

# MERIDIAN

development corp.

REVIVE • RENEW • REDEFINE

104 E. Fairview Ave  
#239  
Meridian, ID 83642  
208.477.1632  
www.meridiandevelopmentcorp.com

**MEETING AGENDA**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, June 14, 2017, 7:30am**  
**Meridian City Hall, Conference Room A**  
**33 East Broadway Avenue - Meridian, Idaho**

**1. Call Meeting to Order [Basalone]:**

**2. Roll-call Attendance [Basalone]:**

\_\_\_\_\_ Dan Basalone – Chairman  
\_\_\_\_\_ Dave Winder – Vice-Chairman  
\_\_\_\_\_ Nathan Mueller– Secretary/Treasurer

\_\_\_\_\_ Keith Bird – Member  
\_\_\_\_\_ Tammy de Weerd – Member  
\_\_\_\_\_ Rob McCarvel – Member  
\_\_\_\_\_ Rick Ritter – Member  
\_\_\_\_\_ Diane Bevan – Member  
\_\_\_\_\_ Steve Vlassek - Member

\_\_\_\_\_ Todd Lakey – Counsel  
\_\_\_\_\_ Ashley Squyres – Administrator

**3. Confirm Agenda [Basalone]:**

**4. Approve Consent Agenda [Basalone]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.

- a. **Approve Minutes of the May 24, 2017 Regular Meeting**
- b. **Approve May 2017 Administrator's Report**

**ACTION AND PRESENTATION ITEMS**

**5. Presentation of final architectural drawings for 703 North Main Street [Josh Evarts]**

**6. Consideration of Approval of the Committee Recommendation for On-Call Engineering Services for CDBG-funded sidewalk projects in the Downtown Urban Renewal District and Corresponding Resolution 17-023 [Squyres/Lakey]**

**7. Consideration of Approval of the Request by Autumn Kersey to be a sponsor in the 2017 8 in 48 Event and Corresponding Resolution 17-024 [Squyres]**

**DISCUSSION ITEMS**

**8. Ten Mile Urban Renewal District Update [Squyres/Lakey]**

**9. Public Relations Committee Update [Mueller]**

**10. Upcoming Committee Meetings [Squyres]**

Agenda for the Meridian Development Corporation Board Meeting – June 14, 2017

Page 1 of 2

All materials presented at public meetings shall become the property of the MDC.

Anyone desiring accommodation for disabilities related to documents and /or hearings, please contact the Meridian City Clerk's Office at 888-4433 at least 48 hours prior to the public meeting.

**11. Counsel's Report [Lakey]:** Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

**12. Administrator's Report [Squyres]:** Administrator Squyres will review topics that need to be brought to the attention of the Board.

**13. Chairman's Report**

**14. Public Comment**

**15. Adjourn the Meeting [Basalone]:**

**Executive Session per Idaho State Code 74-206: The Board may go into executive session pursuant to Idaho Code Section 74-206 with the specific applicable code subsection cited as part of the motion to go into executive session.**

**Regular meetings of the Meridian Development Corporation Board of Commissioners are scheduled for the second Wednesday of each month at 7:30 am and the fourth Wednesday at 4:00 pm in the North Conference Room at the Meridian City Hall.**



**MEETING MINUTES**  
**MEETING OF THE BOARD OF COMMISSIONERS**  
**Wednesday, May 24, 2017, 4:00pm**  
**Meridian City Hall, Conference Room A**  
**33 East Broadway Avenue - Meridian, Idaho**

**1. Call Meeting to Order [Basalone]:**

At 4:03pm, Vice Chairman Winder called the meeting to order.

**2. Roll-call Attendance [Basalone]:**

<u>O</u>	Dan Basalone – Chairman	<u>X</u>	Keith Bird – Member
<u>X</u>	Dave Winder – Vice-Chairman	<u>X</u>	Tammy de Weerd – Member
<u>X</u>	Nathan Mueller– Secretary/Treasurer	<u>X</u>	Rob McCarvel – Member
		<u>X</u>	Rick Ritter – Member
		<u>O</u>	Diane Bevan – Member
			[Arrived at 4:09pm]
		<u>O</u>	Steve Vlassek - Member
		<u>X</u>	Todd Lakey – Counsel
		<u>X</u>	Ashley Squyres – Administrator

**3. Confirm Agenda [Basalone]:**

A motion was made by Commissioner Bird and seconded by Commissioner de Weerd to confirm the agenda.

ALL AYES.

**4. Approve Consent Agenda [Basalone]:** These items will be approved by a single vote unless a Board member requests to remove an item for specific discussion and/or action.

- a. Approve Minutes of the May 10, 2017 Regular Meeting**
- b. Approve April 2017 Financials and Notice of Bills Paid**

A motion was made by Commissioner Bird and seconded by Commissioner McCarvel to approve the Consent Agenda.

ALL AYES.

**ACTION AND PRESENTATION ITEMS**

**5. Presentation of final architectural drawings for 703 North Main Street [Josh Evarts]**

This item was tabled to the next meeting.

**6. Consideration of Approval of The Network Operations Company Scope of Work to move the UnWired City equipment from 703 North Main Street to New Ventures Lab at 33 East Idaho Avenue and Corresponding Resolution 17-020 [Squyres]**

Squyres reviewed the need to move the UnWired City equipment from 703 North Main to a new location. It has been determined that New Ventures Lab is an ideal location and has received permission to co-locate on the roof of the building at no cost to MDC. Squyres also discussed the change in WIFI providers and the cost-savings this will bring on a monthly basis. A motion was made by Commissioner McCarvel and seconded by Commissioner Bird to approve the scope of work in the amount of \$2,246.17.

ALL AYES.

**7. Consideration of Approval to enter into negotiations with a vendor to create a 30-second video of Downtown Meridian [Mueller]**

Commissioner Mueller presented the process the PR Committee followed to get to a vendor recommendation for the board. Squyres discussed the intent of the budget item and stated that if the board were to approve the recommendation to move forward with DaviesMoore, a formal scope of work would be brought back to the board for consideration. Commissioner de Weerd stated that she would like to ensure that MDC owns the footage of the video. A motion was made by Commissioner Bird and seconded by Commissioner Mueller to approve the recommendation of DaviesMoore as the videographer vendor.

ALL AYES.

**8. Consideration of Approval of the MDC marketing materials for print [Mueller]**

Commissioner Mueller reviewed the final draft of the MDC marketing materials and discussed the process for the board. Squyres provided additional information for the board's consideration and answered questions. A motion was made by Commissioner Mueller and seconded by Commissioner Bevan to approve the marketing materials for print.

ALL AYES.

**9. Consideration of Approval of the printing bid for the MDC marketing materials and Corresponding Resolution 17-021 [Mueller/Squyres]**

Squyres presented the best bid for the printing of the aforementioned materials. BizPrint provided a bid of \$973.92 for 250-copies. Commissioner Winder stated that he has represented the BizPrint owner in commercial real estate dealings and although that had no influence on this decision he would not be voting on this matter. A motion was made by Commissioner Bevan and seconded by Commissioner Mueller to approval the bid.

ALL AYES WITH COMMISSIONER WINDER ABSTAINING.

**10. Consideration of Approval of the On-Call Legislative Services with Scott Turlington and Corresponding Resolution 17-022 [Squyres/Lakey]**

Counsel Lakey reviewed the on-call scope of work for the remainder of FY17 and FY18. The agreement would be an hourly on-call rate of \$185-hour on an as-needed basis. A motion was made by Commissioner Bird and seconded by Commissioner McCarvel to approve the agreement.



ALL AYES.

## **DISCUSSION ITEMS**

### **11. Ten Mile Urban Renewal District Update [Squyres/Lakey]**

Squyres provided an overview of a recent pre-application meeting held with the City and developer for a multi-family project within the URD boundary. She also discussed the meeting with the City to discuss a formal communication process for all Ten Mile URD projects.

### **12. Public Relations Committee Update [Mueller]**

Squyres discussed the RFP that was out for advertisement and the forthcoming timeframes for review and decisions.

### **13. Property Committee Update [Winder]**

Commissioner Winder discussed the recent committee meeting with Bill Ditz. The status of his agreements with property owners and UPRR was discussed by all board members along concerns regarding the financial viability of the project.

### **14. Upcoming Committee Meetings [Squyres]**

Squyres reviewed the upcoming committee meetings.

**15. Counsel's Report [Lakey]:** Counsel Lakey will review legal topics that need to be brought to the attention of the Board.

No report.

**16. Administrator's Report [Squyres]:** Administrator Squyres will review topics that need to be brought to the attention of the Board.

No report.

### **17. Chairman's Report**

No report.

### **18. Public Comment**

No public comment.

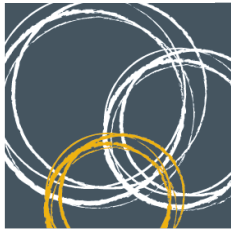
### **19. Adjourn the Meeting [Basalone]:**

At 4:39pm, a motion was made by Commissioner de Weerd and seconded by Commissioner Bird to adjourn the meeting.

ALL AYES.

---

Dan Basalone, Chairman



# MERIDIAN

development corp.

REVIVE • RENEW • REDEFINE

104 E. Fairview Ave  
#239  
Meridian, ID 83642  
208.477.1632  
[www.meridiandevelopmentcorp.com](http://www.meridiandevelopmentcorp.com)

To: Board Members, Meridian Development Corporation  
From: Ashley Squyres, Administrator  
Date: June 01, 2017  
RE: May 2017 Administrator Activities

This is intended to be a brief summary of the May 2017 Administrator activities conducted by AF Public Solutions, LLC. Included within the project summaries is work completed during the month.

---

## Notable Items from May 2017:

- Executive Committee Meetings: Coordination of and attendance at Executive Committee meetings with discussions of on-going issues and priorities along with setting of the agendas for the Board meetings.
- Board Meetings: Planning for, coordination of and attendance at two [2] regular board meetings.
- Property: Coordination of and attendance at the monthly committee meeting. Coordination with Meridian Cycles pertaining to property challenges. On-going updates and coordination with Josh Evarts re: the 703 and 713 North Main Street Development Agreement and on-going coordination with Josh and Autumn to discuss the transition. Physical moving of MDC files and belongings from 703 North Main to a storage facility. Ongoing conversations and a meeting with Forsgren and Associates, Commissioner Winder, and the City of Meridian floodplain Administrator regarding Nine Mile floodplain findings. Attendance at a meeting with Bill Truax regarding the 2.5-Street project.
- Downtown Parking, Transportation and Streetscape: Coordination of the rescheduling of the committee meeting. On-going coordination with Keller Associates as to the lighting study for Phase II of Main Street. On-going coordination with ACHD and the City on the estimated Pine Avenue costs. On-going coordination with Chris Pope, Meridian CDBG Administrator and Caleb Hood pertaining to unused CDBG funds for sidewalk improvements. Coordination with legal counsel on the subrecipient agreement for the sidewalk design. Discussions with legal counsel as to on-call engineering services for CDBG projects. Coordination of the advertisement, the

responding of questions, the communications regarding addendums, and the accepting of RFQ's for the on-call engineering services. Coordination with ProBuild on discussions regarding the UPRR property. On-going communications and attendance at one [1] meeting pertaining to a proposed Phase II of Idaho Avenue with the MDBA and Casey Hess.

- Public Relations: Coordination of and attendance at one [1] committee meeting and one [1] separate meeting with Gallatin Public Affairs and Rizen Creative. On-going discussion, coordination, and finalization of the marketing materials. Coordination with Natalie on obtaining bids for print. On-going management of the MDC and MDBA Facebook pages. Update of the MDC website as necessary and coordination with Tribute Media as to modifications needed to the site. Solicitation of bids for the forthcoming Downtown Meridian video. Reviewed bids and coordinated the review with the Committee along with the interviews of three firms. Coordination with the selected vendor as to next steps. Discussions with legal counsel as to the drafting and releasing of the RFP for PR Professional Services. Coordination of the advertisement, the responding of questions, and the accepting of the RFP's for the professional services.
- Ten Mile URD: On-going communications and coordination with Brighton Corporation. Attendance at a pre-application meeting with the City and Brighton for a multi-family development project within the boundary. Coordination with Todd on the forthcoming OPA modifications. Attendance at a meeting with the City of Meridian to determine an official communication process for notification of projects with the Ten Mile URD.
- Downtown Meridian Business Association: Attendance at one [1] board meeting and one [1] general meeting, along with a follow up meeting with the Chairman.
- Urban Renewal Legislative Affairs: Coordination and communications with the MDC lobbyist as to a new contract and scope of work for the remainder of FY2017 and for FY2018.
- Technology: Coordination of the UnWired City move with The Network Operations Company and coordination of securing a new WIFI provider with the move.
- Other Meetings/Communications: Attendance at the Meridian Children's Museum board meeting, a walk-through with board members pertaining to a potential property, and on-going discussions with Chairman Basalone, the Treasure Valley Children's Theatre, and unBound. Attendance at the month MDC-City of Meridian coordination meeting. Attendance at and representation of MDC at the Business Resource Fair located at UnBound. Attendance at a meeting with Mike Brown of Local Construct and the City of Meridian regarding opportunities in downtown Meridian including a follow up email with documents for Mike's review and consideration. Attendance at the Mayor's Community Partnership meeting.

## COVER PAGE

Company Name: Keller Associates, Inc.

Address: 131 SW 5th Avenue, Suite A

Meridian, ID 83642

Is this a Primary Office or a Subsidiary branch office? Primary Office

Contact Name: Donn Carnahan, PE

Telephone: 208.288.1992

Fax: 208.288.1999

E-Mail: dcarnahan@kellerassociates.com

Web site: www.kellerassociates.com

Year present firm established: 1993

Number of full time employees: 90

~~2016~~ Gross Receipts: \$12,312,559 2016

Type of firm: Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship ☐

Other \_\_\_\_\_



131 SW 5<sup>th</sup> Avenue, Suite A  
Meridian, ID 83642  
(p) 208.288.1992 • (f) 208.288.1999  
www.kellerassociates.com

*Get there!*

June 5, 2017

Ms. Ashley Squyres, Administrator  
Meridian Development Corporation  
104 East Fairview Avenue, Suite 239  
Meridian, ID 83642

RE: **RFQ FOR ENGINEERING SERVICES — CDBG SIDEWALKS 2017**

Dear Ms. Squyres:

Keller Associates will provide Meridian Development Corporation (MDC) exceptional local design professionals project experience in Meridian and MDC. Municipal engineering is a core service of our team — it's what we do!

Our team is led by one of the area's top project managers, Donn Carnahan. He brings a proven track record of commitment to each of the projects he has worked on. With his leadership, our team is committed to performing the work in a timely manner to ensure the timeline is met and that MDC priorities are addressed. We offer the following unique skills:

#### **LOCAL**

We are local – our main office is located in Meridian right next to MDC's boundary. We also know and have ongoing working relationships with the Ada County Highway District (ACHD) and the City of Meridian; coordination with both is needed for the success of your projects. Keller has completed many local projects similar to yours.

#### **WE ARE FOUNDED ON INNOVATION**

We specialize in looking outside the box and coming up with creative solutions. You will see this as we explore alternative sustainable design features for your various projects, and develop win-win solutions.

#### **WE HAVE IN-HOUSE TECHNICAL EXPERTISE**

We are ready! Our key personnel are committed; our goal is to deliver and meet your quality and schedule expectations; and we are prepared to execute a professional services agreement, with minor modifications. Please contact Donn at 208.288.1992 (office), 208.867.7384 (cell), or by email at [dcarnahan@kellerassociates.com](mailto:dcarnahan@kellerassociates.com), with any questions. I am also available by cell at 208.870.4504.

In conclusion, the Keller team provides you with everything you need for a successful project: trusted project management, technological expertise, and an award-winning local engineer who truly care.

Very truly yours,

**KELLER ASSOCIATES, INC.**

Rod Linja, PE  
President

**KELLER ASSOCIATES, INC.**

Donn Carnahan, PE  
Project Manager

## FIRM HISTORY, LOCATION, AND CAPABILITIES

Keller Associates is a full-service civil engineering firm. We have strategically hired experts in civil engineering fields including civil/site design, roadways, traffic and transportation, water, wastewater, bridges, and building structures. Because of this diversification, we kept our team intact during the recession and are able to remain debt-free and now expand our service to new communities. We pride ourselves on our efficiency, and specialize in consulting engineering services for infrastructure projects. We provide our clients with the technical expertise of a large firm, while offering personalized services and the knowledge that our relationship with our client is more important than company profit.

Keller Associates was established in 1993 in Boise, Idaho, by Jim Keller; offering consulting services to transportation departments, highway districts, municipalities, and private corporations. Since our company's inception, we have grown from 4 employees to 90, 49 of whom are engineers. Rod Linja serves as company president; David Kinzer as vice president. Keller Associates has seven office locations: three in Idaho (**Meridian**, Pocatello, and Idaho Falls); and one each in Oregon (Salem), Washington (Clarkston), California (Roseville), and Wyoming (Rock Springs).

Over 90 percent of our projects are completed for public agencies, and nearly all come from repeat clients. We attribute long-term relationships with our clients to our responsiveness, commitment to schedule, cost-effective designs, and a 'can-do' attitude.

### LOCAL PRESENCE / RESPONSIVENESS

We are currently working on our fourth project for Meridian Development Corporation (MDC). Work will be based out of our local Meridian office – just a couple of minutes from MDC and the project. Keller prides itself on being readily

available and responding quickly to your phone call or email. Our references will attest that we are able to make ourselves and services available when they are needed.

Donn Carnahan, who will serve as Project Manager, lives and works in Meridian. We have several ongoing projects in Meridian and throughout the Treasure Valley.

### LOW OVERHEAD

Keller Associates is a low-overhead firm, and pride ourselves on efficiency. Our success has been driven by our loyal staff. We have very low employee turnover, which means we are able to carry forward the knowledge from one project to another for our clients. As a company, we have over two decades' worth of lessons learned to be applied to your project. Continuity will not be lost; money will be saved.



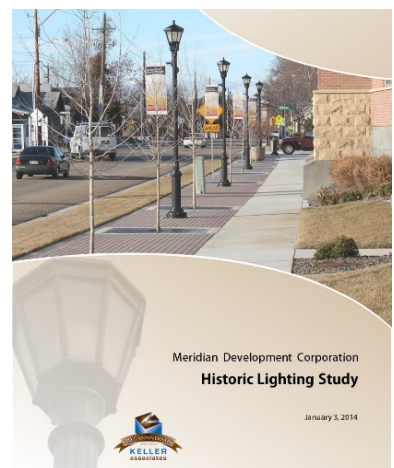
ACHD's MERIDIAN 8<sup>th</sup> STREET  
Safe Routes to School

**DONN CARNAHAN, PE**  
Project Manager  
208.867.7384 – Cell  
dcarnahan@kellerassociates.com

**KELLER ASSOCIATES, INC.**  
131 SW 5<sup>th</sup> Avenue, Ste A  
Meridian ID 83642  
208.288.1992 – Office  
208.288.1999 – Fax  
www.kellerassociates.com

#### AT A GLANCE...

**90** problem solvers  
**23** years in business  
**49** engineers  
**3** land surveyors  
**7** Northwest offices



MERIDIAN DEVELOPMENT CORP.  
Downtown Lighting

## PROJECT MANAGER

Key to success of this effort is a project manager with experience to address unique challenges of your project. Donn Carnahan is just the person to fill that role.



### DONN CARNAHAN, PE

**Professional Registration**  
Idaho PE #7756

### Education

B.S., Civil Engineering, University of Idaho

Donn Carnahan brings a wide variety of pragmatic public works experience to the project team in his 27 years of working in Idaho. He is thoughtful, thorough, and responsive with an excellent understanding of the project development process. His experience includes all facets of municipal engineering – from planning through construction of transportation, water, wastewater, stormwater, and irrigation.

Donn's municipal transportation projects range from small pathway to urban arterial roadway improvements, which includes pavement design, street light design, irrigation relocation, storm drain facilities, water and sewer improvements, bridge replacements, and public involvement. Donn has managed several roadway

rehabilitation projects ranging from chip seals, mill and inlays, overlays, and cement recycled asphalt base stabilization (CRABS). He has managed project teams from two to 20 people, depending upon the size of the project and contract schedule. Donn has demonstrated leadership and the ability to deliver the work product within the established timeframes. Representative municipal engineering experience includes the following:

### REFERENCES

#### CITY OF MERIDIAN

*Warren Stewart*  
Engineering Manager  
208.898.5500

#### MDC

*Ashley Squyres*  
Administrator  
208.477.1632

#### ITD DISTRICT 3

*Jeremy Hunting*  
Designer  
208.332.7167

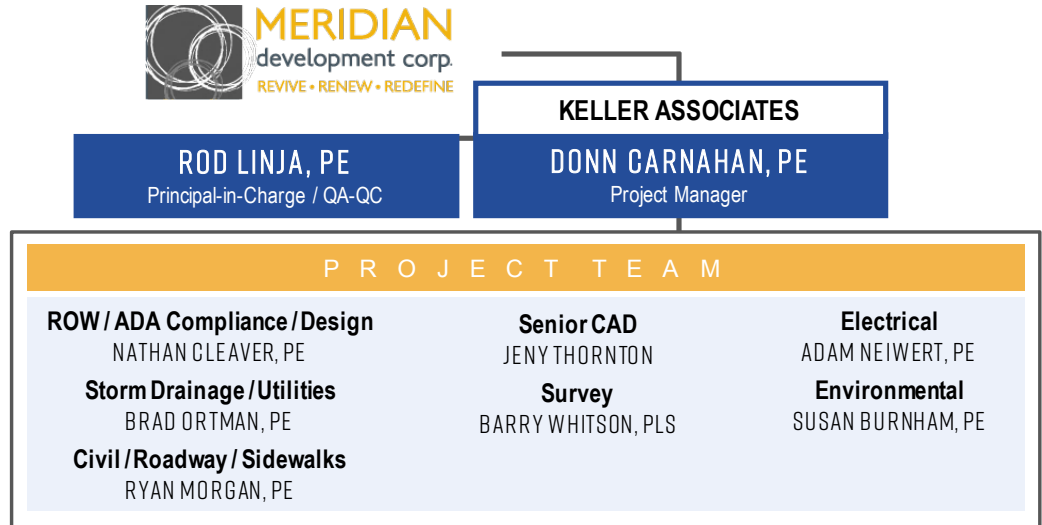
- ACHD 4<sup>th</sup> and 8<sup>th</sup> Streets, Meridian
- ACHD Overlays
- Weiser North State Street
- ACHD 2017 Pedestrian Improvements
- Ola Highway Improvements
- Weiser Roadway Overlays
- Mt. View HS Site, Water and Sewer
- Kuna Drainage Study
- Star Drainage Study
- Meridian Tully Park Improvements
- Meridian Latecomer Agreements
- Boise Lift Station and Force Main
- Neighborhood Enhancement Projects
- I-84B Mountain Home Rehab
- Boise Southwest Planning Area Sewer Service Study
- I-84B Glens Ferry Rehab
- Mountain Home South 5<sup>th</sup> Street Pond Improvements
- Weiser West 9<sup>th</sup> Street Improvements
- Garden City to Americana Greenbelt

Many of these projects incorporated Idaho Standards for Public Works Construction (ISPWC). Clients will attest to his ability to complete projects on schedule and under budget. You'll love his responsiveness and creativity!



## KEY PERSONNEL

Keller Associates brings the depth and expertise of a larger firm, with the efficiency and customer service of a small local firm. We have assembled a project team that includes experts in all facets of your project – from storm drainage to right-of-way (ROW), ADA, knowledge of ISPWC, and general civil design. Our team has worked together



for many years, bringing an efficiency that will benefit you. The chart above highlights key project team members. Nathan Cleaver will provide senior-level design, supported by other team members with expertise in design, right-of-way, specifications, quality control, cost estimating, and environmental and electrical engineering. As needed, Keller Associates can also tap into our 90 problem solvers from all of our offices.

### Keller Day-to-Day Team Members, Roles, and Experience

#### Rod Linja, PE (ID #11629)

- **Role:** Principal-in-charge, Quality Assurance, Quality Control
- **Rate:** See 2017 Title Code Billing Rates Table

- Over 29 years of experience specializing in transportation engineering
- Principal on Adams Gulch Bridge project
- Extensive experience managing DOT federal-aid projects – over 60 projects
- Numerous urban roadway projects with utilities, sidewalks, and intersection improvements

#### Nathan Cleaver, PE (ID #12490)

- **Role:** ROW / ADA Compliance / Design
- **Rate:** See 2017 Title Code Billing Rates Table

- Over 17 years of experience
- Manager of company's transportation group
- Designed more than \$50 million in infrastructure improvements in the last six years
- Lane Community College ADA Title 2 Improvements
- Boise Canal Street Sidewalk and ADA Improvements
- McCall Sidewalk Improvement Project
- University of Idaho Perimeter Drive Sidewalk and Lighting Improvements
- College of Southern Idaho Fire Lane and Sidewalk Project

#### Brad Ortman, PE (ID #15167)

- **Role:** Storm Drainage / Utilities
- **Rate:** See 2017 Title Code Billing Rates Table

- Over 10 years of experience in all facets of transportation including storm drain design. Specializes in design of urban streets and rural roadway
- Extensive experience in roadway design, ADA facilities design, right-of-way acquisition, stormwater drainage, utility relocation, cost estimating and specifications
- Meridian Development Corporation Historic Lighting project
- College Avenue / Rose Street (CARS) Reconstruction project
- Garden City to Americana Greenbelt Pathway project, Boise

#### Ryan Morgan, PE (ID #11621)

- **Role:** Civil / Roadway / Sidewalks
- **Rate:** See 2017 Title Code Billing Rates Table

- Over 17 years of design experience
- Designed miles of street improvements throughout Idaho and the western US
- Performs construction drawing reviews for multiple agencies including the City of Meridian
- Has designed numerous roadways and sites, paying close attention to ADA requirements
- St. Alphonsus Garrity ADA accessible routes to main hospital campus
- Mackay Main Street Improvements, including ADA ramps along US-93



<b>Jeny Thornton</b> <ul style="list-style-type: none"> <li>• <b>Role:</b> Senior CAD</li> <li>• <b>Rate:</b> See 2017 Title Code Billing Rates Table</li> </ul>	<ul style="list-style-type: none"> <li>• Senior civil designer with over 25 years of design experience</li> <li>• Well-rounded experience, with attention to detail, makes Jeny an asset on any project</li> <li>• Team player who will help to capture the client's desires and needs in the design</li> <li>• Recently designed several thousand feet of urban pathway in Stanley, ND</li> <li>• Involved in several downtown revitalization projects that include sidewalk design, most recently in the cities of Tioga, ND and College Place, WA</li> </ul>
<b>Barry Whitson, PLS (ID #10786)</b> <ul style="list-style-type: none"> <li>• <b>Role:</b> Survey</li> <li>• <b>Rate:</b> See 2017 Title Code Billing Rates Table</li> </ul>	<ul style="list-style-type: none"> <li>• Senior surveyor with over 25 years of experience</li> <li>• ACHD Enhanced Pedestrian Crossings and Lake Hazel Reconstruction</li> <li>• Emmett S. Johns Avenue Reconstruction</li> <li>• Rigby Downtown Revitalization and 1<sup>st</sup> West LID</li> <li>• Meridian Downtown Lighting</li> <li>• Idaho State University East Humbolt Street and Redhill Road Intersection</li> <li>• BYU-Idaho South 1<sup>st</sup> West Reconstruction, West Campus Street, and Taylor Quad Reconstruction</li> <li>• Ashton Pocket Park</li> <li>• United States Postal Service, Idaho Falls 4<sup>th</sup> Street</li> </ul>
<b>Adam Neiwert, PE (ID #15164)</b> <ul style="list-style-type: none"> <li>• <b>Role:</b> Electrical</li> <li>• <b>Rate:</b> See 2017 Title Code Billing Rates Table</li> </ul>	<ul style="list-style-type: none"> <li>• 11 years of electrical engineering experience</li> <li>• Evaluation of the City of Meridian Street Lighting Standards</li> <li>• MDC lighting, Meridian</li> <li>• Emmett S. Johns Avenue, street lighting</li> <li>• Park &amp; Ride, Mountain Home</li> </ul>
<b>Susan Burnham, PE (ID #2991)</b> <ul style="list-style-type: none"> <li>• <b>Role:</b> Environmental</li> <li>• <b>Rate:</b> See 2017 Title Code Billing Rates Table</li> </ul>	<ul style="list-style-type: none"> <li>• Experience and expertise with NPDES SWPPP Narratives and Erosion and Sediment Control Plans</li> <li>• Fulfilled environmental role many times and is very familiar with the latest EPA Construction General Permit requirements</li> <li>• Lead design engineer with 40 years of design and local NPDES permit experience</li> <li>• Environmental documentation for numerous transportation projects</li> </ul>

## COMPANY EXPERIENCE AND QUALIFICATIONS

In the past 20 years, Keller Associates has consistently provided the highest level of service. The following pages cover specific examples of projects similar in nature to yours. This experience will enable us to develop the right solutions for your projects, thus saving time and expense in a timely and cost-effective manner.



### IDAHO STATE UNIVERSITY

Pocatello, Idaho  
2012 to present

Over the last 5 years, Keller Associates has provided site design and construction support for various Idaho State University projects including:

- Owen Redfield Halls Stairs and Sidewalks
- Steam Tunnel and Sidewalk Improvements, Phase 1 and 2
- ADA Crossings and Sidewalk
- Trade and Technology Stairs, Sidewalks, and Retaining Walls

These projects included surveying, design, and construction support for block and concrete retaining walls, stairs, railing, curb and gutter, ADA ramps, relocation of utilities, roadway improvements, and storm drainage. Unique features incorporated concrete sidewalks into the tops of steam tunnels. Designs incorporated ISPWC standards.



### DOWNTOWN ENHANCEMENT

Rigby, Idaho  
2012 to 2013

This project revamped the City of Rigby's downtown area, including two blocks along Main Street and two blocks along State Street. In addition to addressing the need for new sidewalk, ADA ramps, curb and gutter within certain areas, landscaping, and other streetscape aspects were also introduced.

These streetscape components included new decorative street lights, 54 assorted trees with underground electrical outlets for tree lights, tree grates, automatic irrigation, concrete pavers, signing, and the creation of Bennion Park.

Bennion Park has a concrete paver walkway, decorative lighting, automatic irrigation, sod, and landscaping, including a 30-foot-tall spruce tree elevated behind a decorative spiraling retaining wall.

Together, these improvements have helped create a safe and welcoming downtown environment. Designs incorporated ISPWC standards.



### GARDEN CITY TO AMERICAN GREENBELT

Boise, Idaho  
2015 to 2016

This greenbelt project consisted of designing a new pathway along the south side of the Boise River, and connecting to existing pathways at Garden City and Ann Morrison Park — the last unbuilt segment of the Boise River Greenbelt. This segment remained unbuilt due to its cost and complexity. In addition to the pathway, the project included two tunnels (one beneath Main Street and one beneath Fairview Avenue), hundreds of feet of retaining walls, and a bridge across Settlers Canal.

Work included public involvement, ROW assistance, project design (including structural underpass), environmental, utility relocations, hydraulic analysis, floodplain permitting, no-rise certification, and geotechnical and electrical services. The project involved significant coordination with ITD, (ACHD, Settlers Irrigation District, and numerous utility companies. *Winner 2016 ASCE Project of the Year Award.*



### MCCALL DOWNTOWN REVITALIZATION

McCall, Idaho  
2012

Keller Associates is the Agency Engineer for the McCall Urban Renewal Agency. We provided concept design, construction documents, and construction inspection for the 2012 improvements adjacent to Payette Lake.

During summer weekends and holidays, severe pedestrian and vehicle circulation problems occur, including conflicts with vehicles towing boats. Since this project was located adjacent to Payette Lake, the City desired that it serve as a model to other developments for sustainable design and stormwater/snowmelt treatment.

This project included the addition of sidewalks, curb, gutter, storm drainage, and walkways from public parking to the lakeside parks and recreational areas. Sidewalks were designed to meet ADA standards and incorporate ISPWC. *Winner of Midas Gold, Inc. Small Community Award.*



### U OF I PERIMETER DRIVE WALKWAY IMPROVEMENTS, PHASE I AND II

Moscow, Idaho  
2010 to 2014

This project consisted of constructing a pedestrian-safe, ADA- and ISPWC-compliant sidewalk along Perimeter Drive and 6<sup>th</sup> Street on the University of Idaho campus, and included street and sidewalk lighting. Prior to this project, pedestrians walked in the roadway or across Wicks Field when traveling to or from Pullman Road – this route provides access to grocery and clothing stores and restaurants.

Keller Associates provided sidewalk design for this corridor, including pedestrian ramps, crosswalks, and lighting. Grades at existing crosswalks were verified and modified to ensure compliance without the need for further improvements.



### ACHD 4<sup>TH</sup> AND 8<sup>TH</sup> STREETS SAFE ROUTES TO SCHOOL

Meridian, Idaho  
2012

The 4<sup>th</sup> and 8<sup>th</sup> Street projects in Meridian were designed to improve pedestrian safety and mobility by installing curb, gutter, and sidewalk.

These projects also replaced existing damaged curb and gutter, improved drainage, and provided new ADA-compliant pedestrian ramps.

A Hawk Pedestrian Beacon was included with the 8<sup>th</sup> Street improvements. Project goals included minimal impacts to the residents along these roadways.

## PROJECT UNDERSTANDING AND APPROACH

Our team has reviewed the MDC request for qualifications for CDBG Sidewalks 2017, and we have driven the project area. Elements of the design and construction of this project are very similar to many of our recent projects, including the McCall downtown revitalization and the ACHD 4<sup>th</sup> and 8<sup>th</sup> (Meridian) street sidewalk projects. We are confident that this combined knowledge, expertise with all disciplines in-house, and familiarity with the area make our team best equipped to address your project goals and meet MDC's schedule.

### APPROACH

Our approach centers on regular communication and is built upon a documented program that encourages efficiency, ensures quality, and focuses on project schedules and budgets. Rather than restating elements of the project, we have added our unique approach and/or ideas that will improve the quality and timeliness of the project.

#### *Curb, Gutter, and Sidewalk*

All street sidewalks, where grade permits, will meet City and ADA requirements and be designed to ISPWC standards. Some recent Keller projects provide considerable value to MDC for this task. Keller recently completed ADA transition plans for the cities of Weiser and Emmett, which involved inspecting every pedestrian ramp in the city and developing a mitigation plan to bring the ramps into compliance with ADA. Another recent project for the ACHD (Boise area) included inventorying over 100 existing pedestrian ramps for compliance with ADA standards, and designing modifications to or replacement of substandard ramps. Durability and sustainable design will also be considered with the concrete sidewalks, curb, and gutter. We will examine and provide recommendations to prolong concrete life that is exposed to severe weather conditions, including certain types of concrete admixtures, surface hardeners, possible fiber or steel reinforcement to minimize cracking, and proper base to allow drainage and minimize free thaw problems. We have many practical solutions to this challenging problem.

#### *Stormwater*

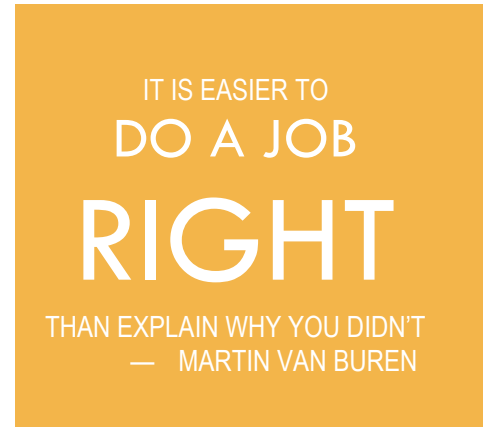
Additional runoff redirected from the sidewalk will be considered in the stormwater design and hydraulic capacity of the existing storm drainage network. This will be determined as design progresses and stormwater flow line elevations are known. There may be instances where the new stormwater facilities may not be able to flow into the existing stormwater system. We will pursue solutions that follow ACHD's policies, protect private property, and are consistent with land use visions with the City. Siphons, catch basins, inlets, and collection/disposal systems will be developed.

#### *Environmental*

Although environmental concerns or permitting are not anticipated, our in-house environmental staff will advise MDC on the most efficient path to minimize environmental impacts, and then work diligently to move through that process. Our design team will identify the environmental issues and proposed improvements early so that environmental elements can be dealt with, and reports submitted, early to the appropriate regulatory agencies (as needed).

#### *Right-of-Way*

It is apparent that all project design work is anticipated to be within the existing right-of-way.



However, the survey phase of the project will include accurate collection and depiction of property boundary information on design drawings.

## CONSTRUCTION MANAGEMENT AND INSPECTION

Keller Associates has a strong construction team available, if desired, for construction management and inspection for this project. We will ensure sufficient resources are available to assist MDC as needed. Keller Associates provides constructing engineering and inspection for many roadway projects with the Idaho Transportation Department and other communities we work with.

## QUALITY CONTROL AND TEAM COMMUNICATIONS

We approach quality control as an integral part of all tasks within the design process. Four principles are practiced that inherently lead to a quality plan set:

- **Communication** – Our design team meets regularly, both internally and with MDC personnel, to assure that all are aware of design decisions or changes in approach. Properly informed individuals can recognize when changes will affect their work. Because of these meetings, we are able to successfully coordinate the various design elements.
- **Peer Discussions/Review** – All decisions as to what should be designed, and how elements should be designed, are routinely discussed among peers before significant effort is expended. These discussions result in a better, more efficient project.
- **Collaboration** – Throughout the design process, we take advantage of natural hand-offs of design elements from one team member to the next. For example, an individual's output (e.g. site grading) becomes the input to another's task (e.g. stormwater calculations). This exchange provides an internal "need to know" situation in which design flaws can be detected.
- **"Cold Eye" Review** – Human nature works against people checking their own work. It is our practice to have drawings, calculations, and reports reviewed by a professional who is not actively involved with the design. We require this of our staff prior to release of documents.

The above elements provide an ongoing "Culture of Quality" that benefits both project development and efficiency. This process is in addition to normal periodic plan set reviews.

Rod Linja will lead our QA/QC program. Rod's 29 years of experience designing roadways, site infrastructure, and storm drainage clearly position him as an expert to lead our QA/QC program.

## BUDGET AND SCHEDULE COMPLIANCE

First and foremost, detailed and accurate plans and specifications are critical to eliminate assumptions by the contractors during bidding; this leads to more competitive bids and fewer change orders during construction. Keller Associates manages scope, schedule, and budget by creating a management plan for each project. This plan establishes a roadmap for the Project Manager to efficiently track progress. Our approach includes regular project status updates and QA/QC reviews. This ensures integrity of the product, and on-time delivery – leading to a successful project.

In addition, we have gathered useful construction cost data and cost-saving design measures from our numerous sidewalk/roadway projects within Idaho. Our team knows about the importance of construction cost estimating in the planning, funding, and implementation of a project. We will apply lessons learned and cost information gathered on past projects to develop project cost estimates. We will work with MDC to develop additive bid alternatives to give you flexibility in what is awarded and constructed.



### Ability to Expedite Projects

Your schedule is our priority – we will do whatever it takes to complete your project on time. Completing a project on time and under budget has always been a priority for Keller Associates. Completing a project on the owner / client's schedule is of utmost importance. We have, on many occasions, been asked of our clients to produce plans, specifications, and/or reports on an accelerated schedule. The reasons for these requests have varied. Some examples have included meeting seasonal construction windows due to weather, or being complete with construction before classes resume. In each case, we have risen to the challenge. The following is an project example that demonstrates our ability to perform within a short time frame and within budget.

#### COLLEGE OF SOUTHERN IDAHO (CSI)

##### **Sidewalk and Fire Lane Upgrade**

Twin Falls, Idaho

In early 2012, the State of Idaho Division of Public Works (DPW) authorized Keller Associates to begin design work for upgrades to sidewalks which doubled as fire lanes on the CSI campus in Twin Falls. It was the college's desire to have this project constructed prior to the beginning of classes that coming fall.

The purpose of this project was to widen sidewalks located at the core of campus that were used for both pedestrians and fire lanes. The project included demolition of existing walkways, construction of a new 20-foot-wide reinforced sidewalk, relocation of existing walkway light poles, a drainage system, and concrete walkway replacement for the northwest Evergreen entrance plaza. Our services included surveying, design, bidding, and construction administration. In order to accomplish all of these tasks, Keller put together an aggressive schedule.

One of the challenges in putting this schedule together was fitting the Permanent Building Fund's meeting schedule into a design schedule that would stay on track. The Permanent Building Fund Advisory Council meets only once a month, so the March meeting was make or break in terms of staying on schedule. For DPW, this meeting was required in order to receive project approval.

Another item to note on the schedule is that the engineer had very little time to develop the plans and specifications during each phase of the project (e.g. SD, DD, CD). The total amount of time allotted for engineering design was 6 weeks, with the remainder of the time being used for owner reviews.

Keller Associates met each of the deadlines outlined in the schedule, and the project started and completed as planned and within budget.



COLLEGE OF SOUTHERN IDAHO  
Sidewalk and Fire Lane Upgrade

#### CSI REFERENCE

##### DEPARTMENT OF PUBLIC WORKS

*Elaine Hill*

502 North 4<sup>th</sup> Street, Boise, ID 83702

208.332.1925

#### PROJECT COSTS

##### ENGINEER'S

**ESTIMATE**

\$240,000

##### ACTUAL

**COST**

\$218,000

# STATE OF IDAHO

## BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

TO ALL TO WHOM THESE PRESENTS SHALL COME:

*This is to Certify that*

**Don R. Carnahan**

*has been registered as a Professional Engineer, and is authorized to practice Professional Engineering in the State of Idaho  
in accordance with the Laws of Idaho, having especially qualified in*

### Civil Engineering

*In Testimony Whereof, this Certificate No. 7756  
has been issued, and the Seal of the Board affixed this  
3<sup>rd</sup> day of February, 1995 at Boise, Idaho.*

BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND  
PROFESSIONAL LAND SURVEYORS



*Harold A. Higgins*  
Chairman

*Ray L. Binnell*  
Secretary

THIS CERTIFICATE IS THE PROPERTY OF THE STATE OF IDAHO AND IN THE EVENT OF SUSPENSION, REVOCATION OR  
INVALIDATION FOR ANY REASON, IT MUST, UPON DEMAND, BE RETURNED TO THE BOARD OF REGISTRATION OF PROFESSIONAL  
ENGINEERS AND PROFESSIONAL LAND SURVEYORS

## RELEASE FORM

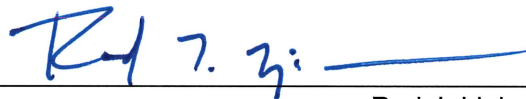
**(Respondents must attach a signed copy of this Release with their response)**

The undersigned has read and fully accepts the Meridian Development Corporation's ("MDC's") discretion and non-liability as stipulated herein and expressly for, but not limited to, MDC's decision to proceed with a selection process in response to the Request for Qualifications for On-Call Engineering Services ("the RFQ").

- I. *Discretion of MDC:* MDC reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:
  - a. Modify or suspend any and all aspects of the process seeking interested parties to provide on-call engineering services;
  - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Submitter"), and to ascertain the depth of Submitter's capability and desire to provide the desired engineering services;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the RFQ and any responses by any Submitter thereto;
  - d. Accept or reject any statement and/or fee proposal received in response to the RFQ, including any statement or fee proposal submitted by the undersigned, or select any one submission over another;
  - e. Accept or reject all or any part of any materials, plans, implementation programs, schedules, phasing, and proposals or statements, including, but not limited to, the nature and type of proposal.
- II. *Non-Liability of MDC.* The undersigned agrees that MDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of MDC as identified above.
- III. The undersigned declares that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this SOQ; that the undersigned is informed of all relevant facts surrounding the presentation and submissions of this SOQ; that the undersigned knows and represents to MDSC that this SOQ is prepared and submitted without collusion with any other person or entity with any interest in this RFQ. I declare under penalty of perjury that the forgoing is true and correct.

Keller Associates, Inc.  
"Submitter"

By: \_\_\_\_\_



Rod J. Linja, PE

Its: President

Date: June 1, 2017



**KELLER ASSOCIATES, Inc.**  
**2017 TITLE CODE BILLING RATES**

<b>Personnel Classification</b>	<b>2017 Hourly Rate</b>
<b>Project Engineer - I (EI)</b>	\$85.00 - \$100.00
<b>Project Manager - I (PE)</b>	\$120.00 - \$155.00
<b>Project Engineer - II (PE)</b>	\$110.00 - \$185.00
<b>Project Manager - II (PE)</b>	\$160.00 - \$190.00
<b>CAD - I</b>	\$80.00 - \$100.00
<b>CAD - II</b>	\$110.00 - \$145.00
<b>Engineering Student</b>	\$65.00
<b>Principal (PE)</b>	\$210.00 - \$225.00
<b>Chief Engineer/Structural Engineer (PE, SE, PLS)</b>	\$225.00
<b>Structural Engineer - I (PE, SE)</b>	\$155.00
<b>Electrical Engineer - I (PE)</b>	\$150.00
<b>Electrical Technician</b>	\$75.00
<b>Professional Surveyor (PLS)</b>	\$145.00
<b>Surveyor</b>	\$75.00 - \$100.00
<b>Field Representative</b>	\$75.00 - \$120.00
<b>Clerical &amp; Administration</b>	\$65.00 - \$85.00

**Other Billing Terms**

Mileage: Billed at Federal Rate (currently \$0.535 per mile)

Per Diem: \$60.00 per day

Reimbursable Expenses at Cost x 1.05

The Title Code Billing Rates are effective January 1, 2017 and will be adjusted each January of subsequent years

New employees may be added throughout the year

## CONSTRUCTION SERVICES

- A. *Pre-Construction Meeting:* Attend a preconstruction meeting with the contractor, MDC, ACHD, and other parties. Prepare agenda and meeting minutes as needed. Issue full-size drawings (22"x34").
- B. *Provide Standard Construction Forms:* Provide standard construction forms and assist MDC in completing the contract for construction and issuing a Notice to Proceed.
- C. *Review Contractor's Submittals:* Review up to four contractor's submittals to check that proposed materials generally conform to the specifications. Copies of reviewed submittals will be submitted to MDC for future MDC reference.
- D. *Respond to Requests for Information:* Respond to requests for information and provide plan and specification clarification.
- E. *Conduct Construction Meetings:* Conduct construction meetings for coordination between Consultant, MDC, ACHD, and the contractor. Limited to two meetings.
- F. *Review and Recommend Pay Requests:* Review and recommend up to three pay requests and one change order.
- G. *Issue Field Orders:* Issue field orders.
- H. *Site Visit:* Visit the site at intervals appropriate to the stage of construction in order to observe the progress and quality of work completed by the contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the contractor's work, but rather are to allow the Consultant to become generally familiar with the work in progress and to determine, in general, if the work is proceeding in accordance with the contract documents. Based on this general observation, the Consultant shall keep MDC informed of the progress of the work and shall endeavor to guard MDC against deficiencies in the work. In completing these services, it is recognized that the contractor is solely responsible for furnishing and performing the work in accordance with the contract documents. For budgeting purposes, assumed approximately 60 hours of field observation.
- I. *Issue Notice of Substantial Completion:* Review completed work with MDC staff for the purpose of issuing a Notice of Substantial Completion to the contractor, and develop a "punch list" for MDC.
- J. *Record Drawings:* Upon completion of the work, the Consultant shall compile and deliver to MDC a reproducible set of Record Drawings, based on information from the contractor and observations made during construction. Record Drawings will include marked-up construction drawings, addenda, change orders, and other data that shows significant changes made during construction. The Consultant does not warrant the accuracy of information provided by others. Record Drawings will be prepared in AutoCAD format. One CD/DVD with AutoCAD and PDF files of the Record Drawings, along with two (2) hard copy sets of Record Drawings, will be provided to MDC. No operations and maintenance manual is anticipated with this project.

Rates for Construction Services are based on our 2017 Title Code Billing Rates table attached.

## COVER PAGE

Company Name: Forsgren Associates, Inc.

Address: 415 S. 4th Street  
Boise, ID 83702

Is this a Primary Office or a Subsidiary branch office? Branch office

Contact Name: Steven Yearsley

Telephone: (208) 342-3144

Fax: (208)383-0819

E-Mail: syearsley@forsgren.com

Web site: www.forsgren.com

Year present firm established: 1962

Number of full time employees: 110

2010 Gross Receipts: \$18,800,000.00 2016 Gross Receipts

Type of firm: Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship ☐

Other \_\_\_\_\_



June 6, 2017

Ashley Squyres  
Administrator, Meridian Development Corporation  
104 East Fairview Ave #239  
Meridian, ID 83642

Subject: **Statement of Qualifications – Engineering Services**

Dear Meridian Development Corporation:

It has been our pleasure to work with the Meridian Development Corporation over the past several years on a variety of important projects for the downtown area of Meridian. Many of Forsgren's staff live in Meridian and have a vital interest in the growth, development, and improvement of the community. As such we have added incentive and interest in ensuring our service to MDC helps achieve your desired goals and expectations. Meridian continues to grow and we appreciate MDC's leadership and effort to improve our community. We are happy to have been involved with MDC on previous projects and look forward to an opportunity to partner with MDC on this project.

For this specific project, Forsgren offers a project manager and team with extensive experience in sidewalk projects in downtown areas. Forsgren has completed these types of projects for many Idaho communities and has enjoyed seeing the benefits and satisfaction these project bring. Our experience with ACHD and City of Meridian requirements with respect to sidewalk projects is demonstrated by our recent completion of a project along Broadway Avenue in Meridian for MDC and recent completion of successful projects for ACHD along Fairview, Cloverdale, and Arney Lane in Ada County. Our team has also recently completed a sidewalk improvement project for ACHD along Orchard Road. Through these and other projects we have demonstrated our understanding and expertise in designing to meet ADA requirements and criteria. In addition we provide expertise and demonstrated success with private property interactions to ensure that sidewalk design and construction proceeds smoothly and result in residents happy with the ultimate outcome.

Forsgren has enjoyed a long working relationship with MDC and can accept the terms and conditions indicated in the sample Form of Professional Services Agreement attached to the RFQ.

I will be your primary contact and project manager. Should you have any questions don't hesitate to give me a call at (208) 342-3144.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "S. Yearsly", is written over a faint, light blue circular background.

Steven Yearsly, P.E.  
Senior Project Manager

## Introduction to Forsgren Associates

Forsgren Associates is delighted to submit this Statement of Qualifications (SOQ) to the Meridian Development Corporation (MDC) for design services for sidewalks within the City of Meridian. Meridian is one of the fastest growing cities in Idaho and is a major population center in the Treasure Valley. MDC's vision for downtown Meridian is destined to not only enhance the Meridian center, but bring the community together by providing improvements for residents living near Meridian's downtown area. As you will learn throughout this SOQ Forsgren has been fortunate enough to assist communities throughout the state of Idaho on urban renewal and downtown revitalization projects. We have found that working with communities on such projects is rewarding, not only for the communities who benefit from the fantastic projects, but for us as well since we find satisfaction in being able to assist city visionaries in realizing their goals.



This SOQ includes the following sections in accordance with the RFQ:

- A. Company History & Organization
- B. Relevant Project Experience
- C. Company Structure and Project Manager Experience
- D. Professional Service References
- E. Key Personnel

## A. COMPANY HISTORY AND ORGANIZATION

Forsgren Associates, Inc. is a multi-discipline civil engineering consulting firm founded in Idaho in 1962. We have approximately 110 employees located in 13 offices throughout the western United States, including 20 staff members in Boise. Our Boise office has been an active member of the local business community since 1983. We specialize in the planning, design, and construction management of downtown improvement and revitalization projects including street and sidewalk improvements. We also provide potable water, wastewater, hydraulics and storm drain, irrigation, transportation, structural, and site civil



engineering for municipal and private clients. Forsgren Associates is structured and focused to provide what you want, when you want it, and where you want it.

Forsgren Associates Boise office has 7 professional engineers (P.E.), four engineers in training (E.I.T.), two environmental professionals, three professional land surveyors, three CADD staff, and one administrative assistant. Our project manager, Steven Yearsley has the ability to draw from all of these professionals to deliver service to the Meridian Development Corporation. Should the need arise; Steven will have the resources from Forsgren's 13 offices and 110 employees located throughout the Western United States.

Our Boise office is a short 20-minute drive from MDC and the downtown Meridian Area. Over a third of the employees in our

**Our expertise and specialties include the following:**

- |                                |                                   |
|--------------------------------|-----------------------------------|
| • Project Funding              | • Downtown Revitalization         |
| • Transportation Planning      | • Roadways and Highways           |
| • City/County Engineering      | • Bridges                         |
| • Public Works Projects        | • Pavement Management             |
| • WW Collection & Treatment    | • Storm Drainage                  |
| • Water Supply/Distribution    | • Pump Stations & Well Facilities |
| • Irrigation Systems           | • GIS Mapping                     |
| • Environmental Studies        | • Flood Plain Modeling/Mapping    |
| • Surveying                    | • Sign & Asset Management         |
| • Capital Improvement Planning | • Community Master Planning       |
| • Hydraulic Computer Modeling  | • Public Acceptance/Mediation     |

Boise office, including our proposed project manager Steven Yearsley, reside in Meridian and are excited about MDC's vision for downtown.

## B. RECENT PROJECT EXPERIENCE

We have selected five projects to present that highlight our experience and success with sidewalk design and construction. These projects demonstrate our understanding of key issues that are relevant to the sidewalk designs MDC is considering in this RFQ. These projects demonstrate our experience with the following key issues that are pertinent to this project. These key issues include:

- Familiarity and experience with ACHD coordination and standards;
- Varying curb layouts and sidewalk configurations to blend with adjacent property constraints;
- ADA ramp design details that affect construction approach and street tie-in requirements;
- CDBG funding experience and grant management;
- Property owner coordination relative to design requirements;

### **Broadway Avenue Parking Expansion - Meridian Development Corporation**

Forsgren Associates completed the concept and final design of a roadway widening and parking expansion on Broadway Avenue between 2nd and 3rd Street in downtown Meridian. The project included grading, drainage, curb and gutter layout and design, and a parking layout for Broadway Avenue. The work included close coordination with ACHD and the Meridian Development Corporation.

### **Orchard St., Targee St. to Spaulding St. Sidewalk Improvements - ACHD - Constructed 2013**

Forsgren completed the widening of Orchard Street for 1,300 feet adjacent to a pedestrian crossing and elementary school. The design included upgrades to the sidewalks and pedestrian ramps. A long pedestrian ramp was designed for the elementary children to access the school off of Orchard Street. Similarities to this current MDC project include sidewalk and pedestrian ramp design, ADA compliance, connection into an existing sidewalk system, and drainage and utility coordination.

### **City of Fairfield, Idaho Downtown Revitalization - Completion 2017**

The City of Fairfield has seen their sidewalks continue to deteriorate over the years due to harsh winter conditions and salt for ice melt. The City created a plan to improve their downtown. The plan consisted of new curb and gutter, sidewalks, decorative street lights and new ADA accessible ramps. Collaborating with Region IV Development, Forsgren Associates helped prepare the ICDBG application with the project scope, construction cost estimates, design schedules, and exhibits. Forsgren also prepared the PowerPoint presentation and participated in the interview process with the

City and Region IV Development. Fairfield was able to secure \$414,000 in cash, in-kind work, and ICDBG funding. The plan includes reconstruct of 2 blocks of Fairfield's downtown sidewalks. Funding became available on June 1, 2016. Design plans were completed in July which included survey, site walk through with the City, coordination with Idaho Power, detailed design, specifications, and bid documents. Forsgren assisted with the bidding process and provided guidance resulting in the City ultimately obtaining the most favorable bids for the project. The project is currently under construction and will be completed this summer.

Forsgren Associates assisted Fairfield through the entire process, from the application and interview portion through design and construction.



### **City of Glenns Ferry, Idaho - Downtown Revitalization - Constructed 2009 - 2012**

The City of Glenns Ferry's "Downtown Revitalization Committee" had been dreaming of improvements for almost two years before Forsgren Associates began working with the City. This Committee knew what they wanted to accomplish but were not certain of the process and work actually needed to make their dream come true. Through leadership and successful past experience, Forsgren with extended effort and input from the "Revite



Committee” (as they fondly called themselves), prepared a preliminary improvement Plan and associated project cost estimate. After a consensus of the plan was reached, it was presented on several occasions to the public at city council meetings. Public facilitation and obtaining community consensus and support for the project was a key service Forsgren provided.

This project was the first of a multi-phase project to enhance and beautify the downtown appearance and eliminate unattractive and unsafe conditions. The project consisted of improvements to six City blocks and included:

- Replacement of over 2,000 feet of substandard sidewalks
- Installation of Over 4,000 feet of decorative pavers
- Removal of old light poles and overhead wires
- Installation of 32 decorative light poles with underground wiring
- New curb and gutter
- Incorporation of 8 planter sidewalks for trees
- Installation of Pressure irrigation

Forsgren proactively assisted with the preparation of an Idaho Department of Commerce Idaho Community Development Block Grant (ICDBG) application and was very involved with the interview and presentation of the project to the Commerce Economic Advisory Council. Not only was the interview and presentation successful, the Advisory Council agreed, at Forsgren’s recommendation, to award the City the original request of \$287,900 as well as an additional \$117,100 (total grant of \$405,000) for the overall project.

Forsgren commenced with the design unaware of an upcoming City Centennial Celebration. However, the Revite

**Forsgren Associates was involved from the very beginning of this project. Our services to the Revite Committee and City included the following:**

- Prepared a concept layout with an associated cost estimate;
- Public facilitation and multiple public presentations to educate the public and elected officials and to garner support for the project;
- Assisted with the preparation and interview of a successful ICDBG application;
- Design Engineering;
- Successful project management during

Committee soon inquired as to the possibilities of having this project completed in time for the celebration. In response to the Committee’s enthusiasm, Forsgren dedicated available resources to expedite completion of the project. Funds were made available in June and the project was completed by mid-September. In less than four months the project was designed, bid, and constructed. The current and past citizens and visitors that came to participate in the Centennial Celebration were amazed at the transformation the City had undergone. Many of the returning alumni



had even contributed towards the downtown project and were pleased to see a job well done.

Later phases of improvements to Glenns Ferry’s included reception of a Cash for Towns Grant from ITD District 3. With this grant, Glenns Ferry was able to construct 10 new pedestrian ramps in the downtown



section of the City. Forsgren prepared the plans, specifications and estimate for the City to send the contract out to bid. The design required coordination with utilities, drainage improvements and adherence to ADA requirements.

### **City of Ketchum, Idaho - 4<sup>th</sup> Street Revitalization - Constructed 2007 - 2008**

The City of Ketchum's "4<sup>th</sup> Street Heritage Corridor" is, to date, the most significant transportation improvement and beautification project the City has undertaken. Eight blocks were master planned, stemming from rigorous community input and buy-in, particularly from the business community. Phase I consisted of construction of two of these blocks.



Design and construction of Phase I was the final step in bringing the City's vision and goal to life. There are some unique and complex features associated with this project. Some of the more prevalent features include 10- to 15-foot wide sidewalk constructed with decorative concrete pavers (28,000 sq. ft.); heating tubes placed under the sidewalks for a future groundwater source heat melting system; 20-foot wide meandering roadways; benches and outdoor seating for patrons of restaurants and other businesses nestled

among beautifully landscaped trees and flower beds; street lighting that provides light without glare and "light pollution"; locations for art displays, fountains, benches, bike racks, and storm drainage piping and associated facilities.

**4<sup>th</sup> Street Phase II:** The next year the City wanted to complete the next 2 blocks of the 4<sup>th</sup> Street Heritage Corridor. Forsgren



completed the design in 3 months to get the project to bid in time for a contractor to complete the construction. The design elements are similar to phase I which includes 10 to 19-foot wide sidewalks, constructed with decorative concrete pavers including paver steps (17,000 sq. ft.); Heating tubes placed under the sidewalks for a future groundwater source heat melting system; 20-foot wide meandering roadways; State Highway 75 crossing, new storm drainage systems, matching existing buildings and grades in a steep roadway section, benches and outdoor seating for patrons of restaurants and other businesses nestled among beautifully landscaped trees and flower beds; Street lighting that provides light without glare and "light pollution"; Locations for art displays, fountains, benches, and bike racks. The contractor completed the work in 2 months to meet the 4<sup>th</sup> of July deadline. Forsgren worked with the contractor to avoid costly delays as well as maintain excellent public

relation as businesses remained open during construction.

### **ACHD Sidewalk Improvements on Fairview, Cloverdale, and Arney Lane - Constructed 2012**

ACHD selected Forsgren Associates to provide the design for infill sidewalks along Fairview, Cloverdale, and Arney Lane.



**Fairview:** The initial concept was to locate the new sidewalk at the future right-of-way line (taking into account future widening of Fairview). During the design process; however, Forsgren determined that the new sidewalk would have major impacts to the adjacent property owners, to the point of rendering their property sufficiently damaged that the entire property would need to be purchased. Therefore, Forsgren provided an alternative sidewalk location to ACHD that would reduce the impact to the adjacent properties and minimize potential right-of-way costs. ACHD agreed with the proposed new location. The project included 350 feet of sidewalk in two locations, environmental clearance, utility coordination, sidewalk, curb and gutter design, and drainage facilities.

**Cloverdale:** The Cloverdale Road sidewalk was an infill and “Safe Routes To School”

sidewalk. The initial concept anticipated locating the sidewalk at the future right-of-way line, requiring right-of-way acquisition. After detailed review, it was determined that the right-of-way cost would be too high to build the project. Subsequently, Forsgren Associates realigned the sidewalk between the utilities and existing irrigation ditches, avoiding property acquisition and still providing a safe, separated sidewalk off the street. The design includes 1500 feet of sidewalk, environmental clearance, utility coordination, connections to two existing sidewalks, coordination with Nampa-Meridian Irrigation District and ACHD, and right-of-way plans.

**Arney Lane:** The Arney Lane Bike Lane provides access to the Boise River Trail System. The project consists of widening the roadway to allow for a five foot bike lane on both sides of the street. The project design includes widening the roadway, extension of an existing drainage culvert, environmental clearance, coordination with property owners, and right-of-way plans.



## C. COMPANY STRUCTURE & PROJECT MANAGER

Forsgren Associates is structured to provide local offices with a full range of civil engineering services for our clients. Our Boise office in particular has all the services necessary for this sidewalk project for Meridian's Downtown area. Professionals in our Boise office include surveying, roadway and street engineering, site civil and utility engineering, and extensive experience with ACHD and City of Meridian standards. Our company has developed specific expertise with projects funded with CDBG grants. Our approach to contracting will allow us to develop a flexible scope that fits within the available funding. We will be able to consider the overall anticipated improvements contemplated for this project to ensure that designs completed in phases will ultimately fit together to provide complete functioning improvements meeting the ultimate goals of MDC and the City of Meridian. Forsgren Associates and particularly our project manager has served as City engineer for municipalities and understands how to work with funding agency and municipal funding constraints relative to design and construction schedules. Our Boise engineering team have the skills to integrate surveying, sidewalk design, ADA compliance, drainage considerations, and property owner coordination with respect to specific design considerations.

### Project Management Structure and Approach

The following key elements describe how Forsgren Associates is set up to handle this particular type of project. The following outlined approach will address MDC's need for flexibility and efficiency to accommodate

the anticipated funding constraints and timelines.

**Project Team Assignment:** A major reason for the successful partnership that has flourished between all of our clients and Forsgren's team is our ability to develop a project team that is tailored to the size, needs, expertise, and objectives of the target project. We anticipate with this particular project, our project manager, Steven Yearsley, will be in close communication with MDC regarding scoping and timing for the various sidewalk design segments. Steve's design team will then be brought in as necessary for each phase of the project effort such as survey, design, property owner interaction, and construction management. As needed for the design, Steven will bring in specialty design expertise for issues such as drainage, landscaping, and irrigation. Steven will involve his project team in the development of project task budgets and schedules.

### Project Scope of Services and Task Order Negotiation:

Our project manager, Steven Yearsley will meet with MDC staff to discuss the sidewalk segments targeted for design. Based on the information learned, an engineering scope of services will be discussed and agreed upon verbally. From this initial meeting and understanding, a cost proposal will be prepared specifying the engineering scope of services and associated fees. This proposal will then be reviewed, modified if necessary, and approved by MDC staff and the Board of Commissioners as necessary.

**Responsiveness:** The need to meet critical deadlines in a short period of time requires a commitment to responsiveness. We believe that our ability to be responsive to the many clients we have worked with has been a critical factor in developing the strong partnerships that we have made throughout Idaho. Our commitment to MDC will be the same. The Forsgren Team understands that responsiveness is critical and will take any steps within our power to meet your schedule and budget requirements. MDC can be confident that your projects will be completed on schedule and within budget. Forsgren's design team is located less than twenty minutes away from Meridian city hall. This close proximity will make impromptu meetings, not to mention typical meetings, convenient and readily possible.

**Communication:** Our work approach is based upon an established policy of client/engineer participation from the project's inception to its completion. Continuous COMMUNICATION is one of the most important aspects and is maintained through regularly scheduled meetings, telephone conversations, and written correspondence (e-mail) on each critical aspect of the project. Project meetings will be scheduled on a regular basis wherein progress can be monitored and concepts can be shared.

**Project Scheduling:** Project scheduling and establishing deliverable deadlines are necessary to keep a project moving forward. In coordination with MDC, Forsgren Associates will develop a project schedule that will include such things as: Review meetings, deliverables, public meetings, property owner contacts, preliminary design, final design, and construction.

**Internal Procedures and Policies for Quality Assurance and Cost Control:**

Good quality control begins with an experienced design team. At Forsgren Associates we have a strict Quality Assurance/Quality Control (QA/QC) Plan that will be adhered to during the planning, design and construction phases of this MDC project. In addition to experienced staff, Forsgren completes an independent internal review of every design deliverable prior to publishing the final document. For construction related projects, this company policy has helped avoid project delays and overruns.

**Private Property Owner Interactions:** The nature of these types of sidewalk improvement projects will involve interaction with private property owners being affected by the project design. These interaction can be delicate and complex. Forsgren understands and has developed a particular skill for managing these delicate and complex interactions. Forsgren is experienced and comfortable in assisting with resolution of property owner issues that may arise through the course of a project like this. We believe, based on a long business history, that our success with private property owner interactions have been key to the success of our projects similar to this.

**Steven Yearsley, P.E. - Project Manager**

- Idaho Professional Registration No. 10208
- Education: B.S. Civil Engineering – Idaho State University

Steven Yearsley will be the Project Manager for this project. He has 21 years of experience in civil and transportation engineering design and construction. He brings valuable experience from working



with other Idaho Cities on downtown revitalization and enhancement projects. Steve has extensive experience designing sidewalk projects for ACHD and understands their requirements, procedures, and methods. He recently completed projects for ACHD along Orchard, Fairview, Cloverdale, and Arney Lane roads. Steven has recently completed sidewalk design projects for MDC in the Meridian downtown area along Broadway Street which will be a valuable asset to this project. Steven has become an expert at coordinating with property owners affected by sidewalk improvement projects. He has proven to be innovative and effective at creating solutions to potential impacts to adjacent properties with sidewalk projects. He also has valuable experience in designing sidewalk projects meeting ADA standards and requirements. He knows the critical details that require attention during the design phase to ensure construction proceeds smoothly and ADA requirements are met. In addition to Steve's extensive design experience, he has a complete understanding of funding agency requirements and has been very successful at securing funds for projects and ensuring that agency requirements are met so that projects proceed smoothly and successfully. He is currently the County Engineer for Camas

County and Boise County. His *recent* experience with managing the 4<sup>th</sup> Street downtown improvement project for the City of Ketchum, as well as his integral involvement with the design and construction management of the City of Glenns Ferry downtown project will provide specific and relevant experience to benefit this MDC project. Steven's grant management experience for the City of Fairfield downtown revitalization project will be of particular benefit to MDC for this sidewalk project. As with other projects Steven has designed with ACHD, he will be able to identify practical solutions to key issues such as typical sidewalk sections, drainage requirements and issues, and detailed ADA design criteria and construction standards. This experience will also allow Steven to ensure this MDC project adequately addresses challenges often encountered with sidewalk projects related to property owner landscaping and irrigation.

**Steven Provides:**

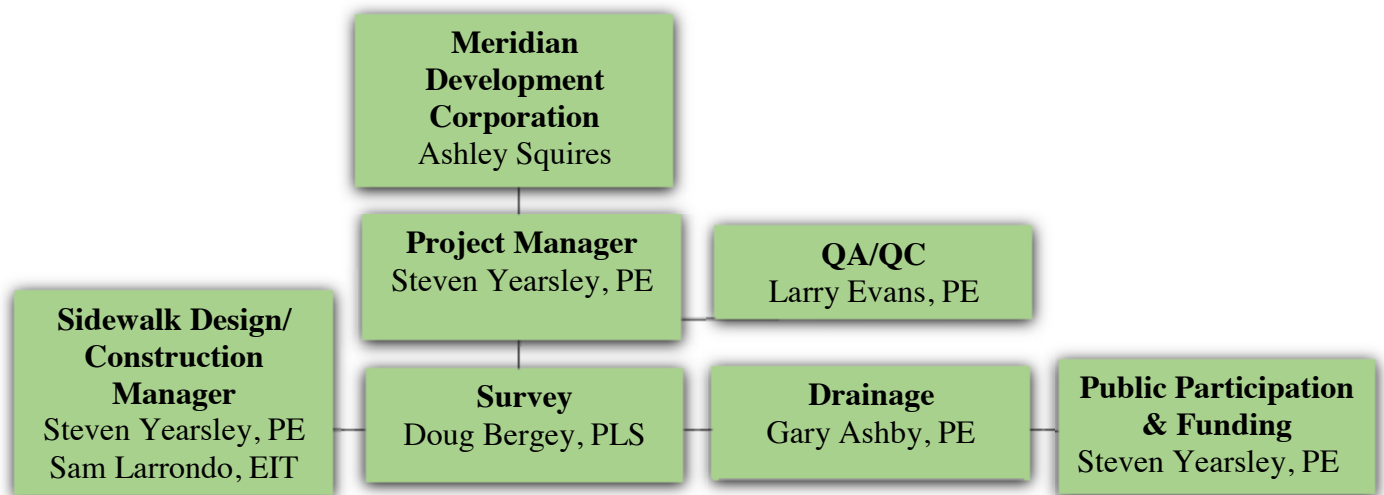
- Sidewalk Design Experience With ACHD & City of Meridian
- Downtown Revitalization Design and Construction
- CDBG Funding Admin & Standards
- Property Owner Coordination
- ADA Design Details & Standards

## D. REFERENCES

Name	Client	Contact Information
Scott Marolf	City of Fairfield Mayor	(208) 764-2333
Ryan Cutler	ACHD Project Manager	(208) 387-6202
Jeff Cook	Glenns Ferry Public Works Director	(208) 599-3741

## F. KEY PERSONNEL

Our proposed project team includes professionals with specific experience in sidewalk design using ADHD and City of Meridian standards. Our team will be able to provide all necessary needs including surveying, design, drainage design, property owner interface design, and construction management. A description of specific qualification for each key team member is provided below. Each of these professionals have current sidewalk design and construction experience



### Larry Evans, P.E.

- Idaho Professional Registration No. 7628
- Education: M.B.A. Business / M.S. Structural Engineering / B.S. Civil Engineering – Stanford University

Larry has 31 years of experience in management, design, and senior review of civil, transportation, water, and wastewater projects for both public and private clients. His focus is working with multi-discipline engineering teams to meet critical technical, budget, and schedule requirements. This broad technical background brings a significant advantage to MDC by providing quality technical and construction recommendations. Larry will provide periodic Quality Assurance and Control (QA/QC) to insure the needs, goals, and expectations of this sidewalk design and construction project is being met. Larry has extensive experience with ACHD requirements and protocols and has managed and coordinated multiple projects involving CDBG funding and requirements.

#### Larry Provides:

- Extensive ACHD Design and Construction Experience
- Specific Sidewalk QA/QC Experience
- Drainage Design Experience
- ADA Requirement Review
- Broad Construction Technique Experience

### Douglas Bergey, P.L.S.

- Professional Land Surveyor Idaho No. 5710
- Education: Associates Degree, Surveying and Drafting Technology, International Correspondence Schools, Scranton PA.

Doug has 38 years of experience in land surveying. He specializes in Right-of-Way, Boundary and Construction Surveys. He has provided hundreds of miles of surveys for rights of way in Idaho and Oregon. Doug was the first Survey coordinator at the ACHD-1991-1994. Doug has completed surveys throughout ADA County for site civil, street, and roadway projects similar to that needed for this sidewalk design and improvement project.

#### Douglas Provides

- 31 years of surveying experience
- Utilizes the latest surveying technology
- Completed 100's of topographic surveys
- Knows the area, extensive experience in ADA County
- Extensive Experience With Infill Surveying for Design

### Gary Ashby, PE

- Idaho Professional Engineering Registration No. 9191
- Education: BS/MS Degree Civil/Environmental Engineering - Utah State University

Gary has 22 years of water resources and hydraulics design experience. He has specific experience in drainage design for streets and urban areas. Gary recently complete design of drainage and roadway improvements for the St. Anthony Juvenile Correction Campus. The effort included drainage in conjunction with removal and replacement of approximately 2,000 LF of sidewalk and curbing improvements. Gary is currently working with MDC on the Nine Mile Flood Study in the Meridian Downtown Area.

#### Gary Provides

- 22 Years Drainage and Hydraulics Experience
- Sidewalk Design Incorporating Drainage
- ADA Design Experience
- Experience With Meridian Downtown Area
- Private Property Owner Interaction Experience

### Sam Larrondo, E.I.T.

- Civil Engineer-In-Training
- B.S. Civil Engineering, University of Idaho

Sam has 4 years of civil engineering experience. He brings experience in civil site design, municipal engineering, and streetscape improvement projects, bringing projects from development through completion. Sam has served on municipal engineering teams providing civil engineering services to the cities of McCall, New Meadows, and Notus, Idaho and has worked on municipal streetscape improvement projects in McCall and New Meadows, Idaho. He performs computer aided design, construction plan preparation, cost estimate preparation, and construction engineering and inspection. Sam brings strong communication skills and design capabilities. Additional experience includes land development, municipal transportation plan preparation, Idaho Transportation Department roadway projects, and stormwater modeling.

#### Sam Provides

- Extensive Sidewalk and Site Civil Design Expertise
- Construct Costs Estimation
- Downtown Site Design Experience

## PROPOSED HOURLY RATES

Below are our proposed hourly rates. These are the same rates used in our current Professional Services Agreement for on call engineering services with Meridian Development Corporation.

**FORSGREN ASSOCIATES, INC.**  
**TITLE CODE RATE SCHEDULE**  
**01 JANUARY 2017**

TITLE CODE	TITLE	RATE
Engineer/Scientist VI	Principal/Service Leader	210
Engineer/Scientist V	Division Manager	180
Engineer/Scientist IV	Senior Engineer/Scientist	145
Engineer/Scientist III	Project Manager	125
Engineer/Scientist II	Project Engineer/Scientist	105
Engineer/Scientist I	Engineer/Scientist	85
Survey V	Chief of Survey	120
Survey IV	Survey Party Chief	95
Survey II	Surveyor in Training	70
Survey I	Survey Technician	60
Drafter V	Drafting Manager	100
Drafter IV	Senior Designer	90
Drafter III	Designer III	80
Drafter II	Designer II	70
Drafter I	Designer I	60
Inspector VI	Senior Construction Manager	120
Inspector V	Construct. Mgr/Sup. Inspect.	100
Inspector IV	Project Inspector	80
Inspector III	Project Inspector	70
Inspector II	Project Inspector	60
Inspector I	Assistant Inspector	50
Tech V	Technician Manager	105
Tech IV	Supervising Technician	95
Tech III	Senior Technician	75
Tech II	Technician	60
Tech I	Assistant Technician	50
Clerical IV	Senior Project Assistant	80
Clerical III	Project Assistant III	70
Clerical II	Project Assistant II	60
Clerical I	Project Assistant I	50

Rates are fully-loaded with direct labor, overhead and profit

Expert Witness Testimony, Prep and all court time will be charged at \$500.00/hr.

Reimbursables are charged at cost plus 15%

Subconsultants are charged at cost plus 15%

Mileage will be charged at \$0.56/mile

Rates are subject to change



[Adventures in Living.](#)[Home](#) [Idaho.gov](#) [Contact Us](#)

Next Board Meeting:  
Reg Meeting, June 6-8, 2017 in Coeur d'Alene,  
ID in conj with ISPE Conf (8-9 June)  
[Agenda](#)

[Home](#)[Applications](#)[Law and Rules](#)[Continuing  
Professional  
Development](#)[Complaint  
Guidelines](#)[Publications](#)[Roster Download](#)[Corner Record](#)[Searches for  
Licensees](#)[Renewal  
Information](#)[Calendar of Events](#)[Contact Us](#)

## Roster Search Results

Database Last Modified - 06/06/2017

**DISCLAIMER**

The State of Idaho Professional Engineers and Land Surveyors Search, as presented, is made available on the State of Idaho website as a public service. The database used for this inquiry is updated on a regular basis, but might not contain all current information.

License number prefix:

"P-" = Professional Engineer License

"L-" = Professional Land Surveyor License

"PL-" = Professional Engineer and Professional Land Surveyor  
Combo License

"C-" = Business Entity Certificate of Authorization

"E-" = Engineer Intern Certification

"S-" = Surveyor Intern Certification

NAME:	STEVEN R. YEARSLEY
ADDRESS:	415 S. 4TH STREET BOISE, ID 83702 - US
LICENSE NUMBER:	E-4497
LICENSE GRANTED BY:	Exam
DISCIPLINE:	EIT
RECORD STATUS:	P-10208
RETIRED:	No
ISSUE DATE:	07/25/1996
EXPIRATION DATE:	

NAME:	STEVEN R. YEARSLEY
ADDRESS:	415 S. 4TH STREET BOISE, ID 83702 - US
LICENSE NUMBER:	P-10208
LICENSE GRANTED BY:	
DISCIPLINE:	CE
RETIRED:	No
ISSUE DATE:	06/22/2001
EXPIRATION DATE:	04/30/2018

[Try another search?](#)

## License/Certificate Number Legend

C Business Entity  
E EI - Engineer Intern  
L LS - Professional Land Surveyor  
P PE - Professional Engineer  
S LSI - Land Surveyor Intern  
PL PE/LS - Combined License

## Discipline Legend

AcE Acoustical Engineer  
AerE Aeronautical/Aerospace Engineer  
AgE Agricultural Engineer  
ArE Architectural Engineer  
CE Civil Engineer  
ChE Chemical Engineer  
COA Certificate of Authorization  
CsE Control System Engineer  
EE Electrical Engineer  
EnvE Environmental Engineer  
ForE Forest Engineer  
FpE Fire Protection Engineer  
GeoE Geological Engineer  
IE Industrial Engineer  
LS Land Surveyor  
ManE Manufacturing Engineer  
ME Mechanical Engineer  
MetE Metallurgical Engineer  
MinE Mining Engineer  
NamE Naval Architecture & Marine  
Engineer  
NE Nuclear Engineer  
PetE Petroleum Engineer  
SE Structural Engineer

[Contact Us](#) [Idaho.gov](#)  Like Us! Follow Us!

= external link

[Accessibility](#) [Privacy & Security](#) [Cybersecurity](#)

## **RELEASE FORM**

**(Respondents must attach a signed copy of this Release with their response)**

The undersigned has read and fully accepts the Meridian Development Corporation's ("MDC's") discretion and non-liability as stipulated herein and expressly for, but not limited to, MDC's decision to proceed with a selection process in response to the Request for Qualifications for On-Call Engineering Services ("the RFQ").

- I. *Discretion of MDC:* MDC reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:
  - a. Modify or suspend any and all aspects of the process seeking interested parties to provide on-call engineering services;
  - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Submitter"), and to ascertain the depth of Submitter's capability and desire to provide the desired engineering services;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the RFQ and any responses by any Submitter thereto;
  - d. Accept or reject any statement and/or fee proposal received in response to the RFQ, including any statement or fee proposal submitted by the undersigned, or select any one submission over another;
  - e. Accept or reject all or any part of any materials, plans, implementation programs, schedules, phasing, and proposals or statements, including, but not limited to, the nature and type of proposal.
- II. *Non-Liability of MDC.* The undersigned agrees that MDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of MDC as identified above.
- III. The undersigned declares that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this SOQ; that the undersigned is informed of all relevant facts surrounding the presentation and submissions of this SOQ; that the undersigned knows and represents to MDSC that this SOQ is prepared and submitted without collusion with any other person or entity with any interest in this RFQ. I declare under penalty of perjury that the foregoing is true and correct.

Forsgren Associates, Inc.

\_\_\_\_\_  
"Submitter"



By: \_\_\_\_\_

Its: Project Manager

Date: June 6, 2017

## COVER PAGE

Company Name: Civil Survey Consultants, Inc.

Address: 2893 S. Meridian Rd  
Meridian, ID 83642

Is this a Primary Office or a Subsidiary branch office? Primary

Contact Name: Matt Hart

Telephone: 208-888-4312

Fax: 208-888-0323

E-Mail: mhart@civilsurvey.net

Web site: none

Year present firm established: 1993

Number of full time employees: 8

2016 Gross Receipts: \$1,400,000

Type of firm: Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship ☐

Other \_\_\_\_\_

# Civil Survey Consultants, Inc.

Matt Hart, P.E.  
President

Jim Money, P.E.  
Vice President

2893 S. Meridian Rd.  
Meridian, Idaho 83642

(208)888-4312  
Fax 888-0323

June 6, 2017

Ashley Squyres, Administrator  
Meridian Development Corporation  
104 East Fairview Ave., #239  
Meridian, ID 83642

Dear Ashley:

Civil Survey Consultants, Incorporated is pleased to submit the following Statement of Qualifications to provide engineering services to the Meridian Development Corporation for the CDBG Sidewalks 2017 project. We are familiar with the RFQ and acknowledge receiving both Addendum No. 1 and Addendum No. 2.

Civil Survey Consultants is a local consulting engineering and land surveying firm specializing in municipal and transportation projects with one office located in Meridian. We have been in business since January 1, 1993 and presently have eight full time employees including four registered professional engineers, one registered professional land surveyor, one engineer-in-training, and two survey technicians. We are a small group of experienced professionals capable of providing services on any size project.

Civil Survey Consultants has provided professional engineering and land surveying services in the Treasure Valley for the last 24 years. We have provided on-call professional services to the Ada County Highway District and the City of Meridian for over twenty years. We also currently provide on-call professional services for the Meridian Development Corporation, the Boise Project Board of Control, and the City of Nampa. Our firm has the experience and expertise to provide professional engineering and surveying services required by the Meridian Development Corporation as stated in this RFQ.

Matt Hart, P.E. will be Project Manager for this contract. You may contact me at our office number (208)888-4312 or by email at [mhart@civilsurvey.net](mailto:mhart@civilsurvey.net).

We have reviewed the sample Form of Professional Services Agreement and will execute said agreement if selected.

Thank you for considering Civil Survey Consultants for this work. We look forward to being selected for this project.

Sincerely,  
Civil Survey Consultants, Inc.



Matt Hart, PE  
President

**STATEMENT OF QUALIFICATIONS**  
**For**  
**ENGINEERING SERVICES – CDBG SIDEWALKS 2017**  
**The**  
**MERDIAN DEVELOPMENT CORPORATION**  
**Submitted by**  
**CIVIL SURVEY CONSULTANTS, INC.**

**ON-CALL ENGINEERING SERVICE CAPABILITIES**

**HISTORY**

Civil Survey Consultants, Incorporated is a locally owned consulting firm specializing in municipal and transportation engineering. Approximately 80 percent of our annual workload is providing services on various municipal and transportation projects. The remaining 20 percent is associated with private land surveying and land development. Civil Survey Consultants, Inc. has one office located at 2893 S. Meridian Road, in Meridian, Idaho. This office is located approximately two miles from the Meridian Development Corporation office and will provide all work on this project.

Civil Survey Consultants currently employs eight full time employees. Four of our employees are registered professional engineers, one is a registered professional land surveyor, one is an engineer-in-training, and two are surveying technicians. We have a small staff of well qualified individuals capable of providing professional services for this project. Each staff member is trained in all aspects of project development including performing the necessary field surveys, drafting of base maps, design tasks and final plan preparation. We work closely together and share our expertise and talents to accomplish the design effort as efficiently as possible. This provides continuity throughout the project allowing us to efficiently provide these services.

Civil Survey Consultants offers our clients very personal service. We assign one of our staff as project manager who will be your primary contact for the project. We personally answer telephone calls and, if out of the office, typically return calls/emails within one business day.

Civil Survey Consultants' experience includes the planning and design of municipal facilities including potable water distribution systems; potable water wells; sewage collection systems; wastewater treatment plants; pressure irrigation systems; all types of roadway improvements; parking lots; storm drainage piping systems; storm drainage treatment facilities and reclaimed water systems.

Civil Survey Consultants' experience as specifically related to roadway and sidewalk projects includes over 150 projects located in Ada County over the past 24 years. Within MDC's Urban

Renewal Boundary, CSC provided professional design services on Franklin Road, Meridian Road, Main Street, and Pine Street as a consultant to ACHD.

Civil Survey Consultants is currently an on-call consultant to Meridian Development Corporation for surveying as well as the City of Meridian, the Ada County Highway District, the Boise Project Board of Control, and the City of Nampa.

## **EXAMPLE PROJECTS**

Civil Survey Consultants provides professional services for the City of Meridian on a regular basis. We've completed over 175 projects for the City of Meridian over the last 24 years including the design of 15 municipal wells, water and sewer improvements in several miles of arterial roadways reconstructed by ACHD, Tully Park improvements, the Five Mile Creek pathway from Meridian Road to Linder Road, the NW 8<sup>th</sup> Street parking lot, the Pine Street parking lot, City Hall's parking lot, roadway improvements at the wastewater treatment plant, a master site survey at the wastewater treatment plant, multiple water main and sewer main replacement projects and various other miscellaneous projects. In addition, Civil Survey Consultants designed over 1,300-ft of sidewalk on Idaho Avenue for the City of Meridian under a CDBG in 2014.

Civil Survey Consultants has prepared design plans for over 11 miles of arterial roadway located in Meridian including Franklin Road from Linder Road to Touchmark, Locust Grove Road from Overland Road to Fairview Avenue (excluding the freeway overpass), Meridian Road from Central Drive to Franklin, Ten Mile Road from Cherry to Ustick, Meridian Road from Franklin to Fairview (sub-consultant), Meridian Road/Main Street from I-84 to Franklin (sub-consultant), Meridian Road from Cherry to Ustick (construction scheduled for 2020), and Linder Road from Ustick to McMillan (construction scheduled for 2021) that have been or will be reconstructed by the Ada County Highway District. We have also designed improvements for several other minor roadway segments in Meridian over the past 24 years.

Five specific projects completed within the last five years are as follows:

Meridian Development Corporation:

- Nine Mile Creek Cross-Sections and Culvert Ties (2012) – Provided professional surveying services related to channel cross-sections and topographic ties to culvert structures along Nine Mile Creek from the alley between Ada and King Streets downstream to the open channel north of the railroad just west of 3<sup>rd</sup> Street in Meridian. Surveying data was used to develop flood analysis for Nine Mile Creek.

City of Meridian:

- Idaho Avenue Sidewalk Improvements (2014-2015) – Provided professional services for the design of 1,387 linear feet of concrete sidewalk on Idaho Avenue between NW 5<sup>th</sup> Street and Meridian Road under a CDBG obtained by the City. Work included performing a topographic survey of the project area, locating all utilities, storm drain,

irrigation, landscaping and any other features that were affected by the sidewalk construction. Right-of-way limits were defined based on public records (plats and records of surveys). A base map was developed, along with conceptual design for the City's review and comment. Construction plans were developed based on current ISPWC, ACHD, and City of Meridian standards. A Storm Water Pollution Prevention Plan (SWPPP) was developed to meet EPA requirements. Plans were submitted for review to respective agencies, and revised based on comments received. Final design plans for bidding were developed, including special provisions for construction. An engineer's construction estimate was prepared as well to assist with budgeting purposes.

Ada County Highway District:

- Ten Mile Road - Cherry Lane to Ustick Road (2011 - 2012) – Provided professional services to prepare plans for reconstruction of 4,452-feet of Linder Road between Cherry Lane and Ustick Road to provide a five lane roadway section. Services include surveying and plan preparation for the roadway improvements; preparation of right-of-way plans, take and easement descriptions; design of storm water facilities and storm water collection system; large irrigation crossings; new pedestrian signals; and Meridian utility adjustments required for the roadway improvements. This project tied into the newly reconstructed Ustick/Ten Mile intersection, also designed by CSC.
- Meridian Road - Cherry Lane to Ustick Road (2015 - 2016) – Provided professional services to prepare plans for reconstruction of 3,820-feet of Meridian Road between Cherry/Fairview and Ustick Road to provide a five lane roadway section. Services include surveying and plan preparation for the roadway improvements; preparation of right-of-way plans, take and easement descriptions; design of storm water facilities and storm water collection system; large irrigation crossings; widening of Five Mile Creek bridge, new pedestrian signals; and Meridian utility adjustments required for the roadway improvements. Plans were completed in December 2016. ACHD plans to construct this project in 2020.
- Linder Road - Ustick Road to McMillan Road (2016 – Present) - Providing professional services to prepare plans for reconstruction of 4,580-feet of Linder Road between Ustick Road and McMillan Road to provide a five lane roadway section. Services include surveying and plan preparation for the roadway improvements; preparation of right-of-way plans, take and easement descriptions; design of storm water facilities and storm water collection system; large irrigation crossings; and new pedestrian signals. Plans to be completed in October 2017. ACHD plans to construct this project in 2021.



## COMPANY STRUCTURE

Civil Survey Consultants has provided professional engineering and land surveying services in the Treasure Valley for the last 24 years. A significant element of our work load is related to on-call contracts with governmental agencies. We currently provided on-call professional services to the Ada County Highway District and the City of Meridian and have done so for over 20 years. We also currently provide on-call professional services for the Boise Project Board of Control and the City of Nampa. Our firm has the experience and expertise to provide professional engineering services required by the Meridian Development Corporation.

Matt Hart, P.E. will be Project Manager for this contract. Mr. Hart has over 20 years of experience providing consulting engineering services specifically related to roadway improvements. Since joining CSC in 1997, Mr. Hart has worked on well over 100 roadway projects in Ada County, including many in Meridian. He is very familiar with the local community's needs and infrastructure. Mr. Hart specializes in planning and design of municipal and transportation infrastructure including roadway design, storm drainage, irrigation, and pedestrian facilities.

Civil survey Consultants understands that each project is different requiring various approaches to accomplish the desired end result. We adapt our scope of services to fulfill the project requirements to the extent possible within the budget available. When we receive a request for services our first step is to we meet with the owner and conduct a site visit. We then develop a scope of services that addresses the anticipated project elements along with a man hour and fee estimate according to the project requirements. We keep our scope as simple as possible, but provide all of the services needed for a successful project.

We believe a key element to the success of a project is quality control. Since we are a small firm, a majority of the work is performed by experienced design staff involved in every aspect of the project from the beginning to the end. All projects receive periodic quality control reviews depending on the scope and complexity of the project. A final quality control review is performed by either Tim Burgess or Glenn Bennett, who are the firm's senior principals, before it is submitted as a final product to our clients.

Typically our projects are based upon the Idaho Standards for Public Works Construction. Project specifications are based on the standards developed for the ISPWC whenever possible. Bid schedules are prepared using the standardized pay items established in the ISPWC. Quantities are based upon an itemized take off from each plan sheet. Estimates are based upon the bid schedule using historic bid results from similar projects. We provide contract documents, project specifications, bid schedules, advertisement for bids and addendums in a format acceptable to the Owner.

Specific to the CDBG Sidewalk 2017 project, all applicable agency standards and requirements of the Ada County Highway District (ACHD), City of Meridian, Americans with Disabilities Act (ADA), Davis-Bacon Act, and federal requirements for CDBG projects will be followed.

On some projects the owner conducts the actual bidding process. On other projects we have conducted the bidding process. With either process we provide assistance during bidding

including addressing questions, issuing addendums if necessary, review bids received, and make a recommendation regarding award as appropriate.

On many of our municipal projects construction management and inspection has been provided by the Owner. We provide assistance during construction including construction staking, shop drawing review, resolution of construction conflicts, and issue change orders as necessary under our professional services agreement. We also have the ability to provide full service construction management as necessary.

## REFERENCES

City of Meridian	Ada County Highway District	Ada County Highway District
Clint Dolsby, P.E.	Dyan Bevins, PE	Dorrell Hansen, PE
Assistant City Engineer	Supervisor – Capital Projects	Manager – Capital Projects
33 E. Broadway	3775 Adams Street	3775 Adams Street
Meridian, Idaho 83642	Garden City, ID 83714	Garden City, ID 83714
(208)489-0343	(208)387-6223	(208)387-6223

## KEY PERSONNEL

Civil Survey Consultants presently has eight full time employees including four registered professional engineers, one registered professional land surveyor, one engineer-in-training, and two survey technicians. Four of our employees are residents of Meridian. We are a small group of experienced professionals capable of providing services on any size project required by the Meridian Development Corporation.

**Matthew S. Hart, P.E.**  
**Idaho Registration No. 9596 (2000)**  
**Hourly Rate = \$ 127.00**

Mr. Hart is President of Civil Survey Consultants, Inc. Mr. Hart is a graduate of the University of Idaho in Moscow with a Bachelor of Science in Civil Engineering (1994) and is licensed as a Professional Engineer in Idaho. Matt has extensive experience providing professional services to the Ada County Highway District (ACHD) acting as project engineer and/or project manager on multiple roadway reconstruction projects since 1997. Matt's experience includes extensive roadway/sidewalk design, utility adjustments and relocation, adjustment and relocation of gravity irrigation facilities, and design of storm drainage facilities in conjunction with our roadway reconstruction projects. Matt is experienced preparing hydrologic and hydraulic analysis required for storm drainage projects along with developing plans for storm water treatment, detention and retention facilities in conformance with local, state and federal regulations. Matt has provided hydraulic analysis of culverts and bridge structures to determine their effect on established floodplains and floodways. Matt has primarily served as a consultant to ACHD over the past 20 years and will coordinate reviews/approvals with their office for this project. Matt will act as principal in charge / project manager for projects under this agreement and will lead all roadway/sidewalk/storm drainage related work.

**James R. Money, P.E.**  
**Idaho Registration No. 10009 (2001)**  
**Hourly Rate = \$ 127.00**

Mr. Money is Vice President of Civil Survey Consultants, Inc. Mr. Money is a graduate of the University of Washington with a Bachelor of Science in Civil Engineering (1994) and Material Science (1990), and is registered as a Professional Engineer in Idaho (2001). Jim currently manages land development projects and provides on-going services to the Boise Project Board of Control. Jim also previously provided professional services to the Idaho Division of Public Works. Work effort for the Boise Project Board of Control includes review of development applications and related irrigation facilities, and assistance with engineering related to the operation of their delivery system. Work effort for the Idaho Division of Public Works included repair and rehabilitation of existing parking lots and other facilities owned by the State of Idaho. Jim's experience related to utility projects includes the design of sewage collection pipelines and lift stations; potable water pipelines and pumping facilities; design of gravity irrigation delivery systems, storage ponds, pressure irrigation pipelines and pumping stations; and storm drainage collection, storage and disposal facilities associated with our land development projects. Jim is also experienced in developing computer models for pressure pipeline systems and gravity pipeline systems. Jim will assist with roadway design as needed for this project.

**Corey Peacock, P.E.**  
**Idaho Registration No. 11624 (2004)**  
**Hourly Rate = \$ 127.00**

Mr. Peacock is a graduate of the University of Idaho with a Bachelor of Science in Civil Engineering (May 2000), and is registered as a Professional Engineer in Idaho (2004). Corey currently manages all municipal infrastructure work for the City of Meridian related to expansion and replacement of their potable water distribution system and gravity sewer collection system. Corey's experience related to utility projects includes the design of potable water distribution facilities, gravity sewer collection facilities, gravity irrigation facilities and pressure irrigation facilities. Corey has been responsible for coordination and permitting of utility crossings of railroads, irrigation canals and streams with the appropriate agencies. Recent experience includes the planning and design of utility replacement using sliplining and pipe bursting trenchless methods that create minimal disturbance of the surface within existing developed areas. Corey performs a majority of the City of Meridian's consulting work related to utilities. He will assist with sidewalk design as needed and facilitate all utility design and coordination with the City of Meridian as needed on this project.

**Timothy A. Burgess, P.E.**  
**Idaho Registration No. 4912 (1984)**  
**Hourly Rate = \$ 136.00**

Mr. Burgess is a senior partner and co-founder of Civil Survey Consultants, Inc. He is a graduate of the University of Idaho in Moscow with a Bachelor of Science in Civil Engineering (1979), and is licensed as a Professional Engineer in Idaho. Tim brings over 38 years of experience to his position. He specializes in municipal engineering and is experienced in planning and design of sanitary sewer facilities, potable water systems, irrigation systems, storm drainage facilities, transportation facilities and various other municipal infrastructure. Tim served as City Engineer for the City of Kuna, Idaho for over twenty years with responsibilities including assisting city maintenance staff with daily operations of the sanitary sewer, potable water and pressure irrigation systems; advising the city planning staff regarding development issues; advising the mayor and city council regarding municipal infrastructure and development issues; review and approval of all subdivision plats and construction plans; and other assistance as required for the daily operation of the City of Kuna. Tim will assist with design and provide in-house quality control design reviews for this project

**Glenn K. Bennett, P.L.S.**  
**Idaho Registration No. 5082 (1985)**  
**Hourly Rate = \$ 136.00**

Mr. Bennett is a senior partner and co-founder of Civil Survey Consultants, Inc. He is a graduate of Idaho State University in Pocatello and is registered as a Professional Land Surveyor in Idaho, California and Nevada. Glenn has extensive experience on all types of surveying projects including topographic and boundary surveys, ALTA surveys, construction staking surveys, flood study surveys, aerial mapping control surveys and cadastral surveys. Glenn manages all surveying projects. Glenn's experience related to utility projects includes research and establishment of existing right-of-way, topographic surveys required for design, preparation of take and easement descriptions, preparation of right-of-way maps and exhibits. Glenn currently serves as Chairman for the Idaho Board of Professional Engineers and Land Surveyors. Glenn will be responsible for all surveying related work under the project.

**John C. Yatzun**  
**Hourly Rate = \$ 90.00**  
**Survey Crew = \$160.00**

Mr. Yatzun has been a surveyor in the Treasure Valley for over 20 years, and has been employed by Civil Survey Consultants since 2004. During his surveying career John has worked closely with the Ada County Highway District, the Idaho Transportation Department, the Federal Highway Administration, and most major contractors in Ada County. John has experience with all types of surveying including topographic and boundary surveys, ALTA surveys, construction staking surveys, flood study surveys, aerial mapping control surveys and cadastral surveys. John has acted as Party Chief for all surveying projects completed by Civil Survey Consultants since joining the firm in 2004.

## **SUMMARY**

Civil Survey Consultants understands that the Meridian Development Corporation is the City of Meridian's urban renewal agency responsible for, and committed to the economic stimulation and expansion of Downtown Meridian. The area within the renewal agency boundary contains some of the oldest infrastructure in Meridian. Successful redevelopment of this area will include upgrades to this aging infrastructure to provide a reliable system with capacity to serve the redeveloped area for many years to come. Civil Survey Consultants has already played a significant role in the planning and design of upgrades to potable water and sanitary sewer facilities within the redevelopment area. We have designed the Pine Street and City Hall parking lots located in the heart of downtown Meridian. We have designed multiple roadway projects within MDC's boundaries. We have recently demonstrated our experience with CDBG projects by designing over 1,300-feet of sidewalk for the City of Meridian. We have the experienced staff needed to assist the Meridian Development Corporation with engineering and surveying tasks associated with the CDBG Sidewalk 2017 project. We thank you for your time and consideration. We look forward to being selected for this contract.

# Civil Survey Consultants, Inc.

Matt Hart, P.E.  
President

2893 S. Meridian Road  
Meridian, Idaho 83642

(208)888-4312  
Fax 888-0323

Jim Money, P.E.  
Vice President

June 6, 2017

**“CONFIDENTIAL”**

Ashley Squyres, Administrator  
Meridian Development Corporation  
104 East Fairview Ave., #239  
Meridian, ID 83642

Dear Ashley:

We are submitting the following hourly rates, multipliers, and overhead rates for company personnel should we be selected for MDC's CDBG Sidewalks 2017 projects:

**Labor:**

<u>Personnel</u>	<u>Title</u>	<u>Bill-Out Rate</u>	<u>Multiplier</u>
Matt S. Hart, P.E.	Project Manager	\$ 127.00	3.06
Glenn K. Bennett, P.L.S.	Chief of Surveys	\$ 136.00	3.06
Timothy A. Burgess, P.E.	Project Engineer	\$ 136.00	3.06
Jim R. Money, P.E.	Project Engineer	\$ 127.00	3.06
Corey J. Peacock	Project Engineer	\$ 127.00	3.06
John C. Yatzun	Technician 1	\$ 90.00	3.06
Kyle A. Koomler	Technician 1	\$ 90.00	3.06
Survey Crew		\$ 160.00	N/A

The hourly bill-out rates identified above include direct labor, general and administrative overhead (130.47%), profit margin, ordinary and CAD computer time, ordinary software costs, office supplies and equipment, check plots, routine reproduction costs, local and long distance communication charges, facsimile charges and travel costs within Canyon and Ada Counties. The hourly bill-out rate for Survey Crew includes normal costs for surveying including personnel, equipment, stakes, lath and flagging; along with mileage within Canyon and Ada Counties.

**Direct Expenses:**

Vehicle Outside Canyon or Ada Counties	- \$ 0.55 per mile
Outside Printing	- \$ Cost
Sub-Consultants	- \$ Cost

Sincerely,



Matt Hart, PE  
President



STATE OF IDAHO  
BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND  
PROFESSIONAL LAND SURVEYORS

TO ALL TO WHOM THESE PRESENTS SHALL COME:

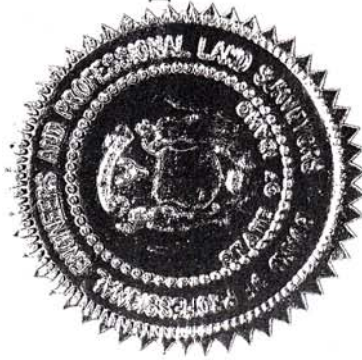
*This is to Certify that*

**Civil Surbey Consultants, Inc.**

*has been issued this Certificate of Authorization, and is authorized to practice*

**Engineering and Land Surbeying**  
*in the State of Idaho in accordance with the Laws of Idaho.*

*In Testimony Whereof, this Certificate No. 462  
has been issued, and the Seal of the Board affixed this  
25 th day of March, 1993 at Boise, Idaho.*



BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND  
PROFESSIONAL LAND SURVEYORS

*Robert F. Reid*  
Chairman

*Wendell A. Heggum*  
Secretary

THIS CERTIFICATE IS THE PROPERTY OF THE STATE OF IDAHO AND IN THE EVENT OF SUSPENSION, REVOCATION OR  
INVALIDATION FOR ANY REASON, IT MUST, UPON DEMAND, BE RETURNED TO THE BOARD OF REGISTRATION OF PROFESSIONAL  
ENGINEERS AND PROFESSIONAL LAND SURVEYORS. IT MUST BE RENEWED ANNUALLY IN THE MONTH OF JULY.



## RELEASE FORM

**(Respondents must attach a signed copy of this Release with their response)**

The undersigned has read and fully accepts the Meridian Development Corporation's ("MDC's") discretion and non-liability as stipulated herein and expressly for, but not limited to, MDC's decision to proceed with a selection process in response to the Request for Qualifications for On-Call Engineering Services ("the RFQ").

- I. *Discretion of MDC:* MDC reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:
  - a. Modify or suspend any and all aspects of the process seeking interested parties to provide on-call engineering services;
  - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Submitter"), and to ascertain the depth of Submitter's capability and desire to provide the desired engineering services;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the RFQ and any responses by any Submitter thereto;
  - d. Accept or reject any statement and/or fee proposal received in response to the RFQ, including any statement or fee proposal submitted by the undersigned, or select any one submission over another;
  - e. Accept or reject all or any part of any materials, plans, implementation programs, schedules, phasing, and proposals or statements, including, but not limited to, the nature and type of proposal.
- II. *Non-Liability of MDC.* The undersigned agrees that MDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of MDC as identified above.
- III. The undersigned declares that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this SOQ; that the undersigned is informed of all relevant facts surrounding the presentation and submissions of this SOQ; that the undersigned knows and represents to MDSC that this SOQ is prepared and submitted without collusion with any other person or entity with any interest in this RFQ. I declare under penalty of perjury that the forgoing is true and correct.

Civil Survey Consultants, Inc.  
"Submitter"

By: 

Its: Matt Hart, President

Date: 5/25/17

## COVER PAGE

Company Name: Quadrant Consulting, Inc.

Address: 1904 W Overland Rd  
Boise, ID 83705

Is this a Primary Office or a Subsidiary branch office? Primary Office

Contact Name: Ricardo Zavala

Telephone: 208-342-0091

Fax: 208-342-0092

E-Mail: ricardo@quadrant.cc

Web site: www.quadrant.cc

Year present firm established: 1995

Number of full time employees: 12

2016 Gross Receipts: 850,000

Type of firm: Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship ☐

Other \_\_\_\_\_

## **1. INTRODUCTORY LETTER**

June 6, 2017

Ashley Squyres  
Administrator, Meridian Development Corporation  
104 East Fairview Avenue #239  
Meridian, Idaho 83642

Re: RFQ FOR PROFESSIONAL ENGINEERING SERVICES – CDBG SIDEWALKS

Dear Ms. Squyres:

Quadrant Consulting is pleased to respond to your request for qualifications to provide engineering services to the Meridian Development Corporation. Our team of motivated professionals looks forward to interesting, challenging, and rewarding projects that will be of benefit to the Meridian area.

Quadrant Consulting's staff is composed of a diverse group of experienced professionals giving us the ability to provide assistance to the Meridian Development Corporation over a wide range of potential project issues and needs. We have successively completed a number of public and private projects in southwest Idaho, providing us with a solid foundation of experience. A number of these projects have taken place in downtown Boise, and have been completed in conjunction with the Capital City Development Corporation.

As a company, we have established a reputation for skillful, innovative, and cost-effective service. As individuals, we strive to extend a personal touch to our client's projects. Our reputation speaks for itself, as over 80 percent of our business in any given year is typically composed of repeat clients. We pride ourselves on being attentive to the needs of a client, and our management philosophy allows us to provide a quick response should a project's needs dictate a short timeframe. Also, as we have both engineering and surveying capabilities, we are able to streamline project schedules and budgets by combining our civil design services with our ability to provide topographic surveys, legal descriptions, records of surveys, subdivision plats, and condominium plats.

Clients local to the Treasure Valley that we are either currently serving, or have served in the past, include the Capital City Development Corporation, Independent School District of Boise City, Suez Water Idaho, Ada County Highway District, Shakespeare Festival, the City of Meridian, Boise City Canal Company, Drainage District #3, Boise River Flood Control District #10, and numerous private architects, landscape architects, and developers.

Should Quadrant Consulting be selected to provide services to the City of Meridian, we accept the terms of the sample Form of Professional Services Agreement and we are willing to execute said Agreement.



Thank you for this opportunity to respond to this Request for Qualifications. Quadrant Consulting is truly committed to the needs of the Meridian Development Corporation and is ready to begin work immediately. We look forward to hearing from the selection committee at your earliest convenience.

Sincerely,  
**QUADRANT CONSULTING, INC.**

*Ricardo Zavala*

Ricardo Zavala, PE,  
Principal/Project Engineer  
Office: (208) 342-0091  
Cell: (208) 602-1729

## **2. ON-CALL ENGINEERING SERVICE CAPABILITIES**



## **A. Company History**

Quadrant Consulting, Inc. (QCI) is a locally owned, Boise-based, civil engineering and land-surveying firm with a staff of 12 professionals. We have served Boise and the Northwest, since the firm was started in 1995. QCI is located at 1904 W Overland Rd., Boise, ID 83705. This location is a short 20-minute drive from Meridian, which allows QCI to efficiently provide our resources to Meridian Development Corporation (MDC). Our staff is composed of a diverse group of professionally licensed and experienced professionals. Credentials within the firm include four professional engineers, one licensed land surveyor, one construction manager, two engineers-in-training, one engineering technician, two surveying technicians, and one administrative assistant. Our expertise includes general civil design, utility design, redevelopment, hydrologic/hydraulic engineering, floodplain mapping, transportation engineering, construction management, boundary surveying, topographic surveying and GPS surveying. We also have experience with LEED certification and assisting clients with obtaining project funding from a variety of sources to offset development costs. We have successively completed a number of public and private projects throughout southwest Idaho, providing us with a solid experience foundation in working with both the public and private sectors.

Quadrant Consulting personnel have worked with the Capital City Development Corporation, Ada County Highway District and others on a number of projects located in the downtown Boise area since 1998. These projects have included both simple and complex site redevelopment projects, street improvements, sidewalk improvements, underground utility rehabilitation, urban street design, land surveying, and condominium platting. A number of issues are present when working in the downtown area that are less prevalent when working in other locations within the Treasure Valley, including traffic control, business access considerations, buildings with historical significance, jurisdictional questions, contractor staging, limited information regarding existing underground infrastructure and American Disability Act (ADA) requirements. Our experience has given us an understanding of the unique complexity of the interaction of these issues when completing design and construction work in the downtown core area.

Over these years, QCI has developed and maintained good working relationships with the regulating agencies to bring projects in on-time, on-budget and satisfying a variety of complex project constraints. QCI has a reputation for providing excellent project support, site and utility design, project management, surveying and construction coordination services for over 30 streetscape improvement projects in downtown Boise, dating back to 1998.

Some of the urban development projects where we have provided our professional services have included the Basque Cultural Block, street and site related improvements at the intersection of 9th & Front Streets (Statehouse Inn), Main Street between 9th & 10th (Sonna Building), a parking lot at 25th Street & Fairview Avenue, Idaho Street between 6th & Capitol (Old Spaghetti Factory), the intersection of 8th Street & Myrtle (8th Street Marketplace), the intersection of 14th Street & Idaho (Watercooler Building), the intersection of 14th Street and Main (Linen Block), the Watercooler parking lot, 11th & Miller Streetscape, 10 Barrel Streetscape, Pioneer Corridor, 9th Street Streetscape Projects, Athlos Academies, The Owyhee, 2011 Streetscape Projects, 2012 Streetscape Projects, 2013 Streetscape Projects, 2014 Streetscape Projects, 2015 Streetscape Projects, 2016 LIV District Public Infrastructure Improvement Project, and 2017 Streetscape Projects.

A majority of our projects over these years has involved a stormwater component. We have extensive experience with stormwater runoff calculations and storm water infiltration designs meeting local jurisdiction requirements. QCI's Green Stormwater Infrastructure experience includes permeable pavement designs, modular suspended pavements system, bio retention swales and rain gardens.

Our previous experience in the urban environment has provided us with a heightened awareness of the types of conflicts that are both possible and quite often common. Urban settings are rarely pristine environments and design conflicts seem to be more frequently the rule, rather than the exception. Through our integrated approach, we are continually aware of potential problems and are able to collect field data and complete our designs in an efficient and economic manner.

Of course, simply identifying problems in the field is only a small part of developing a successful strategy to deal with these challenges. Over the years, we have strived to promptly help our clients understand these issues as soon as we find a problem. Further, we have continued to play a key role in crafting economic solutions, and keeping the projects on-track for a successful completion.

We bring years of experience of project implementation in urban settings. We are aware of the potential problems that can arise in the field - especially in the downtown environment. We are resourceful in crafting responses to these challenges and communicating the information to our clients in a timely and economic manner. And, finally, we are committed to helping our clients succeed in what are often challenging and complex projects.

## **B. Relevant Projects**

The following list of projects are relevant to the types of services described in the Request for Qualifications (RFQ) by MDC. These projects illustrate the level of service and commitment to service that is obtained when QCI is a member of your team. The seasoned experience gained on these previous projects by the QCI staff provides a practical approach to getting tasks done on-time and on-budget.

### **CCDC 2017 Streetscape Improvement Project (2016-Present)**

QCI is providing CCDC with civil design, utility design, project management, surveying and construction coordination services for the 2017 Streetscape Improvement Project in downtown Boise. The project is complex in nature, due to conflicts with existing infrastructure and tight quarters along with the need to keep businesses open to the greatest extent possible during construction.

The project consists of rebuilding the streetscape on the east side of Capitol Blvd. (Main Street south to the alley), south side of Main Street (Capitol Blvd. to 6<sup>th</sup> Street), and the north side of Main Street (14<sup>th</sup> Street east to midblock). The project includes the installation of new curb and gutter, sidewalk, trees and tree grates, historic streetlights, ADA pedestrian ramps, asphalt patch-backs, and furnishings such as bike racks, litter receptacles, and benches. The project also

includes relocating the Main Street curb line between Capitol Boulevard and 5<sup>th</sup> Street, approximately three feet into the present road.

The streetscape was designed and constructed in accordance with the Idaho Standards for Public Works Construction (ISPWC), the ADA, the ACHD standards, and the Downtown Boise Streetscape Standards, using a combination of brick pavers and concrete sidewalks which will be installed over a suspended pavement system utilized in order to facilitate healthy tree growth.

QCI has worked closely with ACHD, CCDC, and local business owners to satisfying a variety of complex project constraints. The QCI staff has worked closely with the CCDC multidisciplinary design team to help bring this projects in on-time and according to budget under the challenging circumstances typically encountered in the redeveloped urban setting. The project manager for this project is Ricardo Zavala, PE, and he is supported by various QCI staff members as needs may arise.

### **CCDC 2016 LIV District Public Infrastructure Improvement Project (2016-Present)**

QCI is providing CCDC with civil design, utility design, project management, surveying and construction coordination services for the 2016 LIV District Public Infrastructure Improvement Project in downtown Boise.

The City of Boise created a vision for the area which it calls the “LIV District.” Inspired by an initiative known as “eco-districts,” the LIV District is a neighborhood development strategy structured on the principals of sustainable development, operations, and Boise’s LIV culture: Lasting, Innovative, and Vibrant. The high level view of the LIV district is to create an efficient, functioning, and sustainable neighborhood in Boise’s downtown. The primary place-making initiatives ready to accomplish this include: public infrastructure, mobility, historic preservation, and sustainable systems such as geothermal energy and on-site storm water mitigation.

The LIV project consists of rebuilding all of Broad Street from Capitol Blvd. to 2<sup>nd</sup> Street. The project includes the installation of new curb and gutter, sidewalk, asphalt, trees and tree grates, historic streetlights, ADA pedestrian ramps, permeable pavers, fiber optic resources, furnishings, Green Stormwater Infrastructure, coordination with City of Boise Public Works for geothermal installation and coordination with Suez Water for a new potable water line installation.

The streetscape was designed and is being constructed in accordance with the ISPWC, the ADA, the ACHD standards, and the Downtown Boise Streetscape Standards using a combination of brick pavers and concrete sidewalks, which are being installed over a suspended pavement system, utilized in order to facilitate healthy tree growth and to manage storm water. The project includes a brick paver and concrete festival block between 6<sup>th</sup> and 5<sup>th</sup> Street, which can be closed down to host special events. The LIV project is similar to the Basque Cultural Block, which Quadrant also designed for CCDC.

The QCI staff has worked closely with the CCDC multidisciplinary design team to help bring this project in on-time and according to budget. The project manager for this project is Ricardo Zavala, PE, and he is supported by various QCI staff members as support needs arise.

### **Athlos Academies Tenant Improvements (2016)**

QCI provided Athlos Academies with civil design, utility design, surveying, and construction coordination services for a recent tenant improvement project in downtown Boise. Athlos Academies purchased the building at 918 W Idaho Street (north east corner of 10<sup>th</sup> and Main Street) and Quadrant provided professional services during the renovation.

This building renovation project included the replacement of curb and gutter and sidewalks adjacent to the building. The project also included asphalt patch-backs, plus installation of ornamental trees, tree grates, historic streetlights, and furnishings. The streetscape was designed and constructed in accordance with the ISPWC, the ADA, the ACHD standards, and the Downtown Boise Streetscape Standards, using concrete and brick paver sidewalks, which were installed over a suspended pavement system utilized in order to facilitate healthy tree growth. As part of this project QCI also designed a new sewer connection for the building. The project manager for this project was Ricardo Zavala, PE, and he was supported by various QCI staff members as the occasional needs arose.

### **CCDC 2015 Streetscape Project (2014-2015)**

QCI has provided CCDC with site design, utility design, project management, surveying and construction coordination services for over 10 block faces in downtown Boise. This project tended to be complex in nature, due to American Disability Act requirements, conflicts with existing infrastructure and tight quarters and the need to keep businesses open to the greatest extent possible during construction.

The project consisted of rebuilding the streetscape for the 10 block faces. The project included the installation of new curb and gutter, sidewalk, trees and tree grates, historic streetlights, ADA pedestrian ramps, asphalt patch-backs, and furnishings. The streetscape was designed and constructed in accordance with the Idaho Standards for Public Works Construction (ISPWC), the ADA, the ACHD standards, and the Downtown Boise Streetscape Standards using a combination of brick pavers and concrete sidewalks which were installed over a suspended pavement system utilized in order to facilitate healthy tree growth and to manage storm water. QCI worked closely with ACHD, CCDC, and local business owners to satisfying a variety of complex project constraints. The project manager for this project was Ricardo Zavala, PE, and he was supported by various QCI staff members as the occasional needs arose.

### **The Owyhee Building Renovation (2013)**

QCI provided Old Boise, LLC with civil design, utility design, surveying, and construction coordination services for a renovation project in downtown Boise. The Owyhee project is located on the south side of Main Street between 11<sup>th</sup> and 12<sup>th</sup> Street.

This was a building renovation project and as part of the project the streetscape adjacent to the building were replaced. The project included the installation of new curb and gutter, sidewalk, asphalt patch-backs, trees and tree grates, historic streetlights, and furnishings. The streetscape was designed and constructed in accordance with the ISPWC, the ADA, the ACHD standards, and the Downtown Boise Streetscape Standards using concrete and brick paver sidewalks. The project manager for this project was Ricardo Zavala, PE, and he was supported by various QCI staff members as the occasional needs arose.

### **C. Company Structure**

Under QCI's structure, a project manager is typically assigned at the very beginning of a project, and continues until final project closeout. Your project manager will be intimately involved in project details and will typically perform the bulk of the engineering services. Should a project's needs dictate a short timeframe, the project manager will frequently allocate tasks to the QCI staff members as needs arise.

QCI's proposed project manager for the MDC projects is Ricardo Zavala, PE. He has been the principal project manager for the five projects listed above in Section B Relevant Projects and brings a wealth of detailed, hands-on project experience and knowledge. These five projects show Ricardo's relevant experience to this RFQ. Should QCI be selected as the successful Proposer for MDC, Ricardo will be supported by Jimmy Badalucco for the survey work, Pete Lounsbury, PLS for the Land Surveying quality assurance, and by Nick Kraus for the Civil Engineering quality assurance. All four of these individuals have been involved in the five projects listed above in Section B. Relevant Projects.

Ricardo has over 10 years of civil engineering experience including project management, civil design, construction contract administration, construction inspection, culvert design, pipeline design, topographic surveying, erosion and sediment control, commercial site design, and development of permitting and construction drawing and specifications.

Currently, Ricardo serves as the lead engineer/project manager for numerous and varied projects with a total project values ranging from under \$5,000 to over \$4 million. He is proficient at working directly with clients to define project goals, scopes and budgets, providing design details and reports, obtaining required permits, and providing the necessary construction oversight for project implementation. Ricardo has been responsible for successfully assembling and leading multidisciplinary design teams to achieve project goals for numerous urban development projects. His experience is extensive in working with federal, state, and local governmental agencies, and the private sector. Ricardo consistently delivers high quality engineering services on-time and on-budget.

## **D. Professional Service References**

### **Karl Woods, Project Manager – Capital Improvements Projects**

Capitol City Development Corporation  
121 N. 9<sup>th</sup> St., Ste. 501  
Boise, ID 83702  
(208) 391-7303

### **Anthony Guho, Project Manager**

Guho Corp.  
391 W. State St, Ste. G  
Eagle, ID 83616  
(208) 850-2055

### **Regina Cunningham, Engineering Technician**

Ada County Highway District  
3775 Adams St.  
Garden City, ID 83714  
(208) 387-6181

## **E. Key Personnel**

The following are key personnel relevant to this RFQ.

### **Ricard Zavala, PE – Project Manager/Civil Engineer**

Idaho Professional Registration: 15180  
Hourly Rate: \$96

Ricardo's experience relevant to this RFQ for the past three years is listed above in Section B. Relevant Projects. Ricardo's qualifications as specifically pertain to MDC are listed above in Section C. Company Structure.

### **Nick Krause, PE – Civil Engineering Quality Assurance**

Idaho Professional Registration: 10969  
Hourly Rate: \$117

Nick is a principal at Quadrant and has 19 years of civil engineering experience including redevelopment site design, commercial and residential site design, project management, contract administration, irrigation diversion design, anadromous fish screen design, fish passage design, stream restoration, culvert design, pump station design, gravity and pressure irrigation pipeline design, road design, water rights reviews and transfers, USACE 404 permit applications, erosion and sediment control, construction inspection and surveying.



Nick has worked with the Capital City Development Corporation and private developers to provide site design, project management, and construction administration services for a number of significant redevelopment and streetscape projects in downtown Boise. Specific projects include street and site related improvements at the intersection of 9th & Front Streets (Statehouse Inn), Main Street between 9th & 10th (Sonna Building), a parking lot at 25th Street & Fairview Avenue, Idaho Street between 6th & Capitol (Old Spaghetti Factory), the intersection of 8th Street & Myrtle (8th Street Marketplace), the intersection of 14th Street & Idaho (Watercooler Building), the intersection of 14th Street and Main (Linen Block), the Watercooler parking lot, 11th & Miller Streetscape, 10 Barrel Streetscape, Pioneer Corridor, 9th Street Streetscape Projects, 2011 Streetscape Projects, 2012 Streetscape Projects, and 2013 Streetscape Projects. In the past three years, Nick has also provided civil engineer quality assurance reviews for the 2017 Streetscape Improvement Project, the 2016 LIV District Public Infrastructure Improvement Project, and the 2015 Streetscape Improvement Project.

**Jimmy Badalucco – Staff Surveyor**

Hourly Rate: \$66

In the past 3 years, Jimmy has provide topographic surveying and construction staking for a variety of sidewalk projects, including a number of CCDC projects for which Ricardo has been the project manager. Jimmy has 16 years of surveying experience including topographic, boundary, construction staking, and establishment of vertical and horizontal control, utilizing total stations, robotic survey systems and the Global Positioning System. He is proficient with AutoCAD based drafting and design programs, preparing legal descriptions, plats, and surveys. Jimmy is responsible for providing support for topographic, property boundary and construction surveying in both the field and the office.

**Pete Lounsbury, PLS – Survey Quality Assurance**

Idaho Professional Registration: 7876

Hourly Rate: \$130

Pete is a principal at Quadrant Consulting, Inc. and has 32 years of surveying and engineering experience in the civil engineering and mining fields. His experience includes survey project management, quality control and contract administration. Pete provides valuable survey service and experience on every project in which he's involved. He has developed the opportunity to become proficient in a wide range of surveying areas including property boundary surveys, preparing urban renewal boundary descriptions, construction surveying, preparation of plats, records of survey, ALTA/ACSM land title surveys, legal descriptions for property boundaries, conducting topographic and hydrologic design surveys, aerial photogrammetric and LiDAR control, and preparing easements for design and construction of buildings, roadways, bridges, drainage systems, water, sewer and utility facilities for projects in Idaho, Oregon, and Nevada.

In the past three years Pete has provided survey quality assurance reviews for the 2017 Streetscape Improvement Project, the 2016 LIV District Public Infrastructure Improvement Project, and the 2015 Streetscape Improvement.

## QCI Hourly Rates and Overhead Effective June 2017

### On-Call Design Professionals and Professional Surveyors

Name	Title	Billable Rate (3.0 Multiplier)
<b>Quadrant Consulting Project Manager</b>		
Ricardo Zavala, PE	Civil Engineer, Principal	\$96.00
<b>Civil Engineering Support Staff</b>		
Nicholas Kraus, PE	Civil Engineer, Principal	\$117.00
Steve Sweet, PE	Civil Engineer, Principal	\$137.40
Chuck Christensen, PE	Civil Engineer, Principal	\$137.40
Craig Callaham	Construction Manager, Design Staff, Principal	\$117.00
Austin Edwards	Engineer-in-Training	\$81.00
Jared Richardson	Engineer-in-Training	\$73.50
Sarah Knue	Engineering Technician	\$30.00
<b>Land Surveying Support Staff</b>		
Pete Lounsbury, PLS	Land Surveying, Principal	\$130.00
Jimmy Badalucco	Staff Surveyor	\$66.00
Shawn Nutt	Survey Technician	\$36.00
<b>Administrative Support Staff</b>		
Patti Wagstaff	Administrative Assistant	\$42.00

### Overhead

Overhead Items	Unit	Billable Rate
Survey Equipment Charge	Hourly	\$25.00
Mileage	Mile	\$0.62

### **3. CERTIFICATIONS AND RELEASES**

## **RELEASE FORM**

**(Respondents must attach a signed copy of this Release with their response)**

The undersigned has read and fully accepts the Meridian Development Corporation's ("MDC's") discretion and non-liability as stipulated herein and expressly for, but not limited to, MDC's decision to proceed with a selection process in response to the Request for Qualifications for On-Call Engineering Services ("the RFQ").

- I. *Discretion of MDC:* MDC reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:
  - a. Modify or suspend any and all aspects of the process seeking interested parties to provide on-call engineering services;
  - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Submitter"), and to ascertain the depth of Submitter's capability and desire to provide the desired engineering services;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the RFQ and any responses by any Submitter thereto;
  - d. Accept or reject any statement and/or fee proposal received in response to the RFQ, including any statement or fee proposal submitted by the undersigned, or select any one submission over another;
  - e. Accept or reject all or any part of any materials, plans, implementation programs, schedules, phasing, and proposals or statements, including, but not limited to, the nature and type of proposal.
- II. *Non-Liability of MDC.* The undersigned agrees that MDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of MDC as identified above.
- III. The undersigned declares that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this SOQ; that the undersigned is informed of all relevant facts surrounding the presentation and submissions of this SOQ; that the undersigned knows and represents to MDSC that this SOQ is prepared and submitted without collusion with any other person or entity with any interest in this RFQ. I declare under penalty of perjury that the foregoing is true and correct.

Ricardo Zavala

"Submitter"

By: Ricardo Zavala

Its: Principal

Date: 6/6/17



# STATE OF IDAHO

## BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS

TO ALL TO WHOM THESE PRESENTS SHALL COME:

*This is to Certify that*

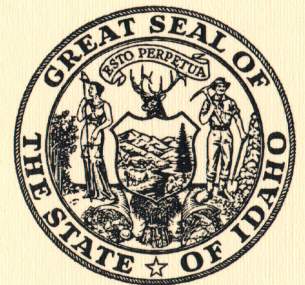
### Quadrant Consulting, Inc.

*has been issued this Certificate of Authorization, and is authorized to practice*

**Engineering and Land Surveying**  
*in the State of Idaho in accordance with the Laws of Idaho.*

*In Testimony Whereof, this Certificate No. 558  
has been issued, and the Seal of the Board affixed this  
28<sup>th</sup> day of July, 1995 at Boise, Idaho.*

BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND  
PROFESSIONAL LAND SURVEYORS



*Ray J. Hodge*  
Chairman

*Clyde F. ...*  
Secretary

THIS CERTIFICATE IS THE PROPERTY OF THE STATE OF IDAHO AND IN THE EVENT OF SUSPENSION, REVOCATION OR INVALIDATION FOR ANY REASON, IT MUST, UPON DEMAND, BE RETURNED TO THE BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND PROFESSIONAL LAND SURVEYORS. IT MUST BE RENEWED ANNUALLY IN THE MONTH OF JULY.



## COVER PAGE

Company Name: Riedesel Engineering Inc.

Address: 850 E Franklin Road, Ste. 408A  
Meridian, Idaho 83642

Is this a Primary Office or a Subsidiary branch office? Branch Office

Contact Name: Jeremy Robbins, PE

Telephone: 208.898.9165

Fax: \_\_\_\_\_

E-Mail: Jrobbins@riedeseleng.com

Web site: www.riedeseleng.com

Year present firm established: 1984

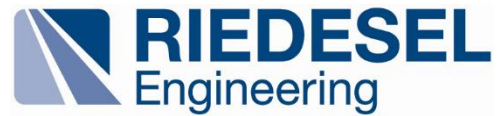
Number of full time employees: 22

2010 Gross Receipts: \$2,600,000

Type of firm: Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship ☐

Other \_\_\_\_\_





Ashely Squyres  
104 East Fairview Avenue #239  
Meridian, Idaho 83642  
208.477.1632  
meridiandevelopmentcorp@gmail.com

**Re: RFQ for Professional Engineering Services – CDBG Sidewalks**

Dear Ashely Squyers,

Riedesel Engineering is pleased to submit our response for the CDBG Sidewalks 2017 project. Our office is very close to the identified neighborhood. We have been able to see the projects and improvements made by the City of Meridian over the last couple of years and have appreciated the quality work that has been completed.

Riedesel Engineering provides engineering services for communities throughout the Northwest. The firm has grown into a corporation that has strengthened its regional reputation for providing quality, efficient, and personalized service to its clients in a timely and cost-effective manner. We obtained this reputation by establishing high standards for technical expertise in our employees and believing in the need for continuous improvement in relationship building. Our goal is to provide our clients with personal service and a positive attitude. We look forward to working with you to improve your community.

I, Jeremy Robbins, will be serving as the Riedesel project manager for the CDBG Sidewalk. After having reviewed the terms in the sample Form of Professional Service Agreement, I accept those terms and would be very happy to work with your committee on this project.

We appreciate the opportunity to submit our response and look forward to working with the Meridian Development Corporation. If you have any questions I can be reached at (208) 898-9165 or on my cell phone (208) 724-5033.

Sincerely,

Riedesel Engineering, Inc.

A handwritten signature in black ink that reads "Jeremy Robbins". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

Jeremy Robbins, PE  
Senior Project Manager

**Twin Falls**  
526C Shoup Ave West  
Twin Falls, ID 83301  
208.733.2446

**Meridian**  
850 E Franklin Rd, Ste 408A  
Meridian, ID 83642  
208.898.9165

**Lewiston**  
77 Southway Ave, Ste. C  
Lewiston, ID 83501  
208.743.3818

**Richland**  
1845 Terminal Dr, Ste. 150  
Richland, WA 99354  
509.946.3559

## Company Experience

Riedesel Engineering, Inc. is a full-service engineering firm with a business focus on supporting communities with their Engineering needs in a timely and professional manner. Since the formation of Riedesel in 1984, our corporation has strengthened its regional reputation for providing quality, efficient, personalized service to its clients on schedule and within budget. We obtained this reputation by establishing high standards for technical expertise in our employees and believing in the need for continuous improvement in the services we deliver.

The Riedesel team has the talent to accomplish projects of any size, while maintaining a hands-on participation by our management and design team. We will tailor our services to meet your schedule and project requirements, while providing the necessary planning and engineering required for the successful completion of your projects. By capitalizing on our experience and promptly coordinating all aspects of your project, we minimize design and construction issues and deliver a finished operational project on-time.

What makes Riedesel different is our team is dedicated to listening and understanding what our clients want. Our team works to identify what improvements are necessary, what is required, and what the long term maintenance implications of each will be for any project. We feel this is a key element in the services our team provides in assuring the successful completion of your project. We strive to provide you with the information necessary to keep your decision making process straight forward. We don't make decisions for you, we help you make well informed decisions.

Being an employee-owned company has allowed us to do business on a personal level. Each of our team of engineers, planners, technical designers and administrative personnel work to provide quality projects. Many of our families live in the communities that we work with and we constantly feel the push to deliver the best work possible. Our roots in these communities and where we built the foundations of our work ethic. Whether it was working on family farms or designing a new transportation plan, we know what it takes to get the job done, and the value that comes from hard work and dedication to our clients.



Riedesel Engineering, Inc. is an employee-owned company that maintains a team of 22 engineers, planners, technical and clerical personnel with design and construction experience in Transportation, Municipal, and Airport Engineering.

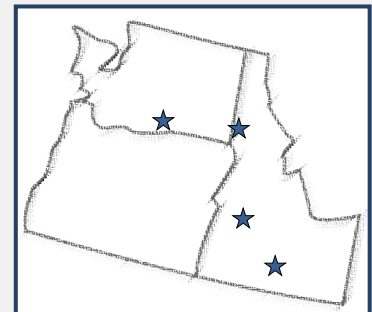
[www.RiedeselEng.com](http://www.RiedeselEng.com)

**MERIDIAN OFFICE**  
850 E. Franklin Road, Ste. 408A  
Meridian, ID 83642  
(208) 898-9165

**TWIN FALLS OFFICE**  
526C Shoup Ave West  
Twin Falls, ID 83301  
(208) 733-2446

**LEWISTON OFFICE**  
77 Southway Avenue, Ste. C  
Lewiston, ID 83501  
(208) 743-3818

**RICHLAND OFFICE**  
1845 Terminal Drive, Ste. 150  
Richland, WA 99354  
(509) 946-3559



Our team has the depth of experience to meet your community's engineering needs. Our engineering experience includes:

- Municipal Engineering / Public Works
- Wastewater – Computer Modeling, Collection, Disposal, Lift Stations, Lagoons
- Surveying – Topographic, Boundary and Construction
- Pedestrian and Bicycle Facilities
- Site Design / Development
- Planning – Transportation, Water, Sewer, Stormwater
- Streets – Traffic Analysis Controls
- Environmental Evaluations
- Irrigation Systems
- Airport Engineering Construction Inspection and Planning
- Water – Computer Modeling, Distribution, Storage, Wells, Treatment
- Transportation – Roads and Highways
- Project Funding / Grant Acquisition
- Construction Administration, Management, and Inspection (CE&I)
- Capital Improvement Planning (CIP)
- Storm Water- Computer Modeling, Collection, Treatment, Disposal
- Downtown Revitalization
- Specification Updates

Riedesel specializes in implementing and completing public works, aviation, and transportation projects. Whether we are working with municipalities, utilities, professional firms or government agencies, our clients depend on us to carefully manage projects from conceptualization through construction.

### Transportation Engineering

Riedesel has established a reputation for providing quality services in transportation planning, design, and construction management. We are committed to providing services that exceed our clients' expectations and this commitment is reflected in the number of repeat clients and long-term relationships we now enjoy. We take pride in our responsiveness and continual effort to provide the highest quality of work for the communities we serve.

Our transportation professionals have experience in various size projects. We welcome new challenges and opportunities to provide innovative solutions that result in client and public satisfaction.

Our work includes:

- Transportation Plans
- Environmental Impact Studies
- ADA Compliant Pedestrian Facilities
- Traffic and Pedestrian Signal Design
- Pavement Management
- Access Control Intersection Improvements
- Intersection Design
- Urban Roadway Design
- Lighting Analysis and Design
- Freeways
- Highways and Local Roads
- Construction Engineering & Inspection
- Pavement Overlays and Maintenance
- Recycled Asphalt Base
- Turn Lanes
- Bicycle/ Shared use Paths
- Traffic Impact Studies
- Public and Stakeholder Involvement
- Right of Way Acquisition Assistance
- Hydraulics and Hydrology

### Construction Administration/ Management/ Inspection

During construction, we will meet with the city and the contractor weekly to discuss the schedule, budget, staffing, phasing, change orders, safety, and any action items that need addressed during the construction process. We pledge that the City will receive the most qualified personnel to ensure that projects are completed on time and within budget, providing the City with peace of mind that their project funds are being spent responsibly. The following describes, in detail, our project approach to construction projects:

#### Major Activity / Pre-Construction

Riedesel will assist the City with the pre-construction activities. The following details each step:

- **Pre-Construction Conference:** Discuss with the awarded contractor the contract documents, plans, specifications, scope, schedule constraints, and intent of the construction project. Also discuss any special requirements of the contract documents with the contractor so they fully understand the project and construction schedule.
- **Submittals:** Review and approve contractor submittals required for the project.
- **Notice to Proceed:** Review construction contract and issue the Notice to proceed with an approved construction schedule.
- **Deliverables:** Agenda, Meeting Minutes, Approved Submittals, Notice to Proceed

#### Major Activity / Construction

Riedesel will manage, inspect, and document the construction project. Riedesel will be proactive with the awarded contractor to work together to build a successful project for the City. The following details each step:

- **Surveying:** If project scope requires survey, Riedesel will provide the City with construction survey and will coordinate staking with the awarded contractor.
- **Daily Inspection:** Riedesel will provide the City with qualified on-site inspectors working with contractors and the City on a daily basis. Inspectors will ensure that the contract documents, specifications, and plans are followed and will track quantities daily.
- **Daily Public Visits:** Riedesel will make contact with adjacent property owners and businesses to inform them of daily construction activities, to listen to their concerns, and to interact with the City and the contractor as concerns arise.
- **Utility Coordination:** Riedesel will coordinate with utilities such as AVISTA in the construction activities and will ensure coordination between the contractor, utility companies, and City departments.
- **Prepare Pay Estimates:** Riedesel will prepare pay estimates as specified.
- **Change Orders:** Riedesel will work with contractors and the City to negotiate change orders if needed. Riedesel will also compile the change orders to meet the requirements of the City and funding agencies.
- **Progress Meetings:** Riedesel will conduct weekly construction progress meetings with the contractor and will be proactive in resolving potential issues. Riedesel typically discusses schedule, phasing, submittals, project issues, and safety at these meetings.
- **Davis-Bacon Requirements (if needed):** Riedesel will review submitted certified payrolls and conduct employee interviews to satisfy federal requirements, if applicable.
- **Deliverables:** Progress Meeting Minutes, Change Orders, Pay Estimates

#### Major Activity / Project Closeout

Riedesel will complete the construction process with the City and will ensure a successful project. The following details each step:

- **Contractor Closeout Documents:** Riedesel will collect lien releases and tax releases from the contractor before issuing retainage.
- **Final Pay Estimate:** Riedesel will prepare the final pay estimate once the contractor has fulfilled the contract.
- **As-builts:** Riedesel will compile and red-line one set of as-builts for the project.
- **Closeout Documents:** Riedesel will deliver to the City all construction photographs, inspector's diaries, and material testing reports.

**Deliverables:** Final Pay Estimate, As-built documentation, Inspectors Diaries, Project Construction Photographs

## Recent Relevant Work

### Phillippi Street, Malad to Targee (2016)

- Boise, Idaho
- This project was originally designed by Riedesel Engineering in 2004/05, but due to property owner constraints the project was put on hold. Riedesel was hired again in 2016 to update the design of the project to meet current standards. Due to current standards being completely different than they were in 2004 the project was redesigned. Phillippi Street is a local road that has residential houses on both sides of the road. The Phillippi Park is on the north end of the project that was within the project limits. The project consisted of reconstructing the existing roadway, filling in sidewalk gaps, designing stormwater system, and design ADA compliant ramps. The project is currently in the right-of-way acquisition stage.

### "D" Street Safe Routes to School (2016)

- Moscow, Idaho
- This project was funded through the Idaho Transportation Department (ITD) Community Choices program and the City of Moscow (City). The City partnered with the Moscow School District for this project to increase walking safety, biking safety, reduce street congestion, and parking lot congestion at the Moscow Middle School (MMS). Riedesel Engineering, Inc. (REI) provided surveying/mapping, civil design, and construction documents for the following improvements. The project included pedestrian, bicycle and traffic safety improvements to the area around MMS. The project included the following list of items; roadway channelization on "D" Street, including landscaping; two raised and enhanced crosswalks on 'D' Street including ADA ramps and pedestrian crossing lights (rectangular rapid flash beacon – RRFB; pedestrian and vehicle signage; parking lot improvements including; entrance channelization, pavement seal coat, vehicle circulation, stall layouts and pavement markings; a shared use path (10 foot wide) on the western edge of the MMS upper parking lot connecting 'D' and 'E' Streets.; a pedestrian/bicycle counter placed at the entrance of Olyear path near Cleveland Street; non-participating parking lot improvement for a bus circle plus a concrete sidewalk from the south gymnasium entrance to the bus circle area

### Third Street - Polk to Hayes Reconstructon (2016)

- Moscow, Idaho
- This project included the reconstruction of Third Street, from Polk Street to Hayes Street (1,400 feet) in the City of Moscow, Idaho. The reconstruction work included full depth street pavement replacement with underdrains, waterline replacement, replacement of the storm sewer infrastructure, and replacement of sanitary sewer infrastructure within the street. The project also included the construction of retrofit pedestrian curb ramps at intersections. Riedesel was responsible for the topographic survey, street design, ADA design, water design, sewer design, stormwater design, contract documents, construction survey and construction engineering and inspection.



### Hospital Dr Sidewalk (2016)

- Blaine County, Idaho
- This project consists of constructing approximately 265 SY of new sidewalk, approaches, curb and gutter and other related work. The new contract consists of updating the project to current standards which consists of designing all pedestrian ramps to ADA compliance.

### Downtown Infrastructure Repair & Replacement Project (2015)

- Lewiston Idaho
- This complex project consisted of multiple design and construction phases. The project included replacing the undersized storm drainage system with new 24" to 36" ADS pipe and new catch basins, installation of a new 10" ductile iron waterline, sanitary sewer repairs, full depth reconstruction on D Street, F Street and 9<sup>th</sup> Street in downtown Lewiston. Also included new sidewalk to fill in gaps in certain sections with curb and gutter on D and F Street. The project was funded with FEMA and FTA grants, as well as Lewiston Urban Renewal Agency and City funds.

Our past work includes sites very similar to your project with results that add value to the homes and community in the areas we work.



## Our References

Shawn Stubbers  
City Engineer  
City of Lewiston  
208.790.8800

Kevin Lilly, PE  
City Engineer  
City of Moscow  
208.883.7034

Mark Campbell, PE,  
Project Manager  
ITD District 3  
208.334.8946



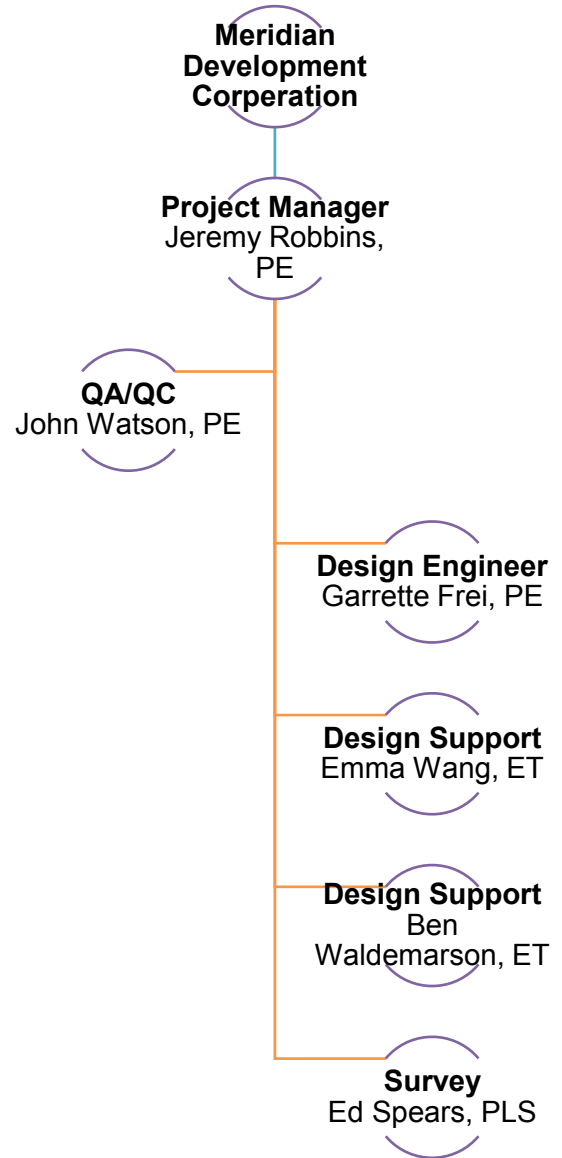
## Project Team

Riedesel employs a diverse and talented team of engineers, designers, surveyors, and inspectors to provide excellent support and project development. A high standard of performance and open communication with all parties involved is the Riedesel difference providing smooth and successful projects.

Our transportation group has three senior level engineers that have extensive transportation design experience. These three senior level engineers serve as the project manager, quality control engineer, or senior engineer with support from three mid-level engineers and five engineer technicians.

Each of our three offices has a senior level engineer in the field of transportation. The senior level engineer in our Meridian office is Jeremy Robbins and will serve as the Project Manager and Project Engineer for the Meridian Urban Renewal CDBG Sidewalks 2017 project.

The design engineer and support staff will lead the design effort and plan sheet development. Our project manager will oversee the design, communicate with the urban renewal agency, ensure that quality control procedures are being met, monitor the budget & Schedule, and provide additional resources as needed.



The Meridian Sidewalks proposed site for improvement.



**Jeremy Robbins, PE (ID# 12053)** will serve as the Project Manager, Lead Design Engineer, and Point of Contact for this project. He has over 16 years of experience in transportation and municipal throughout the State of Idaho. Jeremy has provided his services for the Idaho Transportation Department (ITD), Ada County Highway District (ACHD), Canyon Highway District, and other highway districts and Cities in Idaho including the City of Meridian. His experience includes urban and rural roadway design, pathways, pedestrian facilities, and intersection improvements. As a project manager Jeremy has developed a reputation for being responsive to the client's needs and

meeting project deadlines.

Jeremy has served as a City Engineer, as a consultant, for various cities throughout Idaho and understands the challenges that a lot of these communities face with strict budgets. Jeremy has worked with these clients and has been able to take any budget and create successful projects. As a project manager, Jeremy works closely with the clients to make sure that all the project goals are met and the final design is exactly what the client had envisioned while keeping an eye on the budget and ensuring there are not cost overruns. Jeremy will use this same approach with the Meridian Urban Renewal agency.

Jeremy has developed a reputation of managing projects effectively, providing quality service to the client, completing his projects on time, and being very responsive to the clients' needs. Jeremy prides himself of working as a team player with the client and going above and beyond his normal duties to make the project a success.

*Jeremy's relevant project experience:*

**Phillippi Street, Malad to Targee, Boise/ACHD** – Jeremy served as the project manager and project engineer for this project that consisted of reconstructing Phillippi Street, filling in sidewalk gaps on both sides of Phillippi Street, designing the stormwater system, and designing ADA compliant pedestrian ramps. The project is currently in the right-of-way acquisition stage.

**Roosevelt, Overland to Cassia, ACHD** – Jeremy served as the design engineer for this project. Roosevelt is a two lane road with residential houses on both sides that had incomplete sections of sidewalk between Overland and Cassia. The project consisted of adding curb, gutter, and sidewalk to fill in the gaps while maintaining minimum longitudinal slope requirements. The project also included adding underground stormwater infiltration system using ACHD standards. The challenges encountered on this project consisted of flat terrain and no funding for right-of-way acquisition. The existing right-of-way was only a few feet behind the proposed sidewalk and there was only one existing stormwater network in the area. Using ACHD's underground stormwater infiltration standards, Jeremy over designed the system and placed part of the system under the proposed sidewalk to avoid the need for additional right-of-way.

**Main Street, South of SH-44/Star, ACHD** – Jeremy served as the design engineer for this project which entailed adding curb, gutter, and sidewalk to fill in the gaps on one side of the Main Street from SH-44 to the end of Main Street in Star. Due to the flat terrain, poor soil conditions and a shallow groundwater table a typical design could not be used. Two different stormwater designs were used that included tying into an existing stormwater system and designing drain ditches with a thick layer of sand.

Jeremy's Hourly Rate = \$140.00

John Watson, PE (ID# 9612) will serve as the Quality Control Engineer out of the Lewiston Office. John has been providing civil engineering services for local jurisdictions for over 21 years. John has significant experience seeing transportation projects from beginning to end, including project planning, design, management, constructability reviews, bidding and construction inspection/administration. His projects include locally and federally funded pavement rehabilitation, urban and rural roadway widening and reconstruction, intersections, transportation plans, and underground utilities. John is often called on by local jurisdictions to assess transportation roadway problems and to develop a plan of action to obtain solutions. John oversees projects of all sizes and provides attention to the details, whether it is a small chip seal project or a multi-million dollar roadway improvement. John has served as a project manager and quality control engineer for multiple cities and highway districts in north and central Idaho including the City of Lewiston. During his 21 year experience John served as the Assistant City Engineer for the City of Lewiston and will use that experience and his design experience to provide an independent review of the design and construction drawings.

*Project Experience within the last three years:*

- 2015 Downtown Infrastructure & Repair Project, Lewiston, ID: Project Manager
- City of Moscow, "D" Street Safe Routes to School: Quality Control Engineer
- Third Street, Polk to Hayes Reconstruction, Moscow: Quality Control Engineer
- Phillippi Street, Targee to Malad, ACHD: Quality Control Engineer
- Scenic Way Pedestrian/Bikeway Facilities, Asotin Co., Washington: Project Manager

John's Hourly Rate = \$155.00

Garrett Frei, PE (ID# 15145) will serve as the ADA Design Specialist and Drainage Engineer out of the Lewiston Office. His primary role is to check the design to ensure that all pedestrian ramps meet current ADA guidelines and that all drainage features are designed correctly. Garrett is a professional engineer with over eight years of experience. Garrett's engineering experience has been gained through a diverse range of projects with Riedesel making him a well versed engineer. His experience ranges from stormwater design projects to municipal planning and design. Garrett has successfully accomplished design and construction observation for several stormwater facilities, roadways, pedestrian pathways, and subdivisions. His practical knowledge, communication skills, work ethic, design experience, project initiative and his team mentality are key assets in satisfying the needs of clients. Garrett has valuable design experience in regards to ADA ramps. Garrett has worked on multiple projects for public entities where he identified existing ramps that did not meet current ADA guidelines and then proposed a new ramp that fit the area and still met ADA compliance. Garrett has experience inspecting all new ADA ramps making sure they meet the requirements. Garrett also has experience designing stormwater facilities including dry wells. Garrett will be able to commit 75% of his time towards this project.

*Project Experience with the last three years:*

- Third Street, Polk to Hayes Reconstruction, Moscow: Project Manager and Engineer
- City of Moscow, "D" Street Safe Routes to School: Project Manager and Engineer
- Idaho Street ADA Project, Lewiston: Engineer
- Orchard Avenue Pedestrian Ramps, Moscow: Engineer

Garrett's Hourly Rate = \$120.00

**Emma Wang** is an engineering/CADD technician out of the Meridian Office. Emma will be responsible for designing and drafting work for this project. Emma has one year of design experience. Emma's experience includes federal-aid projects with LHTAC on small sidewalk improvement projects. Her experience also includes developing signing and pavement marking plans, guardrail upgrades, traffic control plans, and coordination efforts with utility companies. Emma just completed a sidewalk project for Blaine County that is administered by LHTAC. Emma will be able to commit 95% of her time towards this project.

*Recent Project Experience:*

- Hospital Drive Sidewalk, Blaine Co.: Engineer Tech
- Heidi Place, Kimra to End Waterline Replacement, Meridian, ID: Engineer Tech
- Wendell Highway District Guardrail Improvement: Engineer Tech

Emma's Hourly Rate = \$80.00

**Ed Spears, PLS (#16809)** As part of the Riedesel team, Ed offers 30 years of land surveying experience. Ed's experience includes: construction layout and inspection for building sites, road corridors, water distribution systems, wastewater collection projects, stormwater improvement projects, commercial site development, boundary surveys, ALTA surveys, aerial control surveys, topographical surveys, and as-built surveys. Work also includes calculations for construction staking, volume calculations, reading construction prints, coordinating with contractors and clients. Ed's knowledge, communication skills, work ethic, project initiative and his team mentality are key assets in satisfying the needs of clients.

- Third Street, Polk to Hayes Reconstruction, Moscow: Survey
- City of Moscow, "D" Street Safe Routes to School: Survey
- Idaho Street ADA Project, Lewiston: Survey
- Orchard Avenue Pedestrian Ramps, Moscow: Survey

Ed's Hourly Rate = \$95.00

**Ben Waldemarson** As part of the Riedesel team, Ben offers over 10 years of experience. Ben is a team player that has been providing drafting/design and survey services for Riedesel Engineering since 2012. Ben's capabilities range from drafting plans, construction staking, to conducting boundary and topographic surveys. Ben's attention to detail and project experience provides quality and cost effective solutions for clients.

- Third Street, Polk to Hayes Reconstruction, Moscow: Designer
- City of Moscow, "D" Street Safe Routes to School: Designer
- Orchard Avenue Pedestrian Ramps, Moscow: Designer

Ben's Hourly Rate = \$90.00



**IDAHO TRANSPORTATION DEPARTMENT**

P.O. Box 7129  
Boise ID 83707-1129

(208) 334-8000  
[itd.idaho.gov](http://itd.idaho.gov)

---

September 29, 2016

Aaron Wert  
Riedesel Engineering, Inc.  
[awert@riedeseleng.com](mailto:awert@riedeseleng.com)

RE: Approved Overhead Rate

Dear Mr. Wert:

Our Internal Review Section has reviewed your request for approval of an updated overhead rate. The request is approved. Your maximum supportable overhead rate for new professional agreements is 178.32% with FCCM of 2.01%. This rate is based on financial results for the fiscal year ending December 31, 2015. The overhead rate is less than the requested rate due to removal of unallowable expense for amortization of loan fees.

This approved overhead rate is good for use on Idaho agreements; it should not be considered a cognizant rate. Local public agencies or other state DOTs are encouraged to use the rate with that understanding. ITD retains the right to adjust this overhead rate should a cognizant approval occur by another agency after this date.

No separate equipment rates were identified. Therefore, all equipment is assumed to be included in the overhead rate.

This approval letter was prepared for, and is intended for the use of Riedesel Engineering and the Idaho Transportation Department. This letter and other cost data will be provided to other governmental entities upon request, in accordance with 23 U.S.C. §112(b)(2)(E).

If you have any questions, please give me a call at (208) 334-8486.

Sincerely,

A handwritten signature in blue ink that reads 'Holly McClure'.

HOLLY MCCLURE  
Consultant Services

hm

---



## RELEASE FORM

**(Respondents must attach a signed copy of this Release with their response)**

The undersigned has read and fully accepts the Meridian Development Corporation's ("MDC's") discretion and non-liability as stipulated herein and expressly for, but not limited to, MDC's decision to proceed with a selection process in response to the Request for Qualifications for On-Call Engineering Services ("the RFQ").

- I. *Discretion of MDC:* MDC reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:
  - a. Modify or suspend any and all aspects of the process seeking interested parties to provide on-call engineering services;
  - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Submitter"), and to ascertain the depth of Submitter's capability and desire to provide the desired engineering services;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the RFQ and any responses by any Submitter thereto;
  - d. Accept or reject any statement and/or fee proposal received in response to the RFQ, including any statement or fee proposal submitted by the undersigned, or select any one submission over another;
  - e. Accept or reject all or any part of any materials, plans, implementation programs, schedules, phasing, and proposals or statements, including, but not limited to, the nature and type of proposal.
- II. *Non-Liability of MDC.* The undersigned agrees that MDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of MDC as identified above.
- III. The undersigned declares that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this SOQ; that the undersigned is informed of all relevant facts surrounding the presentation and submissions of this SOQ; that the undersigned knows and represents to MDSC that this SOQ is prepared and submitted without collusion with any other person or entity with any interest in this RFQ. I declare under penalty of perjury that the forgoing is true and correct.

Riedesel Engineering Inc.  
"Submitter"

By: Martin H. Meyer

Its: PRESIDENT

Date: 6/1/2017

STATE OF IDAHO  
BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND  
PROFESSIONAL LAND SURVEYORS

TO ALL TO WHOM THESE PRESENTS SHALL COME:

*This is to Certify that*

**Riedesel Engineering, Inc.**

*has been issued the Certificate of Authorization, and is authorized to practice*

**Professional Engineering**

*In Testimony Whereof, this Certificate No. 1985  
has been issued, and the Seal of the Board affixed this  
29 th day of September, 2006 at Boise, Idaho.*

BOARD OF REGISTRATION OF PROFESSIONAL ENGINEERS AND  
PROFESSIONAL LAND SURVEYORS


*Robert F. McClure*  
Chairman

*John W. Hare*  
Secretary



THIS CERTIFICATE IS THE PROPERTY OF THE STATE OF IDAHO AND IN THE EVENT OF SUSPENSION, REVOCATION OR  
INVALIDATION FOR ANY REASON, IT MUST, UPON DEMAND, BE RETURNED TO THE BOARD OF REGISTRATION OF PROFESSIONAL  
ENGINEERS AND PROFESSIONAL LAND SURVEYORS. IT MUST BE RENEWED ANNUALLY IN THE MONTH OF JULY.



**From:** Autumn Kersey [autumn@treasurevalleychildrenstheater.com](mailto:autumn@treasurevalleychildrenstheater.com)   
**Subject:** MDC and 8 in 48 Idaho  
**Date:** June 5, 2017 at 9:31 AM  
**To:** Ashley Squyres [meridiandevelopmentcorp@gmail.com](mailto:meridiandevelopmentcorp@gmail.com)

---



Hi Ashley - I hope you're doing well. I feel like I haven't seen you in a long time!

I'm working on a design order for the 8 in 48 Idaho poster and wanted to check and see if MDC is interested in supporting the event with a \$500 sponsorship this year?

The sponsorship includes logo placement on all print materials (the Meridian Press will be running full page ads for us); 6 reserved seats at the event; Verbal acknowledgement; Opportunity to have a banner, booth, and/or distribute information; Invitation for up to 6 guests to attend the after-party.

This year's festival will support the TVCT building fund. We have 195 plays entered from three different countries and 44 differed states in the U.S.! It's going to be an awesome festival!

Please let me know if you'd like to be included as a sponsor.

Thank you!

**WE'VE MOVED!**

*As of June 1, TVCT Administration Offices are located at the New Ventures Lab (33 E. Idaho Ave.) in downtown Meridian while we raise funds to build our own building! Want to know more? [Click here](#)*

Autumn Kersey  
Founder & Executive Director  
208.287.8828 ext. 2  
208.283.5699  
[autumn@treasurevalleychildrenstheater.com](mailto:autumn@treasurevalleychildrenstheater.com)



# **Meridian Development Corporation**

## **Request for Proposal**

June 2, 2017

Prepared by Ysabel Bilbao – Partner, Bilbao & Co.



Bilbao & Co.  
PO Box 1673  
Boise, ID 83701

June 2, 2017

Ms. Ashley Squyres  
Meridian Development Corporation Administrator  
104 E Fairview Avenue #239  
Meridian, ID 83642

Dear Ms. Squyres and Members of Meridian Development Corporation's Public Relations Committee:

The Meridian Development Corporation (MDC) is breathing new life into the community. MDC is creating an economic hub and turning downtown into a destination for families and professionals. Momentum is building and MDC needs a public relations partner who can help amplify the work you are doing by sharing your story with the community. There is no better partner in the Treasure Valley than Bilbao & Co. We are a boutique public relations and lobbying firm with extensive experience in media relations, message development, social media engagement, coalition building and public policy. We would be honored to help MDC share its story.

At Bilbao & Co. we understand MDC is working against the clock and that you only have a handful of years before the downtown urban renewal district eclipses. We can help you maximize this time. We have successfully helped clients throughout Idaho capture the attention of the media, successfully lead ballot initiative campaigns and generated community support for a variety of issues. Recently, we had the opportunity to help the City of Meridian with a public affairs campaign around court fees and we would love to continue our work in this community.

As a team of two, we believe in developing close relationships with our clients so we can become an extension of your team. If you choose to partner with us, we will dive in and work to learn as much as we possibly can about your goals and from there we will develop the right strategy and tactics to help you achieve success. We know you have been doing a lot of work over the last two years and we will use this as the foundation to build upon. There is no one size fits all campaign and every strategy will be tailored to your specific needs. We will also continually work with you to hone in on our goals and refine our strategy as needed throughout the duration of our partnership.

We understand MDC is run by an administrator but key decisions must obtain approval from the board. Many of our clients have similar approval structures and we thrive off the ideas that can

come from working with larger groups. This synergy was crucial to the recent work we did with the Owyhee Basin Stewardship Coalition to prevent a monument designation without input from

Congress. We helped local stakeholders organize, coordinating dozens of media interviews in Oregon, Idaho and throughout the West to raise awareness about the threat of the monument designation and developed a social media strategy to increase engagement. It is experiences like this that make us confident in our ability to help you effectively tell your story.

I, Ysabel Bilbao will be the project manager for MDC and work closely with the administrator and marketing committee. Bilbao & Co. is located in downtown Boise but I have several clients in Meridian and frequently meet with them in your city. If you choose to work with me, I will ensure that I am available whenever needed. My clients can always reach me through email or on my cell phone but I do prefer face to face meetings to ensure we are all working in the same direction.

Please reach out to the references included in this packet so you can learn what our clients think about their experiences working with Bilbao & Co. We have carefully reviewed the terms and conditions in the sample agreement and have no concerns over working with you. We would love the opportunity to help raise awareness about MDC. If you have any further questions, please do not hesitate to contact me.

Sincerely,



Ysabel Bilbao, partner

Bilbao & Co.

[ysabel@bilbaoco.com](mailto:ysabel@bilbaoco.com)

(208) 989-8855



# COVER PAGE

Company Name:  
**Bilbao & Co.**

Address:  
**PO Box 1673**  
**Boise, ID 83701**

Is this a Primary Office or a Subsidiary branch office? **Primary office**

Contact Name:  
**Ysabel Bilbao**

Telephone:  
**(208) 989-8855**

Fax:  
**N/A**

E-Mail:  
[ysabel@bilbaoco.com](mailto:ysabel@bilbaoco.com)

Web site:  
[www.bilbaoco.com](http://www.bilbaoco.com)

Year present firm established: **2015**

Number of full time employees: **2**

Type of firm: Corporation LLC Partnership Other: **Partnership**



# REFERENCES

“ Ysabel Bilbao delivered exactly what I asked for, when promised and on-budget. She brings energy and drive to all forms of communication.”

Priscilla Salant, Director  
McClure Center for Public Policy Research

“

Ysabel knows the media and has a deep respect for their timelines and needs. This helped our company be able to effectively share our story with reporters and the public. Ysabel is efficient and dedicated to her clients and we would recommend her expertise to others.”

Dr. Mike Shirtcliff, CEO  
Advantage Dental

“

Ysabel has been a tremendous asset to our public outreach efforts. Her ability to distill complex issues into understandable messaging is invaluable.”

John Evans, Mayor  
City of Garden City

**Please feel free to contact:**

Lt. Governor Brad Little  
State of Idaho  
brad.little@lgo.idaho.gov  
(208) 334-2200

Stephanie Worrell  
Worrell Communications  
worrells@slhs.org  
(208) 484-9470

Jann Marie Stockwell  
Optum Idaho  
jann.stockwell@optum.com  
(208) 890-6649

Dr. Robert Hasty  
Idaho College of Osteopathic Medicine  
rhasty@idahocom.org  
(954) 464-7227



# FEE SCHEDULE

Strategic council: \$150 hourly

- Communications support
- Social media calendar
- Monitor social media
- Talking points
- Webpage updates
- Marketing materials

Earned media: \$150 hourly

- Identify stories about MDC
- Pitch local stories to local media
- Answer any media questions or inquiries to MDC
- Follow-up with reporters

Develop News releases, letters-to-the-editor, opinion pieces, editorial boards: \$1,500 per piece

\*Any additional work needed to complete projects, but are not listed here, will be billed the \$150 hourly rate.





## COVER PAGE

Company Name: Strategies 360

Address: 420 W. Main Street, Suite 205

Boise, ID 83702

Is this a Primary Office or a Subsidiary branch office? Branch Office

Contact Name: Brian Cronin

Telephone: (208) 724-1959

Fax: (208) 914-7534

E-Mail: brianc@strategies360.com

Web site: www.strategies360.com

Year present firm established: 2004

Number of full time employees: 100 (6 in Idaho)

Type of firm: Corporation ☒ LLC ☐ Partnership ☐ Sole Proprietorship ☐

Other \_\_\_\_\_



## **Meridian Development Corporation: Professional Services/Public Relations Proposal**

**June 2, 2017**

### **Strategies 360**

The Veltex Building  
420 W. Main St., Suite 205  
Boise, ID 83702

208.639.8822  
[Strategies360.com](http://Strategies360.com)



Brian Cronin, Senior Vice President  
420 W. Main Street, Suite 205  
Boise, ID 83702  
brianc@strategies360.com

June 2, 2017

Meridian Development Corporation  
Ashley Squyres, Administrator  
104 E Fairview Ave, #239  
Meridian, ID 83642

Dear Ashley:

Please accept this letter and proposal in response to Meridian Development Corporation's RFP for public relations services.

The MDC, like other urban renewal agencies, faces unique challenges—operating in a conservative state, and in a relatively conservative community, where taxpayers, “watchdog” groups, and the general public can be skeptical of redevelopment efforts, public-private partnerships, and investments in both public amenities and economic development strategies. Citizens are all too easily led to believe that public dollars are being used (or misused) to subsidize private interests and boost private profits, and have difficulty understanding concepts like Tax Increment Financing or non-appropriation lease financing. The MDC must find ways to translate arcane redevelopment tactics, strategies, and plans into an accessible vision and a set of messages that speaks of the work of an urban renewal agency in terms of public benefits and shared community goals and values.

It is in framing these types of messages and distilling complex policy language and data into a digestible and resonant information that S360 truly excels. Whether it's explaining the complex financial arrangements between Boise Centre, CCDC, and the developers that enabled the Boise Centre's expansion or pushing back on the over-zealous application of eminent domain authority in a local jurisdiction, our firm has won awards for exactly this kind of work. We specialize in crafting stories that not only clearly explain difficult concepts but effectively persuade target audiences to form an opinion or take action.

As a full-service strategic communications and public affairs firm, Strategies 360 operates at the intersection of communications, public policy and governance, and politics. We are uniquely qualified to deliver success for our clients in this realm—our team of six professionals in Idaho boasts an extensive track record in the public sector, journalism, communications and marketing, campaigns, and strategies that help advance the quality of life and vibrancy of our local communities. Our team includes a former state legislator, a 20-year journalist and former head of the AP bureau in Idaho, former communications directors for gubernatorial and

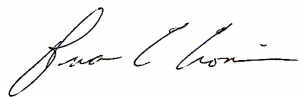
mayoral campaigns and the Idaho Attorney General, a published author and columnist for *US News & World Report*, and a former aide to the Governor.

We have vast experience and proven results in media and public relations, marketing and public education campaigns, community engagement, social media strategy, and the design and production of diverse and highly effective communication vehicles. The Idaho Press Club has recognized our work with 32 different awards in the last three years—far more than any other firm or organization—including top honors for Media Campaign, Editorial Writing, Public Affairs Campaign, Brand Management, and Public Service Campaign.

In Idaho, our government affairs work spans numerous industries and sectors, including health insurance, real estate development, high-tech, hospitals, tribal affairs, municipal government, education, solid waste, energy, labor, and public safety. We have provided PR and communications counsel and support for local refugee resettlement agencies, Idaho's 529 College Savings Plan, Boise CVB, Harris Ranch, Republic Services, the Idaho Historical Society, the City of Ketchum, Gardner Company, Greater Boise Auditorium District, Idaho Gives, Saint Alphonsus, Mountain America Credit Union, and many more. We have worked with the Meridian Library District, conducting research/polling and testing messaging, have worked with the City of Meridian and City Council members regarding siting of projects for a former client (Maverik), and have done research in Meridian regarding healthcare and transportation and land use planning.

In short, our vast experience in the public sector and policy realms, as well as in PR, communications, and marketing, make us unique as a consulting firm in Idaho and as a highly versatile and effective partner for Meridian Development Corporation. This letter, and our keen interest in performing the services described in the RFP, serves as our acceptance of the terms of the Professional Services Agreement, should we be selected as your PR vendor.

Sincerely,

A handwritten signature in black ink, appearing to read "Brian C. Cronin".

**Brian C. Cronin**  
Senior Vice President

## Respondent Business History

Strategies 360 was cofounded in 2004 by leading political strategist Ron Dotzauer and business professor and marketing consultant Eric Sorenson. Our Idaho office has been open since 2011 and under its current leadership since 2012. Headquartered in Seattle, we have offices in Alaska, Arizona, California, Colorado, Hawaii, Idaho, Montana, Nevada, New Mexico, Oregon, Utah, Washington, and Washington, D.C. Our firm now numbers more than 100 people, with six full-time professionals in our Idaho office, located in downtown Boise.

We operate at the unique nexus of policy, politics, communications, and business, offering a full suite of services and strategies that drive people to action and deliver winning results for our clients. Having worked for federal and state elected officials, political campaigns, news organizations, research firms, advertising, PR, and marketing agencies, and government affairs firms, our team has unmatched expertise in government affairs, communications, public relations, grassroots and grasstops activation, media relations, public policy, digital media, research, strategic positioning, and branding.

S360 is focused on helping our clients succeed in today's complex business and public policy environment by providing personal, comprehensive, and coordinated expertise. We do not believe in a one-size-fits-all methodology, and we will work with you to develop and execute tailored strategic plans to achieve specific goals. We've united many different service lines and areas of expertise under one roof so that we can focus on choosing the right solution that will achieve a win for our client, rather than pushing a solution that a client may or may not truly need.

We have earned a reputation throughout the West as a firm that translates the business and policy goals of our clients into success in the marketplace or at the local, state, and federal level. Our deep roots and vast networks in each state give us a unique ability to provide personalized and localized service, but our offices across the West give us access to the resources of a diversified, full-service national firm.

Strategies 360 has experience serving clients across a wide range of industries and areas, including healthcare, education, labor, renewable and traditional energy, natural resources, transportation, high-tech, real estate, and housing.

We have a strong regional presence in the West, where our knowledge of the region is unmatched. Our continued success and growth only strengthen our reach and the depth of knowledge and capabilities we bring to each client. At Strategies 360, we aim to do the right thing, the right way, the first time; it is our unrelenting dedication to building and maintaining close interpersonal relationships with each and every client, which has enabled us to meet and exceed our clients' goals.

## Respondent References

### REFERENCE #1

*Engagement Name:*

Greater Boise Auditorium District: Boise Centre Expansion and Financing

*Brief Description of the Engagement:*

January 2014 – November 2016

The Greater Boise Auditorium District knew that it would need to have a compelling message and extensive public outreach and education as it embarked on its Boise Centre expansion plan, which utilized a complex financing mechanism involving multiple parties. The proposed non-appropriation lease arrangement landed The District in court, and ultimately made it to the Supreme Court, in what some considered a landmark case for local units of government seeking to build facilities. Throughout the multi-year process and legal skirmishes, The District turned to Strategies 360 to explain the need for expansion, the notion of non-appropriation leases, how the taxpayers would not be at risk, and why the community would benefit from judicial validation of the plan. S360 developed various stories, op-eds, and messaging documents to explain to media and the public what they were doing all along the way. We also planned, orchestrated, and/or helped to stage and secure media coverage for various events, including the kickoff event for the convention center expansion, Boise Centre's 20<sup>th</sup> anniversary, City Center Plaza groundbreaking, and the post-Supreme Court decision press conference.

*3<sup>rd</sup> Place, Special Purpose Publication ("Growing Our Local Economy: Expanding Boise Centre"), 2015 Idaho Press Club Awards*

*Work samples (includes news releases, advisories, brochure, FAQs, op-eds, and more):*

<http://bit.ly/2igFXOt>

*Contact Name and Title:*

Pat Rice  
Executive Director, Boise Centre

*Contact Phone Number and Email Address:*

(208) 489-3650  
[pat\\_rice@boisecentre.com](mailto:pat_rice@boisecentre.com)



## **REFERENCE #2: IDAHO STATE BOARD OF EDUCATION**

### *Engagement Name:*

Direct Admissions/Next Steps Idaho (NextSteps.Idaho.gov)

### *Brief Description of the Engagement:*

July 2014 – Present

Given Idaho's goal of raising the state's college-going rate, the Board needed a universally accessible resource that offered clear, comprehensive, and easy-to-navigate information on Idaho's postsecondary options to students, families, educators, and community members. We worked with the Board from the project's inception, starting with statewide research, developing the Next Steps brand and website, producing a communications/PR campaign for the site and the state's Direct Admissions initiative, and eventually designing an outreach toolkit (delivered to schools and counselors) to heighten awareness and help drive even more Idahoans to the website.

*1<sup>st</sup> Place, Public Service Campaign (Direct Admissions), 2016 Idaho Press Club Awards*

*1<sup>st</sup> Place, Special Purpose Website (Next Steps Idaho), 2016 Idaho Press Club Awards*

*2<sup>nd</sup> Place, Media Kit—PR (Next Steps Idaho), 2016 Idaho Press Club Awards*

*3<sup>rd</sup> Place, Editorial Writing—PR, 2016 Idaho Press Club Awards*

*3<sup>rd</sup> Place, Public Service Campaign (Next Steps Idaho Phase II), 2017 IPC Awards*

*Work samples (include press releases, op-eds, design, etc.):* <http://bit.ly/2hzuo4k>

### *Contact Name and Title:*

Byron Yankey

College Access Challenge Grant Project Manager, Idaho State Board of Education

### *Contact Phone Number and Email Address:*

(208) 332-1565

[Byron.yankey@osbe.idaho.gov](mailto:Byron.yankey@osbe.idaho.gov)

## **REFERENCE #3: GARDNER COMPANY/CITY CENTER PLAZA**

### *Engagement Name:*

Public relations, community outreach

### *Brief Description of the Engagement:*

August 2014 – June 2015

Gardner Company asked Strategies 360 to devise a public relations strategy for one of Boise's most closely watched development projects: City Center Plaza. A complex development involving numerous entities (both public and private organizations), on a large parcel in the

heart of downtown Boise, City Center Plaza is a unique project in need of consistent and multi-faceted communications and PR. We helped Gardner Company execute a communications plan to achieve the following goals:

- Maintain good relations with downtown neighbors
- Keep the media and the public apprised of construction progress
- Demonstrate commitment to mitigating impacts of the construction on traffic, pedestrians, and neighboring businesses
- Reinforce the company's commitment to "Building Community"
- Build and maintain public enthusiasm for the project

*1<sup>st</sup> Place, Brand Management (Gardner Company/City Center Plaza), 2016 Idaho Press Club Awards*

*Work Samples (includes press releases and advisories, media coverage, newsletter design and copy, event collateral, and more): <http://bit.ly/2ifoGFF>*

*Contact Name and Title:*

Tommy Ahlquist  
COO, Gardner Company

*Contact Phone Number:*

(208) 246-8909

#### **REFERENCE #4: IDEAL – IDAHO 529 COLLEGE SAVINGS PROGRAM**

*Engagement Name:*

Ongoing, statewide marketing and public relations

*Brief Description of the Engagement:*

April 2014 – Present

After an initial project to produce informational videos and television advertisements for IDEal in April 2014, the organization awarded Strategies 360 an ongoing contract to assist with the program's wide range of marketing and public relations activities. Strategies 360's services include marketing campaign execution; digital, radio, and television ad production; public relations campaign execution; advertising buying, and message development. Success is measured against annual account enrollment and contribution goals.

*1<sup>st</sup> Place, Media Campaign (IDEal – Idaho 529 College Savings Program), 2017 Idaho Press Club Awards*

*1<sup>st</sup> Place, Media Campaign (IDEal – Idaho 529 College Savings Program), 2016 Idaho Press Club Awards*

*3rd Place, Public Service Campaign (IDeal – Idaho 529 College Savings Program), 2015  
Idaho Press Club Awards*

*Work Samples: Available upon request.*

*Contact Name and Title:*

Christine Stoll  
Executive Director  
IDeal—Idaho 529 College Savings Plan

*Contact Phone Number and Email Address:*

(208) 332-2935  
cstoll@idsaves.idaho.go

## Process and Services Overview

We understand that success is not just about getting information about MDC in front of the right people at the right time; it's knowing what message is going to move them once you reach them. In addition to utilizing any available qualitative and quantitative data to inform our work, we make it a priority to stay up-to-date on best practices, case studies, and research related to our clients' fields and objectives.

### NEW CLIENT KICKOFF

We begin with an internal launch and goal-setting client meeting to define the needs, challenges, and metrics on which the communications, PR, and outreach plan must deliver. We will discuss the larger context and background surrounding urban renewal in Meridian, previously utilized outreach strategies (and results), how we would work with partners like the City of Meridian and the Chamber, and how we would work with the Administrator and Board members. We would also explore the various communications channels and platforms and marketing collateral currently being utilized. Based on information and feedback gleaned in this meeting, we will create a work plan.

### WORK PLAN

We will provide an initial plan with specific recommendations for elements to include in MDC's PR, communications, and media relations activities, based on information gathered in the kickoff meeting. We incorporate time for review, discussion, and revision. Critical at this stage is taking the time to articulate not just what we should deliver, but why each deliverable is necessary, when both proactive and reactive efforts should be launched, and how each deliverable supports the main goals of our strategic communications initiatives.

In the work plan, we would include the following:

- Identification and assessment of current communications channels, including e-newsletter, website, and social media channels.
- Key dates for already-planned events and initiatives, including enrollment periods.
- Key messages for each target audience.
- Recommended communications strategies to reach and influence each audience; identification of messages to utilize with each strategy.
- Collateral needed to support recommended communications strategies.
- Identification of any assets, stories, photos, or contacts necessary to disseminate information and stories
- Pertinent messages to highlight any recent/current news or issues that help relate planned story pitches to larger issues of interest or concern.

### EXECUTION

Once a plan has been approved, we begin executing specific deliverables.

### *Communications*

- Develop an overall messaging framework and language that can be used repeatedly to convey the importance, relevance, and helpfulness of MDC.
- Identify events, community organizations, and/or civic groups at which MDC may want to be present, speak, or have a formal presence at (i.e. booth or table). Reach out to organizers of such events and secure as many opportunities as possible.
- Draft speeches and talking points for events, as needed.
- Write, design, and coordinate printing of collateral, as appropriate.
- Develop specific asks for targeted potential partners whose communications vehicles could be used to amplify news, enrollment period dates, and announcements, as appropriate. Begin reaching out to partners; track responses and necessary follow-up items or materials.

### *PR/Media Relations*

- Conduct a news audit to assess and understand how MDC is perceived and being treated by local media. Identify trends and other observations that might inform communication moving forward.
- Draft 2-3 op-eds on behalf of MDC leadership and/or its allies; pitch to local newspapers and other outlets.
- Draft relevant press releases and media advisories. Submit to client for review and feedback. Revise and finalize.
- Draft talking points and conduct media training with MDC spokespeople, as necessary or requested.
- Draft pitch messages to reporters, introducing the issue and whetting reporters' appetites for various stories.
- On specified date(s), issue news releases and/or media advisories and follow up with reporters to garner coverage.
- Report results on a monthly basis.

### *Social Media and Newsletters*

- Identify messaging themes for social media and email updates.
- Begin creating and/or curating social media and email update assets, per the strategic communications plan.
- Identify key influencers in the community who can help spread the message and create social media buzz.
- Develop template copy and curate links, videos, and other content forms for influencers to post on their own social media channels or to share and promote via MDC social media and/or email campaigns.
- Depending on MDC's existing preferences and processes, Strategies 360 offers several different approaches to social media/email update copywriting and content distribution. Should MDC need assistance in drafting social media/newsletter copy, we can provide this assistance. If copy needs to be approved by MDC, we can provide copy for approval in weekly increments. Should MDC not need assistance drafting

copy, we would turn over a guiding document with themes, examples for implementing those themes in actual posts, and any necessary photo, video, or design assets.

### *Crisis Communications*

We understand that not all communications and public relations efforts can be planned in advance. When an urgent situation arises, our action plan is individually tailored to address the unique needs of the crisis, context, and client.

Generally speaking, our crisis communications services will often include:

- Immediate outreach and consultation with relevant MDC personnel to determine accurate facts and the most up-to-date information.
- An immediate and ongoing assessment of current press coverage and inquiries.
- Development of an immediate, short-term, and long-term action plan for crisis communications efforts, with the understanding that these plans will be frequently revised and updated as needed.
- Training and talking points for whomever will serve as the public spokesperson for MDC during the crisis or emergency.
- 24/7 access to the Strategies 360 crisis communications response team.

## **Ongoing Deliverables**

Strategies 360 would collaborate with MDC to best determine exact timing and formats, but MDC can expect the following deliverables to be provided on an ongoing basis:

- Weekly phone meetings between the project manager and MDC main point of contact
- Biweekly reports of current, completed, and upcoming projects and outreach
- Monthly reports of accomplishments, deliverables, and forthcoming challenges
- As-needed reports and updates of efforts and successes; media hits and coverage; and other time-sensitive issues



## **S360 Awards and Recognition**

Our Idaho team has been frequently recognized for its outstanding work. Honors include:

### **Idaho Press Club Awards**

#### **Brand Management—PR**

- 1<sup>st</sup> Place: Gardner Company/City Center Plaza (2015)
- 1<sup>st</sup> Place: Millenkamp Cattle (2016)
- 2<sup>nd</sup> Place: EASI—Educational Analytics System of Idaho (2016)

#### **Editorial Writing—PR**

- 1<sup>st</sup> Place: Wages and Workers' Rights/Idaho State AFL-CIO (2014)
- 1<sup>st</sup> Place: Eminent Domain in Eagle (2015)
- 2<sup>nd</sup> Place: Sportsmen for Boulder-White Clouds Opinions (2015)
- 3<sup>rd</sup> Place: Boosting College Go-On Rates (2015)

#### **Media Campaign—PR**

- 1<sup>st</sup> Place: Idaho Gives 2014 (2014)
- 1<sup>st</sup> Place: IDeal—Idaho 529 College Savings Program (2016)
- 1<sup>st</sup> Place: IDeal College Savings Program 5/29 Day (2015)
- 2<sup>nd</sup> Place: Idaho Gives 2015 (2015)

#### **Media Kit—PR**

- 2<sup>nd</sup> Place: Next Steps Idaho (2015)

#### **News Releases—PR**

- 2<sup>nd</sup> Place: Direct Local Food (2014)

#### **Newsletter, Internal—PR**

- 2<sup>nd</sup> Place: Wages and Workers' Rights: Newsletter (2014)
- 2<sup>nd</sup> Place: Sportsmen for Boulder-White Clouds Newsletter (2015)

#### **Public Affairs Campaign—PR**

- 1<sup>st</sup> Place: Climate Change and Wildfires (2014)
- 1<sup>st</sup> Place: Sportsmen for Boulder-White Clouds (2015)
- 1<sup>st</sup> Place: Engage Cuba (2016)
- 2<sup>nd</sup> Place: Laguna Pointe (2014)
- 3<sup>rd</sup> Place: Wages and Workers' Rights (2014)
- 3<sup>rd</sup> Place: Civics Education (2015)

#### **Public Service Campaign—PR**

- 1<sup>st</sup> Place: Idaho State Board of Education Direct Admissions (2015)

2<sup>nd</sup> Place: Idaho Gives 2014 PSA (2014)  
3<sup>rd</sup> Place: IDeal College Savings Plan (2014)  
3<sup>rd</sup> Place: Next Steps Idaho Phase 2 (2016)  
Honorable Mention: IDeal 529 Videos (2015)

Special Purpose Publication—PR

1<sup>st</sup> Place: Sportsmen for Boulder-White Clouds Infographic (2015)  
2<sup>nd</sup> Place: Your Profession. Your Career. Your IEA. (2014)  
3<sup>rd</sup> Place: Growing Our Local Economy: Expanding Boise Centre (2014)  
Honorable Mention: The Nature Conservancy: Our Economy, Our Future (2015)

Special Purpose Website—PR

1<sup>st</sup> Place: Idaho State Board of Education Next Steps Idaho (2015)

**Idaho Advertising Federation Rockies Awards**

Public Service: IDeal 529 College Savings Program, “How Much Will College Cost in 7 Years?”  
(2015)

Animation, Concept: Boise Convention and Visitors Bureau, “Liz and Barb’s Boise Adventure”  
(2015)

## Proposed Fees

### **PR/COMMUNICATIONS**

**\$3500/MONTH**

Scope includes but is not limited to development of a PR plan/strategies, on-going counsel to staff and board, messaging development and refinement, media outreach (development and pitching of stories), crisis communications, content creation (LTEs, social media, web copy, marketing/outreach materials), advice on social media and web site, assistance with PR Committee meetings, collaboration with partner agencies and organizations, media training (as needed/requested).

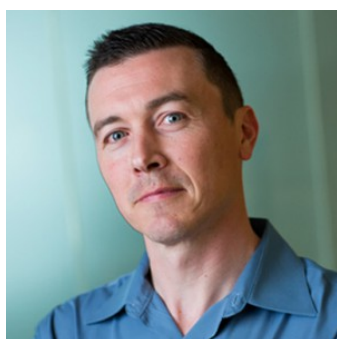
The monthly fee would not include the following services that we consider outside the described scope of work: graphic design (print or digital), web development, paid media/media buying, video production, or research/polling.

It is a short drive for us from our downtown Boise office and thus we do not anticipate any travel costs.

## Idaho Staff

*We are including brief profiles of the staff members who would primarily contribute to MDC's proposed work, although the skills and expertise of the entire Strategies 360 firm would be available to contribute and assist as needed. We strongly believe in a team approach, maximizing the diverse strengths, skills, and creative thinking of our "brain trust," but for the sake of efficient account management, one person would be designated as the account manager and would serve as the single point of contact with the MDC Administrator.*

*Most of the collaboration of the full team would take place in our office and behind the scenes, which means the majority of your interaction would be with your account manager. In addition, there'd always be at least one person who was up to speed on the day-to-day happenings of the MDC account.*



**Brian Cronin**

***Senior Vice President, Idaho***

Brian leads S360 Idaho, helping clients to succeed with a broad array of strategic communications services, including marketing, branding, PR, and social media. Brian's multifaceted background as a business consultant, entrepreneur, former state legislator and school board member, and former educator gives him a broad range of experience in the public and private sectors.

Elected in 2008, Brian enjoyed a distinguished tenure in the Idaho Legislature. In 2011, the Aspen Institute named him a "rising star" in American politics, selecting him as a Rodel Fellow. He was also named a New Deal Leader and invited to the White House to discuss economic development strategies.

Brian's background spans nearly 25 years in marketing and communications, including as owner of Cronin & Associates, Client Services Director at digital marketing firm Wirestone, and as writer/editor at Scholastic Inc. He also served as editor of "Technology at Work," HP's primary B2B newsletter, distributed to nearly 3 million HP customers. He has lead "blue-chip" client accounts for ConAgra, HP, E\*TRADE Financial, The Kennedy Center, Hitachi, and the City of Boise.

Brian co-founded Garabatos Spanish Preschool and mobile marketing platform DealChirp. He has served on the boards of the Idaho Human Rights Education Center, Boise State Public Radio, the Idaho Commission on Hispanic Affairs, Conservation Voters for Idaho, the Boise Metro Chamber's Small Business Success Center, and the Boise School District. Additionally, Brian has volunteered with the United Way, Agency for New Americans, and the American Red Cross.

Brian holds an Ed.M. in teaching and curriculum from Harvard University and a B.A. in history from Haverford College.



**Todd Dvorak**

***Director of Public and Media Relations, Idaho***

Todd brings more than 20 years of experience working in journalism and public relations to the firm. His career began in newspapers before spending 13 years as a reporter and newsroom leader with The Associated Press. For seven years, he supervised the AP bureau in Idaho, leading a team of reporters covering the Idaho Legislature, state government and its various agencies, the environment, state and federal courts, breaking news and NCAA athletics. Todd is a skilled writer and communicator who understands how to break down complex issues into stories and content that are understandable to diverse audiences.

During his time at the AP, Todd developed trusting relationships with reporters, editors and broadcast leaders across the state and region. He understands media, the changing industry landscape and has a proven record of leadership and success in telling stories that have reached audiences across the nation and world.

Todd also served for nearly three years as spokesman for the Office of Idaho Attorney General. In addition to dealing with state, national and international media, Todd was a member of the senior leadership team engaged in legal, media and policy strategy for the office. The experience enhanced his understanding of state government, the legal system and subjects ranging from consumer protection to the complexities of Idaho water issues.

He was also directly involved in the AG's engagement with constituents and collaborated with subject matter experts to craft speeches, presentations and media events that explained complex or controversial decisions on criminal cases, civil litigation and consumer enforcement.

Todd earned a bachelor's degree in history from the University of Minnesota.



**Casey Bender**

***Client Services Director, Idaho***

Casey brings her expertise and diverse background in media, politics, and outreach to help Strategies 360's Idaho clients meet their organizational needs and objectives. She helps coordinate events, public relations and advertising campaigns, outreach efforts, and donor campaigns.

Casey led the Strategies 360 team that helped produce Idaho's annual statewide day of charitable giving with the Idaho Nonprofit Center. In four years, Idaho Gives raised more than \$3.5 million for more than 650 nonprofit causes across the state. Casey

directed the PR and marketing efforts, including producing PSAs which annually garnered more than \$100,000 in free air time during a statewide media campaign.

Previously, Casey worked as a development officer for Learning Lab, a nonprofit organization dedicated to literacy for all. She also served as the campaign finance director for U.S. Rep. Walt Minnick and for Boise Mayor David Bieter. Casey has served as a staffer in the Idaho Senate and has worked as an advisor on congressional, legislative, and local campaigns in Idaho since 2006. She has also worked for the largest media group in the Treasure Valley, where she coordinated large, cross-platform promotions between six radio stations and two television stations.

Casey graduated from the University of Idaho with a bachelor's degree in political science and a minor in journalism.



**Kelci Lucier**

***Communications Manager, Idaho***

Kelci brings a strong background in higher education with experience in media relations, marketing, and social media strategy to the S360 team. From our Idaho office, she advises clients on strategic communications and policy development. Prior to joining S360, Kelci was the principal and founder of an education-related communications consulting practice where she worked with national institutions and organizations including Stanford University, the University of San Francisco, and the J.A. and Kathryn Albertson Family Foundation. Previously, she spent nearly 10 years working in leadership roles with colleges, universities, and education non-profits.

As an expert in higher education policy, Kelci has been featured in *U.S. News & World Report*, *Inside Higher Ed*, *The Washington Post*, and other major media outlets. She has also been a guest on nationally syndicated radio and television programs, including CNN's *Headline News* and Katie Couric's talk show *Katie*. She is the author of *College Stress Solutions*, which explores how to use simple exercises to overcome anxiety and find success while at school.

In 2015, Kelci was awarded 1<sup>st</sup> place for Special Purpose—PR and 3<sup>rd</sup> place for Editorial Writing—PR by the Idaho Press Club for her work on behalf of her clients.

Kelci received an Ed.M., with an emphasis in higher education administration, from Harvard University and a B.A. in English and comparative literary studies from Occidental College. She is a member of the Education Writers Association and the Public Relations Society of America.





**Nicole Kinney**  
**Marketing and Public Relations Manager, Idaho**

From driving positive coverage for clients locally and statewide to overseeing news tracking, Nicole is an integral part of the S360 Idaho team. As the marketing and communications associate, Nicole employs her writing and project management skills to help clients develop and execute strategic communications and marketing campaigns. She also drafts communications and marketing materials ranging from opinion pieces to white papers

and advertising copy.

Before joining S360, Nicole worked in the Idaho Senate, where she conducted research that proved critical in informing policymakers' decisions. She has additional experience working in the Idaho State Archives, at the Idaho State Historical Museum and in the Boise School District. Raised on a farm in Eastern Idaho, Nicole now enjoys Boise city life. When she isn't working, Nicole enjoys running in the Boise Foothills, playing the piano and doing anything competitive. She sits on the boards of the Idaho chapter of Public Relations Society of America and Learning Lab. Nicole graduated magna cum laude from Boise State University with degrees in history and Spanish.



**Benn Brocksome**  
**Director of Government Affairs, Idaho**

As director of government affairs for Idaho, Benn leads our policy and political work, serving as a lobbyist and political advisor to a diverse portfolio of clients. As a fourth-generation Idahoan, Benn brings extensive knowledge and relationships in the policymaking realm. Not afraid to tackle any issue or solve any problem, he

matches his willingness to serve with a relentless dedication to making sure the job is done and done right.

Before joining S360, Benn served as Idaho Governor C.L. "Butch" Otter's field director on his 2014 reelection campaign and later as part of the Governor's Office, serving as special assistant to the Governor and as the Governor's liaison to various state agencies including the Idaho Department of Agriculture, Idaho Department of Environmental Quality, Idaho State Tax Commission, Idaho Division of Human Resources and PERSI, the Public Employee Retirement System of Idaho.

Benn has a proven track record of success on issues at every level. His work advising on state agency budgets, creating and implementing policy and facilitating collaboration between industry and state officials has provided a solid foundation for advising clients and state leaders

on a diverse range of issues, including immigration, taxes, agriculture, natural resources, corrections, transportation, retirement and pension savings, agency management and more.

Benn also serves on the Board of Directors for the Man Up Crusade, a nationwide non-profit working to reduce domestic violence. He holds a bachelor's degree in history from Boise State University, where he graduated with honors and was an officer in Phi Alpha Theta.

## **Conflict of Interest Statement**

Strategies 360 hereby represents that it is aware of no past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work to be performed under the contract resulting from this proposal that would indicate any impingement upon its ability to render impartial, technically sound, and objective assistance or advice or result in it being given an unfair competitive advantage.



**MERIDIAN**  
development corp.  
REVIVE • RENEW • REDEFINE

104 E. Fairview Ave  
#239  
Meridian, ID 83642  
208.477.1632  
[www.meridiandevelopmentcorp.com](http://www.meridiandevelopmentcorp.com)

## **UPCOMING MDC COMMITTEE AND OTHER MEETINGS**

### June 14, 2017:

Who: Property Committee Meeting  
When: Immediately after MDC Board Meeting  
Where: City Hall, Conference Room A

### June 19, 2017:

Who: MDC-City of Meridian Monthly Coordination Meeting  
When: 2pm  
Where: City Hall, Community Development Department

### June 19, 2017:

Who: Downtown Parking, Transportation, and Streetscape Committee Meeting  
When: 4pm  
Where: City Hall, City Council Conference Room

### June 20, 2017:

Who: Executive Committee Meeting  
When: 7:30am  
Where: Ed's Fifties Diner

### June 20, 2017:

Who: Meridian Chamber of Commerce Luncheon – Leadership Meridian Graduation for Ashley and Diane  
When: Noon  
Where: West Ada School District

### June 21, 2017:

Who: Property Committee Meeting  
When: 3pm  
Where: City Hall, City Council Conference Room

***\*Note: The Committee will determine if there is a need to meet on this day at its June 14<sup>th</sup> meeting.***

### By the numbers:

- In May we had 1140 visits with a daily average of 44. (*See Appendix*)
- We answered 764 reference questions in May. (*See Appendix*)
- Social media stats: Facebook likes - 723, Twitter followers - 293, Instagram - 259

### Equipment:

- A new Ultimaker 3 Extended was ordered and is helping us run through our 3D print queue. The Ultimaker 3 is a newer model of 3D printer from the same line as the majority of our 3D printers. There are several upgrades on this model that we look forward to taking advantage of including dual-extrusion, attached webcam and swappable print cores. The attached camera allows for remote staff viewing of the printers when on-site, while the dual-extrusion and swappable print cores give us new options for printing. One of the biggest benefits that we'll be exploring over the next month is using our standard PLA plastic in Core 1 and using PVA plastic in Core 2. Doing this will allow for water-dissolvable print supports creating cleaner and more complex prints. This will improve our capacity for making quality prototypes and also increase the number of prints we can get through by increasing the nozzle size on both of our Ultimaker 2.
- A new large format laminator was ordered and received. This will allow staff and the public to laminate prints from our large format printer.
- We are in the process of revamping our Virtual Reality equipment. A HTC Vive and Oculus Rift have been ordered in addition to computers to run them. These will be setup next month and we've been in touch with the Idaho Virtual Reality Council on how we can be more involved in their efforts.



### Programs:

- The Food Truck Rally brought in 180 people. We had a number of our STEAM tools and gadgets available for people to try, for many people this was their first time in visiting unBound.
- Our 2nd Annual Life-Sized Video Games brought in 50 people and provided us with some great ideas on how to improve it next year. A game made by PT staff member Matt was a big hit.
- We had our first CNC 101 class and the volunteer instructor has expressed interest in expanding on the instruction for a series of classes. We will be working with him this summer to assess his availability for a class series this Fall and to help format a schedule to train more people on using the unBound CNC.

### Facility:

- As we get more equipment and increased public use we have tried to be as creative as possible in maximizing the space. We've rearranged multiple times in the past month and more moves will continue as we try to make the space functional while retaining the open feel we've created.
- New flowers and flower pots were added to the front patio along with a new umbrella that replaced a wind-damaged one. These additions give us a slightly new look out front and are helping draw-in people walking by.

### Anecdotes:

- "I can't believe I didn't know about this hidden gem. This place is unbelievable!" - First time patron

# Appendix:

## Door Count

<b>MAY 2017</b>	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>	<b>Weekly Stats</b>
Week 1 (May 1-6)	Closed	26	36	64	25	28	27	<b>206</b>
Week 2 (May 8-13)	Closed	17	49	34	40	51	198	<b>389</b>
Week 3 (May 15-20)	Closed	54	56	49	19	45	58	<b>281</b>
Week 4 (May 22-27)	Closed	39	19	31	18	59	34	<b>200</b>
Week 5 (May 29-31)	Closed	X	32	32		X	X	<b>64</b>
<b>Monthly Stats</b>					<b>Average</b>	<b>44</b>	<b>Total</b>	<b>1140</b>

## Reference Questions

<b>MAY 2017</b>	<b>S</b>	<b>M</b>	<b>T</b>	<b>W</b>	<b>Th</b>	<b>F</b>	<b>S</b>	<b>Weekly Stats</b>
Week 1 (May 1-6)	Closed	30	41	30	18	20	16	<b>155</b>
Week 2 (May 8-13)	Closed	16	40	28	31	45	64	<b>224</b>
Week 3 (May 15-20)	Closed	48	61	51	5	30	25	<b>220</b>
Week 4 (May 22-27)	Closed	26	26	13	11	28	8	<b>112</b>
Week 5 (May 29-31)	Closed	15	24	14	X	X	X	<b>53</b>
<b>Monthly Stats</b>					<b>Average</b>	<b>28</b>	<b>Total</b>	<b>764</b>