



Urban Renewal Agency Agenda

Monday, April 8, 2019, 12:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

Members: Dexter Ball, Perri Gardner, Suzzane Cawthra, Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer

- 1) Confirmation of Quorum/Call Meeting to Order
- 2) Consideration of Amendment(s) to the Agenda
- 3) Consent Calendar
 - a) **ACTION ITEM:** Request to approve 1) Minutes for March 11, 2019 meeting; 2) March 2019 Financial Report; 3) April 2019 Accounts Payable.
- 4) Reports/Updates
 - a) **INFORMATIONAL:** Executive Director's Report
 - b) **DISCUSSION:** 160 Main Avenue South - Summit Creek Capital Project
- 5) Items of Consideration
 - a) **ACTION ITEM:** Consideration of a request to approve the Scope of Work for a Downtown Transportation Study on the 2nd Avenues.
By: Jesse Schuerman, Staff Engineer
- 6) General Input/Announcements - Public/Staff
- 7) Upcoming Meeting(s)
 - a) Monday, May 13, 2019 @ 12:00 p.m.
- 8) Adjournment

Any person(s) needing special accommodations to participate in the above-noticed meeting could contact Lorrie Bauer (208) 735-7313 at least two working days before the meeting. Si desea esta información en español, llame Leila Sanchez (208) 735-7287.



Urban Renewal Agency Minutes

Monday, March 11, 2019, 12:00 PM

Council Chambers
203 Main Avenue East, Twin Falls, Idaho

Members: Dexter Ball, Perri Gardner, Suzzane Cawthra, Rudy Ashenbrener, Cindy Bond, Andy Hohwieler, Doug Vollmer

1) Confirmation of Quorum/Call Meeting to Order

Present: Rudy Ashenbrener, Andy Hohwieler, Suzzane Cawthra, Perri Gardner, Dexter Ball
Absent: Cindy Bond, Doug Vollmer
Staff Present: Nathan Murray, Executive Director; Brent Hyatt, Assistant Finance Officer; Lorrie Bauer, Secretary; Jesse Schuerman, Engineer; Jonathan Spendlove, Planning and Zoning Director; Shayne Nope, City Attorney; Nikki Boyd, City Council Liaison; Don Hall, County Commissioner.

Chairman Ball called the meeting to order at 12:01 PM. A quorum was present.

2) Consideration of Amendment(s) to the Agenda

None.

3) Consent Calendar

- a) Request to approve 1) Minutes for February 11, 2019 meeting; 2) February 2019 Financial Report; 3) March 2019 Accounts Payable.

MOTION: Perri Gardner moved to approve the consent calendar. Rudy Ashenbrener seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

4) Reports/Updates

- a) Executive Director's Report
Shade structures: Research is ongoing. Public input and discussion will be scheduled at a later date.
Jesse Schuerman, Staff Engineer, is creating a Scope of Work for a downtown transportation study. The document will be shared in the near future.

5) Items of Consideration

- a) Presentation and Request for Approval of the FY2018 Audited Financial Statements.
Mr. Scott Hunsaker shared the results of the audit. He explained the audit process and that the URA is a very unique entity with fairly complex accounting. Internal controls were tested and they are in compliance. The audit process concluded an unqualified opinion.
MOTION: Andy Hohwieler moved to approve the FY2018 audited financial statements. Suzzane Cawthra seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.
- b) Presentation of the 2018 Annual Report followed by a Request for Public Comment and

Request to Approve Resolution #2019-02 authorizing the filing of the 2018 Annual Report for the Urban Renewal Agency of the City of Twin Falls.

Nathan explained the Idaho law in regards to reporting an annual report. He then presented the 2018 Annual Report as attached to the agenda packet. He noted higher revenues this year mostly from the sale of the C3 building as well as higher spending due to the costly projects related to downtown. The report highlighted projects initiated and completed during the year. Chairman Ball asked for public comment and none was received.

MOTION: Perri Gardner moved to approve the report. Andy Hohwieler seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

- c) Request to Approve an Economic Feasibility Study and Eligibility Report in regards to a potential revenue allocation area.

Nathan introduced the agenda item relating to the South Washington area and its economic feasibility to become a potential allocation area. The draft report was included in the agenda packet along with the Resolution to be signed if approved. Mr. Kushlan explained the purpose and results of the report. Per State law, certain criteria must be met and the geographic area is eligible for an Urban Renewal program. Since the majority of the property in question is currently agricultural use, signed consent of the property owners is needed before final action of a new district can include those properties. Nathan agreed with the findings and recommended the Board approve the report to include editorial comments as well as possible edits from the legal counsel.

MOTION: Perri Gardner moved to approve the Economic Feasibility Study and Eligibility Report. Rudy Ashenbrener seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

- d) Consideration of a request to approve a Memorandum of Understanding between the Urban Renewal Agency of Twin Falls and the City of Twin Falls to execute design contracts for development near Washington Street South and Park Avenue.

Nathan explained the Memorandum is related to Project Tom, a potential dairy processing facility on Washington, as well as the previously approved Eligibility Report. In order to get utilities to the site in time to meet the needs of the developer, the Memorandum of Understanding (MOU) allows the City engineers to start the design work for new sewer and water lines and a roadway to initiate development on that site in which the URA would pay for. He shared there are funds not tied to a certain allocation area that could be used to pay for the design. Per our legal counsel, the risk is that we may not want to be in a position where the developer is relying on us to provide this work, in case we impede their progress in which we would become liable. He shared the developer may be able to work quicker if the design work was the developers' responsibility that way they could execute their contracts at a better cost than the City. The City really wants to be involved and get the upfront design items completed so they function and operate better. A meeting with the contractor for this project is scheduled for next Tuesday afternoon and more information will be available afterward. In order to be timely, we want to respond to the needs of the developer, but we also need to know who is going to be responsible for what. The design is estimated to cost \$800,000. Discussion ensued.

MOTION: Perri Gardner moved to table this item until more meetings with the parties involved occur. Suzzane Cawthra seconded the motion. Roll call vote showed all members present voted. Approved 5 to 0.

- e) Consideration of a repeal to the proposal by Summit Creek Capital to develop property owned by the Urban Renewal Agency of Twin Falls at 160 Main Avenue South. Nathan recapped the history and explained that after 10 months, a substantial agreement has not been reached. The board was asked if they still feel confident in the proposal submitted by Summit Creek Capital, and if they want to continue to move forward with them. Concerns include the potential commitment to a parking structure and the delay of funding for the Developer.

Tyler Jeffers of Summit Creek Capital presented a project update. He began with a review of the original proposal consisting of a 34,000 sq. ft. building with a parking structure behind it; 1st floor would be office and retail, 2nd floor would be the anchor tenant who is currently under LOI, and two floors for lease residential. They have been working to secure new market tax credit funding which is only allocated once a year, at the end of January. The Federal shut-down led to a delay in the allocation of the tax credits which is now estimated for late April or May. They have been working on a contingency plan in the event of further delays or if they did not receive the credits. Sharing pictures, he introduced the 5th floor consisting of for-sale residential units as part of their contingency plan. The units would be a higher-end product, larger with a corner deck and nicer finishes than the leased units. He shared they believe this would help them fill the funding gap to maintain the initial objectives. When discussing this with community members, he shared they've received a positive response. The picture was only to show a scale of height, not the end product. Mr. Jeffers also shared they have a cap of constructions costs for the parking structure. He shared he would like time to look for interested tenants for the "for-sale" units and see if contracts can be negotiated. With the addition of a 5th floor, 2500 sq. ft. of parking space will be dedicated in the back of the building. Anticipate \$650,000, each, for the 5th-floor units consisting of 1800 sq. ft. of living space, elevator access, possible roof access, and private deck.

Nathan Murray clarified that none of the parking being discussed is required. The City does not require any additional parking for that site.

Jonathan Spendlove, Planning and Zoning Manager, shared that a Special Use permit process will be needed for approval of anything over 50 feet which could take a few months.

Fran Florence explained what Twin Falls has accomplished as far as growth in the recent past and is excited for this type of project. He encouraged the board to go through with the project.

Discussion ensued. Mr. Jeffers requested a Committee Meeting next week to discuss the budget, capping the cost of a parking garage, and the development services agreement as well as a timeline for the source of financing including milestones to move forward with the URA.

MOTION: Perri Gardner moved to consider the request to repeal the proposal by Summit

Creek Capital. Rudy Ashenbrener seconded the motion. Roll call vote showed all members present voted. Declined 0 to 5.

6) General Input/Announcements - Public/Staff

Dan Brizee shared he was excited for the continuation of the 160 project. He also asked the Board to consider the use of the Downtown Commons for summer activities and the demolition of the building.

Perri Gardner requested a meeting of the Downtown Arts Subcommittee to discuss future art projects.

7) Upcoming Meeting(s)

- a) Monday, April 8, 2019 @ 12:00 p.m.

8) Adjournment

The meeting adjourned at 12:59 PM.

Lorrie Bauer, Recording Secretary

Urban Renewal Agency of the City of Twin Falls, ID
Profit & Loss
March 2019

	Mar 19
Ordinary Income/Expense	
Income	
Investment Income	14,765.95
Other Income	531.00
Property Taxes	1,321,116.27
Rental Income	1,333.34
Total Income	1,337,746.56
Gross Profit	1,337,746.56
Expense	
RAA 4-1	
City Property Exp.	12,460.90
160 Main Ave S. (Youth Ranch)	173.14
Total RAA 4-1	12,634.04
Debt Payments - Interest	365,062.50
Debt Payments - Principal	375,000.00
Legal Expense	6,425.50
Meeting Expense	134.85
Real Estate Expense	4,053.64
Total Expense	763,310.53
Net Ordinary Income	574,436.03
Net Income	574,436.03

Urban Renewal Agency of the City of Twin Falls, ID
P&L Over (Under) Budget - YTD
October 2018 through March 2019

	Oct '18 - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Bank Bond Proceeds	0.00	0.00	0.00	0.0%
Investment Income	60,609.74	52,000.00	8,609.74	116.6%
Other Income	9,069.50			
Property Taxes	5,409,731.66	9,523,022.00	-4,113,290.34	56.8%
Rental Income	8,000.03	15,996.00	-7,995.97	50.0%
Total Income	5,487,410.93	9,591,018.00	-4,103,607.07	57.2%
Gross Profit	5,487,410.93	9,591,018.00	-4,103,607.07	57.2%
Expense				
RAA 4-1				
City Property Exp.	60,570.98			
160 Main Ave S. (Youth Ranch)	4,516.37			
Shoshone St/2nd Ave N	0.00			
Main Ave.				
DT Art	0.00			
Main Ave. - Other	76,089.30			
Total Main Ave.	76,089.30			
RAA 4-1 - Other	0.00	1,919,320.00	-1,919,320.00	0.0%
Total RAA 4-1	141,176.65	1,919,320.00	-1,778,143.35	7.4%
RAA 4-3 (Chobani)				
Debt Pay. (Chobani) Interest	0.00	1,691,212.00	-1,691,212.00	0.0%
Debt Pay. (Chobani) Principal	0.00	3,590,984.00	-3,590,984.00	0.0%
Total RAA 4-3 (Chobani)	0.00	5,282,196.00	-5,282,196.00	0.0%
Bond Trustee Fees	3,000.00	5,000.00	-2,000.00	60.0%
Bonding Costs	0.00	0.00	0.00	0.0%
Community Relations & Website	0.00	500.00	-500.00	0.0%
Debt Payments - Interest	435,356.55	901,702.00	-466,345.45	48.3%
Debt Payments - Principal	375,000.00	2,855,000.00	-2,480,000.00	13.1%
Dues and Subscriptions	3,250.00	4,500.00	-1,250.00	72.2%
Insurance Expense	0.00	6,700.00	-6,700.00	0.0%
Legal Expense	10,957.55	15,000.00	-4,042.45	73.1%
Management Fee	0.00	208,000.00	-208,000.00	0.0%
Meeting Expense	740.66	2,500.00	-1,759.34	29.6%
Miscellaneous	0.00	500.00	-500.00	0.0%
Office Expense	350.00	500.00	-150.00	70.0%
Prof. Dev.\Training	229.00	2,500.00	-2,271.00	9.2%
Professional Fees	1,700.00	10,000.00	-8,300.00	17.0%
Property Tax Expense	0.00	0.00	0.00	0.0%
Real Estate Exp. - Call Center	0.00	18,100.00	-18,100.00	0.0%
Real Estate Expense	4,090.64	29,000.00	-24,909.36	14.1%
Real Estate Lease	0.00	0.00	0.00	0.0%
Total Expense	975,851.05	11,261,018.00	-10,285,166.95	8.7%
Net Ordinary Income	4,511,559.88	-1,670,000.00	6,181,559.88	-270.2%
Other Income/Expense				
Other Income				
Transfers In	0.00	257,804.00	-257,804.00	0.0%
Transfers Out	0.00	-257,804.00	257,804.00	0.0%
Total Other Income	0.00	0.00	0.00	0.0%
Net Other Income	0.00	0.00	0.00	0.0%
Net Income	4,511,559.88	-1,670,000.00	6,181,559.88	-270.2%

Twin Falls Urban Renewal April 2019 Accounts Payable

<u>Check #</u>	<u>Date</u>	<u>Paid Amount</u>	<u>Name</u>	<u>Account</u>	<u>Fund</u>	<u>Memo</u>
3900	04/03/2019	155.68	City of Twin Falls	City Property Exp.	Rev Alloc 4-1	Utilities & Expenses 101.00.00.136.00 / 2019-03
3900	04/03/2019	19.45	City of Twin Falls	160 Main Ave S.	Rev Alloc 4-1	160 Main Ave S - Water & Sewer / #130529-2019-03
3901	04/03/2019	5,786.15	Elam & Burke	Legal Expense	Rev Alloc 4-1	Professional fees for December / #178120
3902	04/03/2019	72.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #88593
3902	04/03/2019	72.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #88668
3902	04/03/2019	72.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #88747
3902	04/03/2019	72.00	Happy Housekeepers	City Property Exp.	Rev Alloc 4-1	Commons - Restroom Cleanup / #88822
3903	04/03/2019	10.92	Idaho Power	City Property Exp.	Rev Alloc 4-1	122 4th Ave S - Power / #2228 2019-03
3903	04/03/2019	233.66	Idaho Power	City Property Exp.	Rev Alloc 4-1	129 Hansen St E - Power / #0226 2019-03
3903	04/03/2019	117.41	Idaho Power	160 Main Ave S.	Rev Alloc 4-1	160 Main Ave S - Power / #9168 2019-03
3904	04/03/2019	19.89	Intermountain Gas	160 Main Ave S.	Rev Alloc 4-1	160 Main Ave S - Gas / #6397230001 2019-03
3905	04/03/2019	97.95	PMT	City Property Exp.	Rev Alloc 4-1	Commons - Broadband Services / #858403-2 2019-03
3906	04/03/2019	98.39	The Gyros Shop	Meeting Expense	General	Lunch for 20190311 Meeting / #R0Ax
3907	04/03/2019	116.00	Times News	Legal Expense	General	RFP Publication for 282 Victory Ave / #78769
3907	04/03/2019	21.42	Times News	Legal Expense	General	2018 Annual Report Publication / #82718



Date: Monday, April 8, 2019
To: Urban Renewal Agency of the City of Twin Falls
From: Nathan Murray, Executive Director

Executive Director's Report

- Downtown Commons - Shade option
- Urban Renewal Area Plan for South Washington Development

Attachments:

1. Est. 18693 from Recreation Today

**RECREATION
TODAY**

Our Project Is Your
PLAYGROUND

Recreation Today
2414 E Railroad Street
Nampa ID 83687
Office 208 442-9350
Toll 800 481-8705
Fax 208 442-9351

customerservice@rectoday.net

Quote

Date	Quote #
11/26/2018	18693

Customer Billing Information

City of Twin Falls
Parks & Rec
136 Maxwell Ave
Twin Falls ID 83301

Ship To Location

Receiving Parks & Rec
136 Maxwell Avenue
Twin Falls, ID 83301
Attn: Rich Bay 208.420.4161

Project/Job	Payment Terms	Rep	State
	50% Deposit	KNH	ID

Qty	Description	Unit Price	Amount
1	Quotation Summary:		0.00
5	SRP - PRU1010 - 10' Portable Cantilever Umbrella Color:TBD	4,999.00	24,995.00
1	Freight Charges (Subject to Change) valid for 30 days for quote date	2,200.00	2,200.00

All Pricing Good for 30 Days.
Final payment on all equipment and freight due prior to delivery or installation.
Licenses: ID REC-31831 - OR 212128 - WA RECRET184500

Subtotal	\$27,195.00
Sales Tax (6.0%)	\$0.00
Total	\$27,195.00

~This "Quotation becomes a Sales Agreement and Contract only upon receipt by Merchant prior to expiration date of the signed copy by fax, mail, or hand delivery accompanied with a deposit in the amount shown above. Public entities may provide a Purchase Order in Lieu of a deposit.
~Payment of any amount invoiced is due upon delivery to the site, storage area or Merchants Storage yard: all payments are due at Merchant's address in Nampa Idaho as shown above. A finance charge of 1.5% per month will be charged on any unpaid balance which become past due with a minimum finance charge of \$1.00.
~Sales/Use Tax will be charged unless buyer provides a State of Idaho Tax Exemption Certificate at the time the order is placed.
~Applicable Manufacture's warranties apply on all products delivered. No additional warranties, express or implied, by Merchant or otherwise shall be in effect.

~Merchant disclaims all warranties express or implied including, but not limited to the implied warranties of merchantability and fitness for a particular purpose.
~Merchant will not be responsible for delays or damages due to government actions, state of war, civil unrest, strikes, and delays in production, delays by carriers, acts of god, or other causes beyond the control of the Merchant.
~This Agreement shall be governed by the laws of the State of Idaho. Merchant may subcontract or delegate its duties of performance to any reasonably qualified party. Signatures hereafter constitute an agreement to the terms and conditions as noted above.

Accept this quotation, sign and return: _____ Date: _____



Date: Monday, April 8, 2019
To: Urban Renewal Agency of the City of Twin Falls
From: Nathan Murray, Executive Director

DISCUSSION

Request:

160 Main Avenue South - Summit Creek Capital Project

Time Estimate:

N/A

Background:

Continuation of a discussion regarding the development of property owned at 160 Main Avenue South by the Urban Renewal Agency of the City of Twin Falls.

Approval Process:

N/A

Budget Impact:

N/A

Regulatory Impact:

N/A

Conclusion:

N/A

Attachments:

None



Date: Monday, April 8, 2019
To: Urban Renewal Agency of the City of Twin Falls
From: Jesse Schuerman, Staff Engineer

ACTION ITEM

Request:

Consideration of a request to approve the Scope of Work for a Downtown Transportation Study on the 2nd Avenues.

Time Estimate:

N/A

Background:

Our Main Street project has promoted more of a pedestrian-friendly and festive environment. With this comes an increased number of pedestrians and a desire for convenient parking.

One stakeholder on 2nd Avenue North has approached staff with a desire to increase parking and calm traffic on the Second Avenues.

The Idaho Transportation Department (ITD) permits changes to the 2nd Avenues considering they are part of State Highway 30. For these types of traffic calming measures to occur, ITD would require a study performed by a Professional Traffic Operations Engineer (PTOE).

Therefore, Staff has selected H.W. Lochner from our Professional Service Roster to scope out the traffic engineering work to make recommendations and responsible options to achieve this change.

Approval Process:

A majority vote by the Board would authorize the URA Director to contract with H.W. Lochner to prepare a traffic study on the 2nd Avenues.

Budget Impact:

The cost of the study is \$20,630.07.

Regulatory Impact:

N/A

Conclusion:

Staff believes that H.W. Lochner, Inc. is qualified for the study. The URA is tasked with making a decision to fund the study.

Attachments:

1. Second Avenues SOW
2. Second Ave Labor and Cost Estimate



Second Avenues East and West Scope of Work

SCOPE OF WORK

Second Avenues East and West
Twin Falls Urban Renewal Agency
March 2019

This planning study will present and analyze various options for Second Avenues East and West in downtown Twin Falls. The Twin Falls Urban Renewal Agency desires to calm traffic and improve pedestrian safety on Second Avenue East and North from Idaho Street East (Third Street East) to Seventh Street North (Lincoln Elementary School), and on Second Avenue West and South from Eden Street West to Idaho Street (Third Street South). Options will include reducing the 3-lane roadway sections to 2 lanes to add curb bulb-outs and shorten pedestrian crossing distances. Mid-block, the additional width created by removing a lane may be used for angled parking, wider sidewalks, and/or swales or bio retention planters that can store, reduce, and pre-treat storm water runoff, and double as snow storage in the winter.

The planning study will include a traffic analysis to determine what impacts the various roadway configuration options might have on traffic operations, particularly at the signalized intersections at Second Avenue East/North & Shoshone Street East, Second Avenue West/South & Shoshone Street South, and Third Street West & Second Avenue West.



Second Avenues East and West Scope of Work

TABLE OF CONTENTS

SCOPE OF WORK.....	1
Definitions and Acronyms	3
Implied Terms	4
Coordination of Scope of Work.....	4
1.0 ADMINISTRATION	4
1.1 Progress Reports	4
1.2 Project Administration.....	4
2.0 REVIEW PREVIOUS STUDIES	5
3.0 PROJECT TEAM / STAKEHOLDERS.....	5
3.1 Stakeholder Meetings	5
4.0 TRAFFIC CALMING STUDY	5
4.1 Existing Conditions	5
4.1.1 Land Use	5
4.1.2 Safety/Crash History	6
4.1.3 Traffic/Roadway	6
4.1.4 Bike/Ped.....	6
4.1.5 Transit	6
4.1.6 Utilities/Irrigation/Lighting	6
4.2 Study Area	6
4.3 Alternatives	6
4.4 Analysis	6



Second Avenues East and West Scope of Work

General

Consistent with professional standard of care, Consultant shall provide management, coordination and direction to project team and sub-consultants to complete project deliverables on time and within budget.

Definitions and Acronyms

ITD – Idaho Transportation Department

NTP – Notice to Proceed

Project Manager – (Also abbreviated as “PM”). The Twin Falls Urban Renewal Agency point of contact for the project.

SOW – Scope of Work

URA – Urban Renewal Agency



Second Avenues East and West Scope of Work

Implied Terms

In order to avoid confusing repetition of expressions in this Scope of Work, it is provided that whenever anything is to be required, directed, specified, authorized, furnished, given, designated, permitted, reserved, approved, disapproved, accepted, or rejected, it shall be understood as if the expression were followed by the words “by the Project Manager” or ”to the Project Manager”

Whenever anything is to be performed, designed, computed, calculated, analyzed, determined, evaluated, surveyed, obtained, established, contacted, estimated, investigated, prepared, developed, delivered, collected, and/or recorded, it shall be understood as if the expression were followed by the words “by the Consultant (either prime or sub)” or ”to the Consultant (either prime or sub).”

Coordination of Scope of Work

The Scope of Work and Professional Services Agreement are essential parts of the study, and a requirement occurring in one is as binding as though occurring in all. They are intended to be complementary and to describe and provide for a complete package.

Checkpoints or milestones have been established at various stages that require approval of specific project information. These checkpoints are:

Draft Study
Final Study

1.0 ADMINISTRATION

1.1 Progress Reports

Progress reports will be provided monthly throughout the project. Progress reports will include a summary of the previous month’s activities, tasks completed, status of tasks not yet completed, action items, and any issues with the budget or schedule.

Assumptions

- The project is expected to be 4 months in duration
- 4 progress reports are assumed to take 1 hour each to prepare. Additional progress reports must be approved by the URA.

1.2 Project Administration

Lochner will prepare monthly invoices, updated schedule, and invoice backup.

Assumptions

- 4 invoices will be prepared and submitted



Second Avenues East and West Scope of Work

2.0 REVIEW PREVIOUS STUDIES

Lochner will review the 2015 parking study by Kittleson and Associates and the Twin Falls Bike Plan to see how they relate to URA goals. These studies may affect what improvement options are presented and analyzed. On the other hand, revisions to these studies (particularly the bike plan) may be recommended if it makes sense to do so as part of the traffic calming effort.

Twin Falls Urban Renewal Agency Responsibilities

- Provide Consultant electronic or hard copies of previous studies

3.0 PROJECT TEAM / STAKEHOLDERS

Twin Falls Urban Renewal Agency is interested in including key stakeholders in this traffic calming study effort. Stakeholders should include representatives from Lincoln Elementary School, Magic Valley High School, the Post Office, Twin Falls Police (Lt. Ryan Howe), Twin Falls Code Enforcement (Shawn Stanley), and key business owners on the two corridors.

3.1 Stakeholder Meetings

Lochner will attend two coordination meetings at key points in the planning process. The first meeting will be scheduled shortly after NTP to discuss URA goals for the study and gather initial stakeholder input. The second meeting will be held after the completion of the Draft Study to present improvement options, analysis results, and gather comments.

Assumptions

- URA will lead the first meeting.
- Lochner will lead the second meeting.

Twin Falls Urban Renewal Agency Responsibilities

- Determine key stakeholders and make initial contacts/invitations
- Provide meeting locations

4.0 TRAFFIC CALMING STUDY

Lochner will prepare a traffic calming study to present and analyze various options for Second Avenues East and West in downtown Twin Falls. The TIS will include each of the following:

4.1 Existing Conditions

Lochner will document existing conditions on the two corridors. A site visit will be conducted to measure existing lane and sidewalk widths, take photos, and make observations to be included in the study.

4.1.1 Land Use

A brief summary of existing land uses on the two corridors will be prepared.



Second Avenues East and West Scope of Work

4.1.2 Safety/Crash History

A brief summary of the crash history on the two corridors will be prepared. The crash history will look at the most recent 5 years of data available. It is assumed that ITD WEBCARS data is available for the corridors.

4.1.3 Traffic/Roadway

AM and PM peak hour turning movement counts will be taken at the signalized intersections at Second Avenue East/North & Shoshone Street East, Second Avenue West/South & Shoshone Street South, and Third Street West & Second Avenue West. Traffic volumes and roadway conditions will be summarized.

Assumptions

- L2 Data, as a vendor to Lochner, will furnish AM and PM peak hour turning movement volumes.

4.1.4 Bike/Ped

Pedestrian and bicycle facilities will be summarized.

4.1.5 Transit

Fixed route transit routes on the corridors will be summarized.

4.1.6 Utilities/Irrigation/Lighting

A brief summary of existing utilities, irrigation facilities, and street lighting will be prepared.

4.2 Study Area

A map of the study area will be prepared.

4.3 Alternatives

Descriptions and a graphic of each alternative will be prepared. Alternatives are expected to include:

- Angled parking,
- Wider sidewalks, and/or
- Swales or bio retention planters.

Additional alternatives may come out of the initial stakeholder meeting. All alternatives will include curb bulb-outs to reduce pedestrian crossing distances.

4.4 Analysis

Lochner will analyze existing traffic volumes with the existing roadway section (three lanes) and with a reduction to two lanes at each of the signalized intersections. Delay and Level of Service results will be summarized.



Second Avenues East and West Scope of Work

Products and Deliverables

- Draft Study
- Final Study

Assumptions

No other work is implied by this Scope of Work. Examples of work not included in this Scope of Work include, but are not limited to, Environmental, Public Involvement, Construction Cost Estimating, and Construction Scheduling.

CONSULTANT NAME: HW Lochner, Inc.
PROJECT NAME: Second Avenues East and West
PROJECT NUMBER:

Direct Labor

Classification	Hours	Hourly Rate (Loaded)	Loaded Labor Cost
Principal	4.0	\$203.73	\$814.92
Project Manager	89.0	\$157.35	\$14,004.15
Graphics	28.0	\$96.72	\$2,708.16
Admin.	8.0	\$93.48	\$747.84
Totals	129.0		\$18,275.07

Direct Expenses

Expense Description	Cost
Project Visits/Meetings (3)	\$405.00
L2 Data	\$1,950.00
Total Expenses	\$2,355.00

Subtotal **\$20,630.07**

Subconsultants

\$0.00
\$0.00

Total **\$20,630.07**