CITY OF POCATELLO

Engineering Department

MEMORANDUM

To: Mayor Brian Blad & Pocatello City Councilmembers

From: Skyler Allen, P.E., Senior Engineer

CC: Levi Adams, WPC Superintendent
Jeffrey Mansfield, P.E., Public Works Director
Becky Babb, PMP, Planning Manager
Christine Howe, Grant Administrator

Date: March 11, 2025

Re: Indian Hills Lift Station Force Main – S. Valley Bridge Casings

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BACKGROUND

The City of Pocatello's Indian Hills Lift Station currently discharges through an 11,000 linear foot, 6-inch diameter force main. The City has observed several leaks in the force main, which is located in the levee of the Portneuf River. The City would like to replace the damaged pipe. The City's engineering consultant (Consor) provided an alternatives analysis that reviewed six alternatives that rerouted the force main outside of the levee. The preferred alignment reroutes the force main Northeast across the Portneuf River and along North 2nd Avenue. This alignment is not anticipated to require easement acquisitions from private landowners; however, utility crossing applications are anticipated to be required to cross the Oregon Short Line Railroad (Union Pacific Railroad) and the Portneuf River. This alignment utilizes the South Valley Bridge to accomplish the river and railroad crossing. The new force main has been split into two engineering task orders due to budget drivers and will be performed as phases to this project. This first project is for casing pipe across the South Valley Bridge. A second future scope of work will include the new force main.

The bridge crossing pipe casing component of the Indian Hills LS pressure line was included in the scope of the EPA Community Change Grant, which the City was awarded in 2023. The scope also included a casing for a future waterline to interconnect S. 5th Ave with Bannock Highway, which the Water department plans to construct in the near future.

The City has contracted with Consor for On-Call engineering services for the wastewater collection system (awarded under their prior name 'Murraysmith' in February, 2022). Consor has performed water system engineering work for the City in the past and have been deemed qualified by City staff to provide design for the water and wastewater line casings. The EPA has

given approval to award this portion of the grant funded project design under the City's prior procurement of On-Call engineering services.

The Consultant's proposed fee for this scope of work is $199,928.00, which is within the budget allocated for this task under the EPA Community Change Grant. The contract will be issued as Task Order #5 of the Wastewater Collection System On-Call Services Agreement to include design, construction plans, permitting, bidding, and construction phase engineering services for one 24-inch diameter steel casing (wastewater) and one 16-inch diameter steel casing (water) both of which will attach to the South Valley Bridge, crossing the Portneuf River and UPRR rail corridor.

RECOMMENDATION

It is the recommendation of the City of Pocatello Engineering, WPC, and Planning Departments that the City of Pocatello issue Task Order #5 to Consor in the amount of **$199,928.00** for engineering design and construction services for the South Valley Bridge Casings project.

To:	City Council and Mayor
From:	Matt Kerbs, Deputy City Attorney MK
Date:	March 21, 2025
Re:	Indian Hills Lift Station Force Main – South Valley Bridge Casing for Wastewater Engineering – Task Order 5

I have reviewed the above referenced Agreement and have no legal concerns with Council authorizing the Mayor to sign the Professional Services Term Agreement, Task Order 5, with Consor North America Inc.

TASK ORDER #5
Indian Hills Lift Station Force Main - South Valley Bridge Casing
Scope of Work

CITY OF POCATELLO

TASK ORDER NO. _5__ FOR PROJECT NO. WPC-013 AND/OR PROJECT NAME INDIAN HILLS LIFT STATION FORCE MAIN - SOUTH VALLEY BRIDGE CASING FOR WASTEWATER ENGINEERING PROFESSIONAL SERVICES TERM AGREEMENT FOR CITY OF POCATELLO

Consultant Project No._____

THIS TASK ORDER is entered into this ____day of _____ 2025, between The City of Pocatello, a municipal corporation of Idaho, hereinafter referred to as the "City", and Consor North America Inc., hereinafter referred to as the "Consultant", and is subject to the provisions of the Wastewater Engineering Professional Services Term Agreement, hereinafter referred to as the Agreement.

WITNESSETH:

WHEREAS, the City intends to construct replacement of a portion of a wastewater discharge force main hereinafter referred to as the Project.

NOW, THEREFORE, the City and Consultant in consideration of their mutual covenants herein agree in respect as set forth below.

City's Responsibilities:

The City will provide to Consultant the following described information and/or services: reviews of Consultant deliverables.

Consultant's Scope of Work:
The Consultant team, collectively referred to as the Consultant in this scope, was selected by the City of Pocatello to provide engineering services for the Indian Hills Lift Station Force Main South Valley Bridge Casing Project. The Consultant will serve as the prime consultant on this project and will maintain overall responsibility for the management of the project and quality of deliverables. Any subconsultants will perform specific tasks, as noted in the following scope of work.

Background
Indian Hills LS currently discharges through an 11,000 linear foot, 6-inch diameter force main. The City has observed several leaks in the force main, which is located in the levee of the Portneuf River. The City would like to replace the damaged pipe. Consultant previously provided an alternatives analysis that reviewed six alternatives that rerouted the force main outside of the levee. The preferred alignment reroutes the force main Northeast across the Portneuf River and along North 2nd Avenue. This alignment is not anticipated to require easement acquisitions from private landowners; however, utility crossing applications are anticipated to be required to cross the Oregon Short Line Railroad (Union Pacific Railroad), the Portneuf River, and a parcel of Bannock County. The new force main has been split into two engineering task orders due to budget drivers and will be performed as phases to this project. This first project is for casing pipe across the bridge. A second future scope of work will include the new force main.

This scope of services is for the design of two steel casing pipes across the South Valley Bridge which will include crossing provisions for one waterline and the one force main sewer, neither included in this project. The South Valley Bridge crosses the Oregon Short Line Railroad (Union Pacific Railroad) and the Portneuf River.

Task 1 – Project Management

Task 1.1 Invoices/Status Reports

Consultant will prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation. Monthly status reports will accompany each invoice.

Task 1.2 Coordination with the Owner and Management of Staff

Consultant will maintain communication with the City through meetings via voice and email communication. At a minimum, Consultant PM will virtually meet with the City every 2 weeks.

Consultant will manage and coordinate the technical and scope issues of the overall project. Progress meetings will be conducted as appropriate..

Task 1.3 Kick-Off Meeting

Consultant will attend a virtual kick-off workshop with the City to introduce project staff; review communication protocol, scope, schedule and budget; and review project details.

Task 1 Deliverables

1. Notes from the kick-off meeting in PDF format.
2. Consultant shall deliver to the City a monthly invoice and status report covering:
    a. Work on the project performed during the previous month.
    b. Meetings attended.
    c. Problems encountered and actions taken for their resolution.
    d. Potential impacts to submittal dates, budget shortfalls or optional services.

Task 1 Assumptions

1. Consultant assumes a Notice to Proceed date by April 2025.
2. Project duration will be 19 months; therefore, it is assumed that there will be up to 19 progress payments/status reports.

Task 2 – Design

Work under this task includes preparing Plans, Specifications, and Estimate package for the proposed improvements to South Valley Bridge, Bridge No. 07508. The objective of this task is to design the hanger/attachment systems for one steel casing pipe (24-inch diameter) for the future sewer force main (10-inch diameter) and for one steel casing pipe (16-inch diameter) for a future waterline (12-inch diameter).

Construction plans will be in accordance with City standards, policies, and procedures. Special provisions will be based on the 2023 version of the *Standard Specifications for Highway Construction* and the 2024 supplementals published by the Idaho Transportation Department. An engineer's estimate of probable construction costs and a construction schedule will be developed and included at each design submittal stage. The design of the attachments to the existing bridge will be done in accordance with AASHTO LRFD Bridge Specifications, 9th Edition and Idaho Transportation Department LRFD Bridge Design Manual (BDM).

Task 2.1 Collect and Review Existing Data

Consultant will review data provided by the City that is assumed to include:

- Record drawings of:
    - South Bridge record drawings

    - City owned utilities in the project area
- Updated GIS shapefiles (utility linework, aerial photography, parcels, etc.)

Task 2.2 South Valley Bridge Crossing 60% Design

Consultant will develop 60% Design documents to the 60% design stage. These documents will consist of plans, a list of technical special provisions, a bid item list, and an opinion of probable construction cost. Consor will prepare one design option for the waterline hanger system and one design option for the Force Main hanger/attachment system. The Sewer force main casing connection will be to the exterior girder along the north side of the bridge. The 60% design drawings will include the final location and size of major components, future force main and future water line layout on the bridge and connection to the existing bridge details.. The following plan sheets are anticipated within the 60% set.

The Consultant will develop a 60% Design Package including:

- General Sheets
- Bridge Plan & Elevation (1 sheet)
- Abutment 1 Details (1 sheet) for Casing of future water line
- Abutment 2 Details (1 sheet) for Casing of future water line
- Utility Hanger & Connection Details (2 sheets)
- Plan Sheets:
    - Erosion Control Plan
    - Traffic Control Plan
- Notes and Details Specific to the Project.
- Outline of Front-End and Technical Specifications.
- Bid Schedule.
- Opinion of Probable Cost for Work.
- Reassessment of design schedule.

Task 2.3 South Valley Bridge Crossing 95% Design

Consultant will address the City's review comments on the 60% plans, list of technical special provisions, and engineer's estimate as appropriate, and develop design documents to the 95% design stage. These documents will consist of plans, front end contract specifications, edited technical special provisions, a bid item list, an opinion of probable construction cost, and an anticipated construction working day schedule. The 95% design drawings will include the final location and size of major components, and casing for the future sewer force main and water line layout on the bridge and casing connection details.. As part of this subtask, an engineer will conduct an independent design check of the hanger/attachment details for the sewer force main and the casing for the future water line.

The Consultant will develop a 95% Design Package including:

- General Sheets
- Bridge Plan & Elevation (1 sheet)
- Abutment 1 Details (1 sheet)
- Abutment 2 Details (1 sheet)
- Utility Hanger & Connection Details (2 sheets)
- Plan Sheets:
    - Erosion Control Plan.
    - Traffic Control Plan.
- Notes and Details Specific to the Project.
- Front-End Specifications.
- Technical Specifications.
- Bid Schedule.

- Opinion of Probable Cost for Work.

The 95% Design Package will be submitted to the City for Review. The Consultant will attend a 95% Design Workshop with the City to review any comments on the 95% Design Package.

Tasks 2.1 through 2.3 Deliverables

1. PDF of the 60% Design Package
2. 60% Design Workship summary of notes in PDF format
3. PDF of the 95% Design Package
4. 95% Design Workship summary of notes in PDF format

Task 2.1 through 2.3 Assumptions

1. Available County and City GIS databases will be used to research land ownership. Title searches are outside the scope of work.
2. Force main casing will be mounted to the exterior of the north girder. Waterline casing will connect to existing end call casing thimble.
3. Consultant will not prepare a load rating report to account for the additional loads for the future sewer force main and the future water lines and their casings.
4. The waterline location through the abutment shown on the Final Structural Plans is assumed correct. The contractor shall field-verify the location
5. Public meetings are not required.
6. Due to schedule requirements, Consultant will proceed with final design (up to the 60% design) in parallel with the UPRR and USACE permits per Task 2.4.
7. Easements through private property do not need to be acquired. See Task 2.4 - Permitting for coordination of permits through UPRR.
8. Front end specifications will be per the 2013 EJCDC (current City standard).

Task 2.4 – Permitting

The Consultant will submit drawings and related application forms to the following agencies for review and permitting:

Subtask 2.4.1 Union Pacific Railroad (UPRR)

The Overhead Pipeline of the South Valley Bridge will follow the requirements for a Crossing Application for Overhead Pipeline and the manual of the American Railway Engineering and Maintenance-of-Way Association (AREMA) Manual for Railway Engineering Part 5.4 Guidelines for Overhead Pipelines Crossings. No encroachment crossing is needed. Consultant will submit plans and related application forms to the following agencies for review and permitting.

Subtask 2.4.2 US Army Corps of Engineers (USACE)

Formal 408 Permitting for the new crossing is not required for the elevated pipeline because minimum overhead clearance will be maintained, and the casings will be vertically within the existing bridge. However, coordination with USACE per EM 1110-2-2902 Appendix H is required. This coordination will include information on pipe material, diameter, plan view, cross sections, casing and annular space details, working pressure, testing pressure, and structural calculations.

Subtask 2.4.3 Idaho Department of Water Resources

Idaho Department of Water Resources (IDWR) Aerial Crossing Permits review for meeting the requirements of Idaho Administrative Procedures Act and requirements for casing to prevent leaks.

Subtask 2.4.4 City of Pocatello Floodplain Development Permit

Floodplain Development Permit with City for portion of force main that crosses the Portneuf River and associated flood plain.

Task 2.4 Deliverables

1. Crossing Application to UPRR/Oregon Short Line RR.
2. Design information package to USACE.
3. IDWR Aerial Crossing Permit.
4. ITD Right-of-Way Application.
5. Floodplain Development Permit Application to City.

Task 2.4 Assumptions:

1. Project is in City Limits and no Bannock County permitting is needed.
2. All necessary permitting fees will be paid directly by the City.
3. One round of comments from each review agency will be addressed.
4. Contractor will be responsible for obtaining erosion control permit and Stormwater Pollution Prevention Plan for construction.

Task 3 Construction Management

Task 3.1 South Valley Bridge Crossing Bid Document Submittal

A senior engineer will conduct a review and constructability review of the 95% Design package. Comments from internal review and the City's comments on the 95% Design package will be incorporated as appropriate. A Final Design package will be submitted to the City. Each sheet will be electronically stamped and signed by the Engineer in Responsible Charge of the elements contained on the specific sheet. The package will consist of plans, technical special provisions, a bid item list, an opinion of probable construction cost, and an anticipated construction schedule. Additionally, Consultant will complete the following:

- Prepare final special provisions for nonstandard items shown on the plans.
- Compute quantities and prepare an engineer’s estimate of construction costs with an estimate range of +/- 5%.
- Submit Stamped and Signed Final Plans, Specifications, and Estimate.
- Submit Final Construction Schedule.
- Submit Final load rating report.

Task 3.1 Deliverables

1. Final Plans (1 electronic PDF copy)
2. Final Technical Special Provisions (1 electronic Word copy)
3. Final Engineer's Opinion of Probable Construction Cost (1 electronic Excel copy)
4. Final Construction Schedule (electronic PDF copy).

Task 3.1 Assumptions:

1. The contractor shall field-verify all elevations and dimensions shown on plan sheets.
2. This work is confined to the South Valley Bridge and will not extend beyond the limits of the bridge

Task 3.2 – Construction Bid Phase Support

The Consultant will provide support to the City during advertisement of the project to bidders. The City will administer the bid. Bid phase support will include:

- Assisting the City with the advertising the Contract Documents.
- Attend one Pre-Bid Meeting virtually by two staff members.
- Drafting up to one addendum based on questions by bidders.

Task 3.2 Deliverables

1. One addendum packages

Task 3.2 Assumptions:

1. City will administer the bid.
2. City will maintain plan holders list.
3. City will receive questions directly from bidders.
4. City will collect and open bids publicly at City Hall.
5. Advertisement of project to bidders will be 30 days or less.
6. City to directly award the project based on bid results. No recommendation of award will be provided by the Consultant.

Task 3.3 – Engineering Services During Construction

The Consultant will provide engineering services throughout the duration of the construction Contract Time stated in the Agreement between Owner (City) and Contractor.

Subtask 3.3.1 Pre-Construction Conference

Virtually attend the City led Pre–Construction Meeting prior to commencement of work at the site. Hours in this subtask are for attendance by the Consultant project manager and bridge design lead. City will send meeting notes after meeting.

Subtask 3.3.2 Construction Meetings, Visits to Site, and Observation of Construction

City will lead construction meetings, conduct site visits and observations of construction to maintain and observe the progress and quality of Contractor's executed work. Consultant project manager and bridge design lead shall attend virtually up to six (6) weekly construction meetings at intervals appropriate to the various stages of construction, as Consultant deems necessary. City will send meeting notes after meetings.

Subtask 3.3.3 Clarifications and Interpretations

Provide technical review of clarifications and interpretations of the Contract Documents as appropriate to the orderly completion of Contractor's work. City will collect questions that come from the Contractor and issue the final RFI to the contractor.

Subtask 3.3.4 Change Orders and Change Proposal Requests

Provide technical review of issues that result in Change Orders and Change Proposal Requests. City will collect, initially review and process Change Orders and Change Proposal Requests.

Subtask 3.3.5 Submittal Review

Review and take appropriate action in respect to Shop Drawings and Samples and other data which Contractor is required to submit, but only for conformance with the information given in the Contract Documents and

compatibility with the design concept of the completed Project as a functioning whole as indicated by the Contract Documents. Such reviews and action taken will not extend to means, methods, techniques, sequences, or procedures of construction or to safety precautions and programs incident thereto. Consultant shall meet any Contractor's submittal schedule that Consultant has accepted and as identified in the Contract Documents. Consultant shall review up to 10 submittals with up to four hours review time per submittal, with an additional 4 submittals requiring re–submittal with review up to two hours' time each.

Subtask 3.3.6 Inspections and Tests

Quality control (QC) testing of site earthwork, pipe installation, backfill, and asphalt paving, will be provided by the Contractor. This scope of work includes review of the required QC testing performed by the Contractor, but it does not include additional quality assurance (QA) testing. City shall coordinate special inspections in accordance with the design requirements as may be required by the Contract Documents. City will pay for special inspections through special inspections services. Consultant will review QC testing and final report of special inspections, test results and construction observations upon completion of the Project.

Subtask 3.3.7 Record Drawings

Consultant shall prepare record drawings based on information provided by Contractor and the City. Consultant shall also provide the completed record drawings in digital format on flash drive in both AutoCAD and PDF format. Budget is based on the quality, clarity, and extent of record drawing information from others require no more than 3 hours per sheet for modifications.

Task 3.3 Deliverables

1. Task deliverables are described within each individual task.

Task 3.3 Assumptions:

1. Construction Contractor's Contract Time will be 3 months from Notice to Proceed (NTP) to Substantial Completion (SC).
2. The City will be liaison to the public and perform public involvement.
3. Contractor will provide all Quality control (QC) testing which will be reviewed by the city.
4. City shall coordinate special inspections in accordance with the design requirements as may be required by the Contract Documents. City will pay for special inspections through special inspections services.
5. Consultant is not responsible for construction staking.
6. City will provide determination of Substantial Completion and Final Notice of Acceptability of the Work.

Schedule of Services to be Performed:

The following is a tentative schedule for the project and will be revised as required throughout the course of the

project:

Task Number	Start	End
Task 1 – Project Management	April 2025	October 2026
Task 2 – Design	April 2025	December 2025
Task 3 – Engineering Services During Construction	December 2025	October 2026
Project Total	**April 2025**	**October 2026**

Basis of Fee and Billing Schedule:

The City will pay Consultant for its services and reimbursable expenses as follows:

The work provided in this Task Order will be billed on a time and materials basis. The overall budget estimate breakdown for this work is outlined in Table 1. Billing rates will be reviewed with the City and updated at the beginning of each calendar year. The overall project budget has been developed using 2025 rates. Consultant will manage the work identified in this Task Order to the aggregate budget amount (Project Total) which shall not be exceeded without prior written authorization from the City. When any budget has been increased or follow–on work contracted, Consultant's excess costs expended prior to such an increase will be allowable to the same extent as if such costs had been incurred after the approved increase.

Table 1 – Total Project Fee

Task Number	Total Cost
Task 1 – Project Management	$14,636
Task 2 – Design	$111,773
Task 3 – Engineering Services During Construction	$71,518
Project Total	**$199,928**

Additional Remarks:
None

IN WITNESS WHEREOF, the parties hereto have executed this Task Order No. _5_ as of the day and year first above written.

CITY
City of Pocatello, a municipal corporation

APPROVED BY:

Brian Blad Date
Mayor

APPROVED BY:

Jeffrey L. Mansfield, P.E. Date
Public Works Director/City Engineer

Consultant
Consor North America, Inc.

Signature

Dennis Galinato, P.E. Date
Principal Engineer

CONTRACT AMOUNT: $199,928

TASK ORDER NO. 5

INDIAN HILLS LIFT STATION FORCE MAIN SOUTH VALLEY BRIDGE CASING
CITY OF POCATELLO
PROPOSED FEE ESTIMATE

	LABOR CLASSIFICATION (HOURS)														
Staff Name	Principal Engineer IV $312 GalinatoDen	Professional Engineer III $190 WeimerEri	Engineering Designer I $161 TroxelMat	Principal Engineer III $292 MorganDac	Professional Engineer VII $232 Khalaf AllaOma	Professional Engineer III $190 Yugar AriasSer	Technician IV $189 SmithAnt	Administrative III $134 ThorsonKat	Professional Engineer VI $222 HughesCar	Hours	Labor	Expenses	CADD Units $18/hr	GIS Units $10/hr	Total
	PIC	PM	Staff Engineer	Structural Review	Structural PM	Structural Staff Eng	Structural CAD	Admin							
Task 1 - Project Management															
Task 1.1 - Invoices/Status Reports	8	20								28	$ 6,453	$ -	$ -	$ -	$ 6,453
Task 1.2 - Coordination with the Owner and Management of Staff	8	20								28	$ 6,453	$ -	$ -	$ -	$ 6,453
Task 1.3 - Kick-Off Meeting		4			4					8	$ 1,730	$ -	$ -	$ -	$ 1,731
Task 1.4 -										0	$ -	$ -	$ -	$ -	$ -
Task 1 Subtotal	**16**	**44**	**0**	**0**	**4**	**0**	**0**	**0**	**0**	**64**	**$ 14,637**	**$ -**	**$ -**	**$ -**	**$ 14,637**
Task 2 - Design															
Task 2.1 - Collect and Review Existing Data		1			4	4				9	$ 1,925	$ -	$ -	$ -	$ 1,925
Task 2.2 - South Valley Bridge Crossing 60% Design		4		4	32	60	120	8		228	$ 45,617	$ -	$ 2,160	$ -	$ 47,777
Task 2.3 - South Valley Bridge Crossing 95% Design		4		4	24	32	80	4	32	180	$ 37,244	$ -	$ 1,440	$ -	$ 38,684
Task 2.4.1 Permitting - Union Pacific Railroad	1	16	40							57	$ 10,037	$ -	$ -	$ -	$ 10,037
Task 2.4.2 Permitting - US Army Corps of Engineers (USACE)	1	24	24							49	$ 8,954	$ -	$ -	$ -	$ 8,954
Task 2.4.3 Permitting - Idaho Department of Water Resources	1	8	8							17	$ 3,198	$ -	$ -	$ -	$ 3,198
Task 2.4.5 Permitting - City of Pocatello Floodplain Development Permit	1	8	8							17	$ 3,198	$ -	$ -	$ -	$ 3,198
Task 2 Subtotal	**4**	**65**	**80**	**8**	**60**	**96**	**200**	**12**	**32**	**557**	**$ 110,173**	**$ -**	**$ 3,600**	**$ -**	**$ 113,773**
Task 3 - Construction Management															
Task 3.1 - South Valley Bridge Crossing Bid Document Submittal	1	8		12	12	16	40	4		93	$ 19,737	$ -	$ -	$ -	$ 19,737
Task 3.2 - Construction Bid Phase Support	1	24	8	2	8	8				51	$ 10,373	$ -	$ -	$ -	$ 10,373
Task 3.3 - Engineering Services During Construction	2	24	48	4	40	40	40			198	$ 39,483	$ 1,205	$ 720	$ -	$ 41,408
Task 3 Subtotal	**4**	**56**	**56**	**18**	**60**	**64**	**80**	**4**	**0**	**342**	**$ 69,593**	**$ 1,205**	**$ 720**	**$ -**	**$ 71,518**
TOTAL - ALL TASKS	***24***	***165***	***136***	***26***	***124***	***160***	***280***	***16***	***32***	***963***	***$ 194,404***	***$ 1,205***	***$ 4,320***	***$ -***	***$ 199,928***