0	0	148	15	0	0	0	0	0	0	0	17	80	26	32	69	0	31	60	547
5	1	Surface and Stormwater Design	9	0	4	0	0	0	123	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	136
5	2	Utility Design	0	11	0	0	0	0	0	0	0	0	0	0	0	0	0	11	67	0	0	0	0	16	40	145
5	3	Landscape and Irrigation Design	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	20	29	58	0	0	0	107
5	4	Preliminary Design Package and Submittal	27	16	2	0	0	0	25	15	0	0	0	0	0	0	0	6	13	6	3	11	0	15	20	159
	Total Hours		150	54	6	21	27	13	178	37	11	7	92	32	90	125	125	34	80	51	58	69	8	37	66	1371

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EXHIBIT 1-B: WORK BREAKDOWN STRUCTURE SUMMARY

BASIS OF FEE ESTIMATE

J-U-B ENGINEERS, INC. | THE LANGDON GROUP | GATEWAY MAPPING INC.

J-U-B FAMILY OF COMPANIES

Project Title, Client: Downtown Streetscape Improvements, City of Moscow
Project Number: RP-26-00743
Prepared By: KAG

Task Number	Subtask Number	Task/Subtask Name	Total Compensation
1		**Project Management**	**$60,699**
1	1	Project Admin General	$15,600
1	2	Project Meetings	$45,099
2		**Public Engagement**	**$9,629**
3		**Survey**	**$81,304**
3	1	Topographic Survey	$61,667
3	2	Boundary Survey	$19,637
4		**Utility Coordination**	**$6,676**
4	1	Utility Matrix and Mapping	$5,848
4	2	Coordination	$828
5		**Preliminary Design**	**$113,672**
5	1	Surface and Stormwater Design	$34,621
5	2	Utility Design	$28,738
5	3	Landscape and Irrigation Design	$16,195
5	4	Preliminary Design Package and Submittal	$34,118
TOTAL			**$271,980**

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landproDATA

MOSCOW DOWNTOWN
A ST. TO 8TH ST.

EXHIBIT 1-C
SURVEY LIMITS



BUILDING INFORMATION:
CORNERS, EAVES, ENTRANCES, OVERHANGS
FINISH FLOORS
BASEMENT STAIRWELLS
CANOPIES
DOWNSPOUTS / DRAINS
DOORWAY WIDTHS
GARAGE WIDTHS
BUILDING TRANSITIONS BETWEEN BUSINESSES
STORAGE SHEDS
GREENHOUSES

SIDEWALK DETAIL:
IS THERE A LIMIT OR FULL DETAIL
DECORATIVE BRICK, SIDEWALK, TRANSITIONS,
DECORATIVE PAINT
HANDRAILS
STEPS
RAMPS
WALLS
LANDSCAPE AREAS
BUS STOPS
BOLLARDS - DECORATIVE?

ROAD PRISM DETAIL:
CURB AND GUTTER
PAINT ON CURB AND GUTTER
ADA RAMPS
STRIPING FOR CENTERLINE, FOG LINE, PARKING
HANDICAP STRIPING
NO PARKING STRIPING
BIKE STRIPING
PARKING AND METERS
SIGNAGE * NOTED TYPE AND LANGUAGE
OVERHEAD
TRAFFIC LIGHTS AND ARMS
CROSSWALK FLASHING BEACONS OR PUSH
BUTTONS

STREET FURNITURE:
BENCHES
PICNIC TABLES
TRASH CANS
NEWSPAPER BOXES
MAIL DROP BOXES
METERS
BIKE RACKS
LANDSCAPE BOXES
FLOWER BOXES
BOLLARDS
SCULPTURES
ART
FOUNTAIN LIMITS / WALLS
PLAYGROUND LIMITS
WATER FOUNTAINS

TREES:
DRIPLINE AND TRUNK SIZE
SPECIES
TREE GRATES

UTILITIES:
LOCATE REQUEST FOR PAINT AND MAPS
AVAILABLE GIS DATA FOR REFERENCE

STRUCTURES RIMS AND INVERTS: SCAN MANHOLES?
STORM
SEWER

WATER
HYDRANTS
VALVES
SPIGOTS ON BUILDINGS

COMMUNICATION (TELE AND FIBER)
OVERHEAD

POWER
OVERHEAD

LIGHTING
(MULTIPLE TYPES OF LIGHT POLES) DO WE NEED TO
IDENTIFY THE DIFFERENCES?
POLES AND VAULTS
LANDSCAPE LIGHTS?

GAS
METERS
VALVES

ELECTRIC OUTLETS

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