A G E N D A

IDAHO TRANSPORTATION BOARD

April 18-19, 2018

YOUR Safety • • • ▶ YOUR Mobility • • • ▶ YOUR Economic Opportunity

A G E N D A

Regular Meeting of the
Idaho Transportation Board

April 18-19, 2018

KEY:
ADM = Administration
CD = Chief Deputy
OP = Operations

April 18, 2018 — Page # — **Time***
Williams Conference Center
Lewis Clark State College
Lewiston, Idaho

Pre-meeting agenda review

1. BOARD MINUTES – March 14-15, 2018 .....6 **11:00**

2. BOARD MEETING DATES 15
May 16-17, 2018 – District 5
June 19-21, 2018 – District 4
July 18-19, 2018 – District 6

3. CONSENT CALENDAR.....16

OP ___ 2017 Children Pedestrian Safety update 17
OP ___ Advance US-12, Valley View Drive Turnbay from FY21 to FY18.....20
OP ___ Advance FY19 Elmore County Sealcoats to FY18 21
OP ___ Modify the Americans with Disabilities Act Ramp Program.....22
OP ___ HDR term agreement extension.....26
OP ___ Approval to exceed the $1 million limit on consultant agreement with WSP.....27
OP ___ Request to exceed $1 million professional services agreement limit 28
OP ___ Request to exceed $1 million professional services agreement limit 29
OP ___ Request to exceed $1 million professional services agreement limit 30
OP ___ Request to exceed $1 million professional services agreement limit 31
OP ___ Hammett Business Loop and Union Pacific Railroad Bridge 32
OP ___ Contracts for award 33

*All listed times are local time and are estimates only. The Board reserves the right to move agenda items and adjust the time schedule. The meeting is open to the public, except for the executive session.

April 18, 2018
Williams Conference Center
Lewis Clark State College

			Page #	Time*
	4.	**INFORMATIONAL CALENDAR**		
ADM	___	State Fiscal Year 2018 financial statements	46	
ADM	___	Monthly reporting of federal formula program funding through March	61	
ADM	___	Non-construction professional service contracts	63	
OP	___	Contract awards and advertisements	64	
OP	___	Report on professional services agreements and term agreement work tasks	70	
	5.	**DIRECTOR'S MONTHLY REPORT ON ACTIVITIES**		**11:05**
	6.	**MONTHLY LEGISLATIVE UPDATE:** Governmental Affairs Program Specialist Ramón Hobdey-Sanchez		**11:30**
	7.	**AUDIT UPDATE:** Controller Dave Tolman		**11:40**
	8.	**ADOPT-A-HIGHWAY PRESENTATION:** Gamma Phi Beta Xi Chapter		**11:45**
	9.	**EXECUTIVE SESSION** (working lunch**) PERSONNEL ISSUES [SECTION 74-206(a), (b)] LEGAL ISSUES [SECTION 74-206(c), (d), (f)]		**11:50**
	10.	**DISTRICT 2 REPORT**: District Engineer Dave Kuisti		**1:00**
	11.	**AGENDA ITEMS**		
OP Tomlinson	___	High school seat belt challenge	79	**1:20**
OP Kanownik	___	Long-Range Transportation Plan	80	**1:45**
CD McGourty	___	Public Transportation Plan *(Resolution on page 147)*	84	**2:05**
CD Schroeder	___	Status of GARVEE-managed projects	148	**2:25**
CD Bristol-Hogue	___	Modernization update	148A	**2:55**

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April 18, 2018
Williams Conference Center
Lewis Clark State College

		Page #	Time*
12.	**POLICY INTRODUCTION**	149	**3:10**
	Board Policy 4001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts	150	
	deletion of B4010 Authority to Sign Agreements, Compacts, or Arrangements with other State on behalf of Idaho	158	
	Administrative Policy 5001 Authority to Sign Contracts, Agreements, and Grants and Requirement to Report Certain Contracts	159	
	formerly: A-01-09, Authority to Sign Contracts, Agreements, or Grants and their Registration	173	
	A-06-08, Professional Services Agreements	179	
	A-14-06, Approval of Plans/Specifications/Estimates and the Award of Construction Projects	182	
	A-30-02, Authority to Sign Agreements, Compacts, or Arrangements with other State on behalf of Idaho	183	

April 19, 2018
Lewiston, Idaho

13.	**DISTRICT 2 TOUR**	
	Depart Hampton Inn, 2701 Nez Perce Drive, Lewiston, US-95 south	**7:30**
	Arrive Winchester, Nez Perce Express	**8:15**
	Depart Winchester, US-95 and SH-3	**8:35**
	Arrive Soil Nail Wall; tour	**9:30**
	Depart, SH-3 north	**9:50**
	Arrive Bovill, Kaolinite Minerals Inc.	**10:35**
	Depart Bovill	**11:15**
	Arrive Deary; lunch, Pie Safe Bakery	**11:35**
	Depart Deary	**12:35**
	Arrive Bennett lumber; tour	**1:20**
	Depart Bennett lumber	**1:50**
	Arrive Potlatch; meet with Mayor Brown	**2:05**
	Depart Potlatch, US-95 south	**2:35**
	Arrive Moscow; meet with city officials	**3:00**
	Depart Moscow, US-95 south	**3:30**
	Arrive Lewiston; tour ends	**4:10**

***The meal will be served and reimbursed by the department. Meal reimbursement will not be claimed by any employee participating in the working lunch. Attendance is mandatory.*

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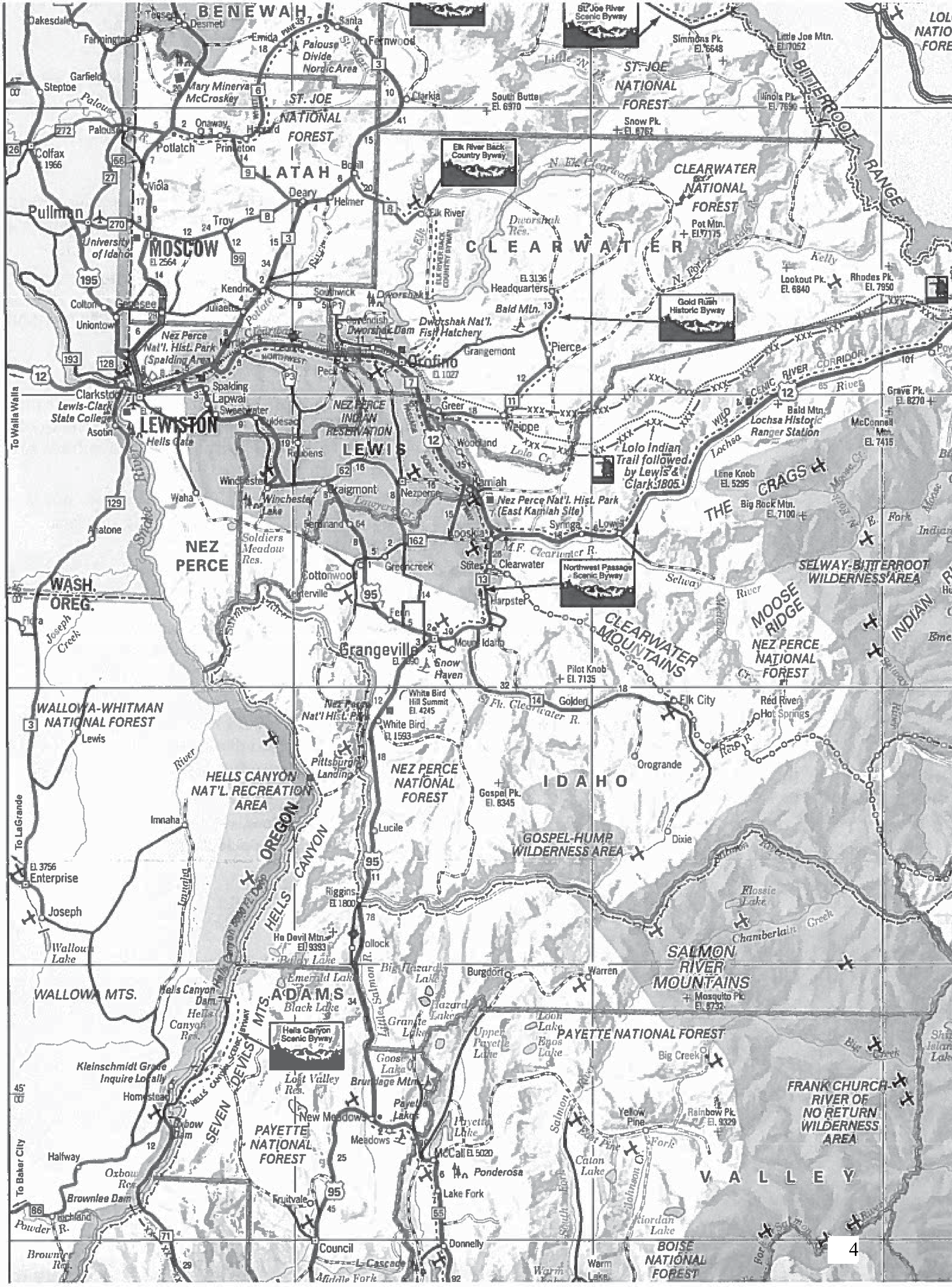

BENEWAH
LATAH
CLEARWATER
LEWIS
NEZ PERCE
IDAHO
ADAMS
VALLEY
ST. JOE NATIONAL FOREST
CLEARWATER NATIONAL FOREST
NEZ PERCE NATIONAL FOREST
PAYETTE NATIONAL FOREST
BOISE NATIONAL FOREST
WALLOWA-WHITMAN NATIONAL FOREST
HELLS CANYON NAT'L. RECREATION AREA
NEZ PERCE INDIAN RESERVATION
SELWAY-BITTERROOT WILDERNESS AREA
GOSPEL-HUMP WILDERNESS AREA
FRANK CHURCH-RIVER OF NO RETURN WILDERNESS AREA
BITTERROOT RANGE
CLEARWATER MOUNTAINS
SALMON RIVER MOUNTAINS
SEVEN DEVILS MTS.
WALLOWA MTS.
MOOSE RIDGE
THE CRAGS
HELLS CANYON
WASH.
OREG.
OREGON
St. Joe River Scenic Byway
Elk River Back Country Byway
Gold Rush Historic Byway
Northwest Passage Scenic Byway
Hells Canyon Scenic Byway
Lolo Indian Trail followed by Lewis & Clark 1805
WILD AND SCENIC RIVER CORRIDOR
Lochsa Historic Ranger Station
Nez Perce Nat'l. Hist. Park (Spalding Area)
Nez Perce Nat'l. Hist. Park (East Kamiah Site)
Dworshak Nat'l. Fish Hatchery
Palouse Divide Nordic Area
Mary Minerva McCroskey
University of Idaho
Lewis-Clark State College
Pullman
MOSCOW
LEWISTON
Clarkston
Asotin
Orofino
Grangeville
Kamiah
Kooskia
Cottonwood
Elk City
White Bird
Riggins
McCall
New Meadows
Council
Enterprise
Joseph
Pierce
Weippe
Headquarters
Troy
Deary
Potlatch
Palouse
Colfax
Genesee
Kendrick
Craigmont
Winchester
Nezperce
Lapwai
Harpster
Stites
Clearwater
Lucile
Pollock
Burgdorf
Warren
Yellow Pine
Donnelly
Lake Fork
Meadows
Halfway
Homestead
Imnaha
Lewis
Waha
Anatone
Elk River
Bovill
Clarkia
Fernwood
Santa
Emida
Desmet
Tensed
Oakesdale
Farmington
Garfield
Steptoe
Colton
Uniontown
Juliaetta
Greer
Woodland
Syringa
Lowell
Golden
Orogrande
Dixie
Red River Hot Springs
Snow Haven
Mount Idaho
Fenn
Keuterville
Ferdinand
Reubens
Culdesac
Sweetwater
Spalding
Peck
Ahsahka
Grangemont
Helmer
Viola
Onaway
Princeton
Harvard
Southwick
Cavendish
Dworshak Dam
Dworshak Res.
Soldiers Meadow Res.
Winchester Lake
Wallowa Lake
Hells Canyon Dam
Oxbow Dam
Brownlee Dam
Kleinschmidt Grade Inquire Locally
Payette Lake
Big Creek
Ponderosa
Fruitvale
Lolo Cr.
Lochsa R.
Selway River
Snake River
Salmon R.
Little Salmon R.
Chamberlain Creek
Pilot Knob El. 7135
Gospel Pk. El. 8345
Rainbow Pk. El. 9329
Mosquito Pk. El. 8732
He Devil Mtn. El. 9393
Big Rock Mtn. El. 7100
Lone Knob El. 5295
Grave Pk. El. 8270
Rhodes Pk. El. 7950
Lookout Pk. El. 6840
Pot Mtn. El. 7175
Snow Pk. El. 6762
South Butte El. 6970
Simmons Pk. El. 6648
Little Joe Mtn. El. 7052
To Walla Walla
To LaGrande
To Baker City

APRIL 18-19, 2018
BOARD MEETING IN DISTRICT 2

Travel and Lodging Accommodations

Tuesday – April 17, 2018

	Lewiston	Arrive; overnight at Hampton Inn, 2701 Nez Perce Drive; ph. 208-743-9004 L. Allen - #97421549 McGrath - #97421549

Wednesday – April 18, 2018

8:45 AM	Boise	King Air departs: K Allen, DeLorenzo, Higgins, Rindlisbacher, and Whitehead
9:35 AM	Pocatello	Arrive at Av Center: pick up Gagner, Horsch, and Kempton
9:50 AM	"	Depart
10:15 AM	Lewiston	King Air arrives
11:00 AM	"	Business meeting, Williams Conference Center, Lewis Clark State College
3:30 PM	"	Meeting adjourns, estimated time
	"	Dinner
	"	Overnight at Hampton Inn, 2701 Nez Perce Drive; ph. 208-743-9004 K. Allen - #93752877 McGrath - #97421549 L. Allen - #97421549 Horsch - #93752877 DeLorenzo - #93752877 Kempton - #93752877 Gagner - #93752877 Rindlisbacher - #93752877 Higgins - #93752877 Whitehead - #93752877

Thursday – April 19, 2018 – tentative plans

7:30 AM	Lewiston	Depart hotel for tour
4:15 PM	"	Tour ends
4:30 PM	"	King Air departs: K Allen, DeLorenzo, Gagner, Higgins, Horsch, Kempton, Rindlisbacher, and Whitehead
6:55 PM	Pocatello	Arrive at Av Center: drop off Gagner, Horsch, and Kempton
8:00 PM	Boise	King Air arrives

Listed times are in local time.

SSH:disttour.doc – 4/09/18

REGULAR MEETING OF THE IDAHO TRANSPORTATION BOARD

March 14-15, 2018

The Idaho Transportation Board met at 9:00 AM on Wednesday, March 14, 2018 at the Idaho Transportation Department in Boise, Idaho. The following principals were present:

Jerry Whitehead, Chairman
Lee Gagner, Vice Chairman – District 6
Jim Coleman, Member – District 1
Janice B. Vassar, Member – District 2
Julie DeLorenzo, Member – District 3
Jim Kempton, Member – District 4
Dwight Horsch, Member – District 5
Brian W. Ness, Director
Scott Stokes, Chief Deputy
Sue S. Higgins, Executive Assistant and Secretary to the Board

Tours. The Board traveled to the State Chinden Complex and toured the campus. In the afternoon it visited Idaho State Police in Meridian. The focus of the tour was the forensics lab, the Bureau of Criminal Identification, the Drug Recognition Expert program, and the E-citation program.

WHEREUPON, the tour ended at 4:05 PM.

March 15, 2018

The Board convened at 8:30 AM on Thursday, March 15, 2018 at the Transportation Department in Boise, Idaho. All members were present. Deputy Attorney General Larry Allen was also in attendance. Director Ness was absent.

Member Horsch made a motion to amend the agenda to add an executive session. Member Vassar seconded the motion and it passed unanimously.

Consent Items. Member Vassar made a motion, seconded by Member Horsch, and passed unopposed, to approve the following resolution:

RES. NO. ITB18-07

WHEREAS, consent calendar items are to be routine, non-controversial, self-explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

NOW THEREFORE BE IT RESOLVED, that the Board approves the removal of 21st Street Avenue Union Pacific Railroad (UPRR) Railroad Crossing, Caldwell project and the advance of the Look Lane UPRR Railroad Crossing, Caldwell project; the addition of the SH-75, Ketchum-Challis Highway Avalanche Repair,

Custer County project; exceeding the $1 million limit on a consultant agreement with HDR; contracts for award; and the state institution road improvement.

1) Remove 21st Avenue UPRR Railroad Crossing and Advance Look Lane UPRR Railroad Crossing, Caldwell. Because the City of Caldwell will complete the $575,000 21st Avenue UPRR Railroad Crossing project, key #20008, with its own resources, it requests the removal of the project from the Idaho Transportation Investment Program (ITIP). Staff requests approval to advance the Look Lane UPRR Railroad Crossing project, key #20355, for $575,000 from FY21 to FY19 and to adjust the ITIP accordingly.

2) Add SH-75, Ketchum-Challis Highway Avalanche Repair, Custer County. During the 2016/2017 winter, the unusually large amount of snow resulted in avalanches above the rockfall protection work that was completed previously on SH-75. Staff requests the addition of a SH-75, Ketchum-Challis Highway Avalanche Repair project in Custer County to FY18 of the Federal Lands Access Program. The almost $2 million project will replace and repair the damaged rockfall protection systems and guardrail. The Federal Lands Access Program will provide the majority of the funds with ITD responsible for a 7.34% match, or $145,699. The project will be administered by the Federal Highway Administration-Western Federal Lands. Staff also requests approval to amend the ITIP.

3) Approval to Exceed the $1 Million Limit on a Consultant Agreement with HDR. HDR is finishing Phase A, which includes gathering corridor information, identifying environmental and resource concerns, developing a public involvement plan, developing travel demand forecasts, identifying existing and forecasting no-build operational and capacity level of service, developing the purpose and need, and pre-study activities for the environmental process for improvements to the I-15 and US-20 connection, exits 118 and 119 in Idaho Falls, key #20065. Staff requests approval to exceed the $1 million consultant services limit so HDR can complete Phase B. That work includes a Planning and Environmental Linkage study, National Environmental Policy Act documents and environmental clearance, material phase 1 report, value planning study, and the capital improvement plan for the main corridor connections between I-15 and US-20.

4) Contracts for Award. The low bids on the following projects were more than ten percent over the engineer's estimate, requiring justification. The Mobilization and Retaining Wall – Soldier Pile items were bid significantly higher than the engineer's estimate on keys #18873 and #19015 – Southwick and Coyote Grade Guardrail, Nez Perce County and Clear Creek Road Guardrail, Idaho County, District 2. The variation is likely a reflection of the current high demand for all types of contractors, especially those subcontractors specialized in construction of soldier pile retaining walls. The Local Highway Technical Assistance Council (LHTAC) does not believe re-advertising the project would result in significant savings and noted that the project was initially advertised about one year ago. One bid was received at that time and it also exceeded the engineer's estimate. The analysis indicates the low bid is valid with no irregularities. LHTAC and the project sponsors recommend awarding the contract. Low bidder: Railco, LLC - $525,256.

The major differences in the engineer's estimate versus the low bid on key #13979 – US-30, East 4000 North Road, Twin Falls County, District 4, were in the Excavation, ¾" Aggregate Type B Base, Superpave Hot Mix Asphalt Pavement Including Asphalt and Additives, and Mobilization items. The engineer's estimate was based on the unit price schedule of 2017 and on observation of past experience with similar projects. Staff believes the higher prices are due primarily to higher asphalt prices and additional costs charged for low quantities. Additionally, contractors in the area are near capacity with work and only two bids were received. The District does not believe re-advertising the project will result in lower bids and recommends awarding the contract. Low bidder: Knife River Corporation - Northwest - $646,646.

5) State Institution Road Improvement Project. In accordance with Idaho Code 40-310(14), Board Policy 4045 State Institution Road Improvement allocates $30,000 annually for the construction, alteration, repair, or maintenance of roadways in, through, or around the grounds of state institutions. The Division of Public Works requests funds for ongoing maintenance on parking and driving areas around the Eastern Idaho Technical College/College of Eastern Idaho campus. The project is estimated to cost $60,000; however, the additional funds will be provided by the agency or the scope of work will be reduced. Governor Otter supports this recommendation.

Informational Items. 1) State FY18 Financial Statement. Revenues to the State Highway Account from all state sources were ahead of projections by 2.5% at the end of January. Of that total, receipts from the Highway Distribution Account were 2.2% or $2.7 million more than forecast. State revenues to the State Aeronautics Fund were ahead of projections by 7.9%, or $139,000. Expenditures were within planned budgets. Personnel costs had savings of $11.4 million or 15.1% due to reserves for horizontal career path increases, vacancies, and timing between a position becoming vacant and being filled. ITD had 96 vacancies at the end of January. Contract construction cash expenditures of $288 million through January exceeded any from the past three years.

The balance of the long term investments was $164.1 million at the end of January. These funds are obligated against construction projects and encumbrances. The long term investments plus the cash balance of $77 million were $31 million less than the end of June. Expenditures in the Strategic Initiatives Program Fund through January were $6 million. Deposits into the new Transportation Expansion and Congestion Mitigation Fund were $10.2 million year-to-date.

2) Monthly Reporting of Federal Formula Program Funding through February. Idaho received obligation authority of $130 million through March 23 via a continuing resolution. This corresponds to $128.1 million with match after a reduction for prorated indirect costs. Apportionments were $301.7 million, which includes Redistribution of Certain Authorized Funds. Currently, obligation authority is 43.1% of apportionments. Of the $128.1 million allotted, $41 million remains.

3) Non-Construction Professional Service Contracts Issued by Business and Support Management (BSM). The BSM Section did not execute any professional service agreements in the previous month.

4) Contract Awards and Advertisements. Key #19431 – I-90, Blue Creek Bay Bridge, Kootenai County, District 1. Low bidder: Record Steel & Construction Inc. dba RSCI - $10,856,491.

Key #20290 – Delineators and Signage, St. Joe River Road, Benewah County, District 1. Low bidder: Northwest Landscape LLC – $88,203.

Key #18830 – I-84, Sign Structures, Exits 26 and 27, District 3. Low bidder: Coral Construction Company - $831,153.

Key #20295 – Signals and Turn Bay, Shoshone Street, Twin Falls, District 4. Low bidder: Electric 1 West, Inc. - $952,671.

The list of projects currently being advertised was provided.

5) Professional Services Agreements and Term Agreement Work Tasks Report. From February 2 through February 22, 33 new professional services agreements and work tasks were processed, totaling $4,491,931. One supplemental agreement to an existing professional services agreement was processed during this period in the amount of $101,000.

Executive Session on Personnel Issues. Member Coleman made a motion to meet in executive session at 8:35 AM to discuss personnel issues as authorized in Idaho Code Section 74-206(b). Member Horsch seconded the motion and it passed 6-0 by individual roll call vote.

The personnel discussion focused on an evaluation.

The Board came out of executive session at 9:35 AM.

Vice Chairman Gagner left the meeting at this time.

Director's Report. Via a pre-recorded video, Director Ness reported that the Joint Finance and Appropriations Committee (JFAC) approved ITD's budget last week with two main deviations from the Governor's budget recommendation. It does not fund construction of a new District 4 administrative office and it includes $1.5 million in highway operations funding for the purchase of a new airplane instead of funding from the General Fund. Other Department activities included a rockslide closed a portion of I-90 last week, Idaho received a federal $3.2 million Transportation Investments Generating Economic Recovery grant for a rail line in District 2, 25 employees are participating in an internal Emerging Leaders Program, an onboarding program has been developed to provide assistance to new employees, and innovations are now being posted on the external website. He also recognized Port of Entry employee Tysha Darrington for her customer service.

Chief Operations Officer (COO) Travis McGrath said 75 of the 79 FY18 projects have been advertised and seven FY19 projects have been awarded. An ITIP Program Management Office has been established to help coordinate statewide project delivery. The Department's roads have been clear of snow and ice 84% of the time this winter. Although the beginning of

winter was fairly mild, last month was more challenging. He also mentioned that work is continuing on the Enterprise Risk Management initiative. Risk controls are being identified and implemented to reduce the likelihood of a threat occurring.

Chairman Whitehead thanked staff for the updates.

The entire Director's Board Report can be viewed at http://itd.idaho.gov/Board.

Employee Service Awards. The Board participated in the Employee Service Awards. Member Coleman provided remarks on behalf of the Board.

Legislative Report. Mollie McCarty, Governmental Affairs Manager (GAM) elaborated on the JFAC-approved appropriations. Fifteen line items were approved, including highway safety and technology projects. She provided an update on a number of bills the Department has been monitoring on various topics, including special license plates, open meeting requirements, driving under the influence and ignition interlock devices, and overlegal permits. She expressed appreciation to the numerous staff members that have been instrumental in analyzing legislation and providing information.

The Board thanked GAM McCarty for the legislative update and for her exemplary efforts.

FY19 Budget Status Update. Financial Manager – Financial Planning & Analysis (FM-FP&A) Joel Drake said the Department's two supplemental appropriation bills have either been signed by the Governor or transmitted to him. He summarized the FY19 appropriation bill that JFAC passed earlier this month. In addition to the information provided earlier, the bill also includes a 3% change in employee compensation.

Chairman Whitehead thanked FM-FP&A Drake for the information and for his commendable work on the budget.

Human Resources Annual Report. Chief Human Resources Officer (CHRO) Brenda Williams provided statistics and information on Human Resources' activities. The Department made a concerted effort to fill vacancies during calendar year 2017, which resulted in a 43% increase in recruitment activity. The turnover rate was 14.8%, which was slightly more than during 2015 and 2016. The office helped develop the new onboarding process, revamped the employee safety program, established the internal Emerging Leaders Program, and made employee safety a higher priority. It coordinated another successful Heavy Equipment Operator Training class, as 90% of the trainees were employed within one month of completing the program.

The presentation also included employees' testimonials on Human Resources' impact. CHRO Williams summarized future plans: establish an equipment training program, complete the performance management system, create a safety blueprint, provide leadership career development, and improve employee engagement.

Chairman Whitehead thanked CHRO Williams for the informative presentation.

Executive Session on Personnel and Legal Issues. Member DeLorenzo made a motion to meet in executive session at 11:55 AM to discuss personnel and legal issues as authorized in Idaho Code Section 74-206(b), (d), and (f). Member Vassar seconded the motion and it passed 5-0 by individual roll call vote.

The discussions on legal matters related to operations. The personnel item related to the performance of an employee.

The Board came out of executive session at 1:10 PM.

Valley Regional Transit (VRT) Short Range Plan. Stephen Hunt, VRT Principle Planner, said VRT is responsible to serve Ada and Canyon Counties' public transportation needs, coordinate services, and encourage the private sector to deliver transportation solutions. It is developing a short range plan to address the travel needs and provide a blueprint for the future of public transportation in the Treasure Valley. The Plan addresses services and capital projects aimed at lowering the cost of urban transportation. It includes plans for significant growth in fixed route and other VRT programs. The six-year plan addresses how the citizens of the two counties can maintain the freedom to move while the region continues to add more jobs, people, and opportunities. The VRT Board is expected to act on the draft plan in April.

Chairman Whitehead thanked Mr. Hunt for the overview on the short range plan.

Public Transportation 2018-2020 Application Funding Recommendations. Kim McGourty, Public Transportation Manager (PTM), summarized the application process, timeline, and recommended public transportation projects for the 2018-2020 rural awards and the 2018-2019 Intercity Bus funding.

Member Vassar made a motion, seconded by Member Coleman, and passed unanimously, to approve the following resolution:

RES. NO. ITD18-08

WHEREAS, the Public Transportation Office is charged with soliciting, reviewing, and programming public transportation projects in the rural areas of Idaho; and

WHEREAS, the Idaho Transportation Board serves as the final approver of Federal Transit Administration (FTA) funded projects in Idaho before being submitted to FTA; and

WHEREAS, the funding sources include four FTA grants, the 5310 Elderly and Persons with Disabilities Program, 5311 Rural Formula Program, 5311(f) Intercity Bus Program and 5339 Bus and Bus Facilities Program, and one State grant Vehicle Investment Program; and

WHEREAS, the Public Transportation Office has solicited, reviewed, provided for public comment, presented and received unanimous concurrence from the Public Transportation Advisory Council on the proposed projects.

NOW THEREFORE BE IT RESOLVED, that the Board acknowledges the projects proposed, as shown as Exhibit #492, which is made a part hereof with like effect, and approves the rural funding amount of $17,294,878, and Intercity Bus program funding amount of $702,704 for submittal to the FTA for final approval; and

BE IT FURTHER RESOLVED, that these projects are submitted for inclusion in the FY18-21 Statewide Transportation Investment Program and programmed in FY18.

Chairman Whitehead thanked PTM McGourty for the presentation.

Relinquishment of Coeur d'Alene Lake Drive to Local Agencies. Ben Ward, District 1 Traffic Engineer, said Coeur d'Alene Lake Drive was US-10 prior to the construction of I-90 in Coeur d'Alene. Since then, the route has functioned as a local road, and the Department and Board Subcommittee on State Highway System Adjustments have discussed relinquishing the road to local jurisdictions. A task force established in 2014 developed a master plan for the corridor. It identified the City of Coeur d'Alene and East Side Highway District as the appropriate entities to assume jurisdiction of the road. Both agencies are now receptive to that and have signed Road Closure and Maintenance Agreements to that effect. The agreements require ITD to provide $840,000 to the City of Coeur d'Alene and $2,707,000 to East Side Highway District for operation and maintenance.

Member Coleman said the route serves recreational and tourist traffic and provides access to the local population. It functions as a local road. Yesterday, the Subcommittee on State Highway System Adjustments recommended proceeding with the relinquishment.

Member Coleman made a motion, seconded by Member Vassar, and passed unopposed, to approve the following resolution:

RES. NO. ITB18-09

WHEREAS, it has long been desired to remove Coeur d'Alene Lake Drive (Old US-10) from the state highway system and have it function as a local road under local jurisdiction; and

WHEREAS, Coeur d'Alene Lake Drive functions as a local road and therefore should be managed by the City of Coeur d'Alene and East Side Highway District; and

WHEREAS, the Idaho Transportation Department completed a Master Plan for Coeur d'Alene Lake Drive to memorialize maintenance needs and costs as well as notable features and risks; and

WHEREAS, ITD, with concurrence from the Idaho Transportation Board Subcommittee on State Highway System Adjustments, has successfully

negotiated terms with the City and Highway District around the foundation of the Master Plan and codified in state and local agreements; and

WHEREAS, the City of Coeur d'Alene has signed an agreement to take jurisdictional control of the portion of Coeur d'Alene Lake Drive from Sherman Avenue to Silver Beach Road; and

WHEREAS, East Side Highway District has signed an agreement to take jurisdictional control of the portion of Coeur d'Alene Lake Drive from Silver Beach Road to Higgens Point.

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the transfer of Coeur d'Alene Lake Drive to the City of Coeur d'Alene and East Side Highway District according to the signed agreements and Official Minute Entry, as shown as Exhibit #493, which is made a part hereof with like effect; and

BE IT FURTHER RESOLVED, that the Board authorizes allocation of $3,547,000 funds to cover future care and maintenance as stipulated in the agreements. The funding is to be provided via a combination of FY18 statewide balancing and current available bid savings and FY18 Board Unallocated Program funds.

Chairman Whitehead thanked Traffic Engineer Ward and Member Coleman for their work on this important project.

Educational Meeting with Magic Valley Stakeholders Regarding Metropolitan Planning Organizations. Maranda Obray, Senior Transportation Planner (STP), said the federal government designated Twin Falls and Jerome Counties as a Metropolitan Statistical Area (MSA) last year. Statistical data about MSAs help government officials and businesses review information about per capita income, spending patterns, and unemployment rates. This designation created some confusion with a Metropolitan Planning Organization (MPO) designation. An MPO is an area with more than 50,000 in population and is a federally mandated and funded transportation policy-making organization that is made up of representatives from local government and governmental transportation authorities.

STP Obray reported that due to the confusion with the designation and in anticipation that the Twin Falls urban area will meet the 50,000 population threshold to be designated as an MPO after the 2020 census, staff met with community leaders and agencies to discuss the various designations. It assured the community that ITD is committed to making the Magic Valley MPO successful within the next five years. Staff intends to meet with local elected officials in the fall to continue these discussions and to provide assistance with determining the MPO membership, structure, and adopted policies.

Chairman Whitehead thanked STP Obray for the report.

Introduction of New ITIP Program Manager. ITIP Program Manager Randy Gill said he will oversee the new ITIP Program Management Office in the Division of Engineering Services. It was established to provide statewide assistance with project delivery. The office will manage the ITIP, provide project management leadership, and assist with cost estimating.

The Board congratulated ITIP Program Manager Gill on his new position.

North America Plate Update. Compliance Program Manager (CPM) Reymundo Rodriguez summarized the Idaho North America Plate program enacted in 2009. It allows both Idaho-based and non-Idaho-based trailers to have permanent Idaho registrations and plates for a one-time fee. The plate remains with the trailer for as long as the title-holder retains ownership of the trailer. The customer may also print its logo on the plate. The plates were marketed. Sales of the plates have increased the past several years and to date total 46,806.

Chairman Whitehead thanked CPM Rodriguez for the report.

Vice Chairman. Without objection, the Board concurred with retaining Lee Gagner as vice chairman.

Board Subcommittee Assignments. Chairman Whitehead asked Member Horsch to serve as chairman of the Subcommittee on State Highway System Adjustments and Member Coleman to serve as the second permanent member. Both Members concurred. Chairman Whitehead dissolved the Board Subcommittees on Right-of-Way/Access Management and Local Coordination/Permitting due to lack of activity. Vice Chairman Gagner and Member DeLorenzo will continue serving on the Subcommittee on Audits; Members Kempton and Vassar will continue serving on the Subcommittee on Policies; and Members Kempton, Horsch, and Coleman will continue as members of the Subcommittee on 129,000 Pound Truck Routes.

Board Minutes. Member DeLorenzo made a motion to approve the minutes of the regular Board meeting held on February 21, 2018 as submitted. Member Horsch seconded the motion and it passed unopposed.

Board Meeting Dates. The following meeting dates and locations were scheduled:
April 18-19, 2018 – District 2
May 16-17, 2018 – District 5
June 19-21, 2018 – District 4

WHEREUPON, the Idaho Transportation Board's regular monthly meeting officially adjourned at 2:20 PM.

_____
JERRY WHITEHEAD, Chairman
Idaho Transportation Board

Read and Approved
_____, 2018
_____, Idaho

BOARD MEETING DATES

2018

May 16-17 – District 5
June 20-21 – District 4
July 18-19 – District 6
August 15-16 – District 1

September 12-13 – District 3 (tentative)
October 17 – Boise (tentative)
November 14 – Boise
December 12 – Boise

S M T W T F S	S M T W T F S	S M T W T F S	S M T W T F S
January	**February**	**March**	**April**
X 2 3 4 5 6	1 2 3	1 2 3	1 2 3 4 5 6 7
7 8 9 10 11 12 13	4 5 6 7 8 9 10	4 5 6 7 8 9 10	8 9 ~~10~~ ~~11~~ 12 13 14
14 ~~15~~ X 16 (17) 18 19 20	11 12 13 14 15 16 17	11 12 13 (14 15) 16 17	15 16 17 (18 19) 20 21
21 22 23 24 25 26 27	18 ~~19~~ X 20 (21) 22 23 24	18 19 20 21 22 23 24	22 23 24 25 26 27 28
28 29 30 31	25 26 27 28	25 26 27 28 29 30 31	29 30
May	**June**	**July**	**August**
1 2 3 4 5	1 2	1 2 3 X 5 6 7	1 2 3 4
6 7 8 9 10 11 12	3 4 5 6 7 8 9	8 9 10 11 12 13 14	5 6 7 8 9 10 11
13 14 15 (16 17) 18 19	~~10~~ ~~11~~ ~~12~~ ~~13~~ ~~14~~ 15 16	15 16 17 (18 19) 20 21	12 13 14 (15 16) 17 18
20 ~~21~~ ~~22~~ ~~23~~ ~~24~~ 25 26	17 18 (19 20 21) 22 23	22 23 24 25 26 27 28	19 20 21 22 23 24 25
27 X 29 30 31	24 25 26 27 28 29 30	29 30 31	26 27 28 29 30 31
September	**October**	**November**	**December**
30 1	1 2 3 4 5 6	1 2 3	30 31 1
2 X 4 5 6 7 8	7 X 9 10 11 12 13	4 5 6 7 8 9 10	2 3 4 5 6 7 8
9 10 11 (12 13) 14 15	14 15 16 (17) 18 19 20	11 ~~12~~ 13 (14) 15 16 17	9 10 11 (12) 13 14 15
16 17 18 19 ~~20~~ ~~21~~ ~~22~~	21 22 23 24 25 26 27	18 19 20 21 X 23 24	16 17 18 19 20 21 22
~~23~~ ~~24~~ 25 26 27 28 29	28 29 30 31	25 26 27 28 29 30	23 24 X 26 27 28 29

"X" = holiday
"-----" = conflicts such as AASHTO/WASHTO conferences (or Board/Director conflicts)

Other dates of interest:
May 21-24: AASHTO Spring meeting – Franklin, TN
June 10-13: WASHTO annual meeting – Rapid City, SD
September 20-24: AASHTO annual meeting – Atlanta, GA

Action: Approve the Board meeting schedule.

SSH:mtgsched.docx

IDAHO TRANSPORTATION BOARD

RESOLUTION FOR CONSENT ITEMS

PAGES 17-45

RES. NO. ITB18-10

WHEREAS, consent calendar items are to be routine, non-controversial, self-explanatory items that can be approved in one motion; and

WHEREAS, Idaho Transportation Board members have the prerogative to remove items from the consent calendar for questions or discussion.

NOW THEREFORE BE IT RESOLVED, that the Board approves the 2017 Children Pedestrian Safety update; advancing US-12, Valley View Drive Turnbay from FY21 to FY18; advancing FY19 Elmore County Sealcoats to FY18; modifying the Americans with Disabilities Act Ramp Program; the HDR term agreement extension; exceeding the $1 million limit on consultant agreement with WSP; the request to exceed $1 million professional services agreement limit; the request to exceed $1 million professional services agreement limit; the request to exceed $1 million professional services agreement limit; the request to exceed $1 million professional services agreement limit; Hammett Business Loop and Union Pacific Railroad Bridge; and contracts for award.

*All listed times are estimates only, and the Board reserves the right to move agenda items and adjust the time schedule.

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Blake Rindlisbacher, P.E.	Engineering Services DA	BR
Preparer's Name	**Preparer's Title**	**Initials**
Jeff Miles, P.E.	Administrator, LHTAC	

Reviewed By
TCM

Subject

2017 Children Pedestrian Safety update

Key Number	District	Route Number

Background Information

In February 2018 the Board approved the ITD and LHTAC staff recommended project list for the 2017 Children Pedestrian Safety Program (attached). LHTAC has notified the projects sponsors of their project approval and are now developing project agreements.

The City of Marsing is now requesting a decrease in project funding from $175,000 to $35,326. This significant cost savings is a result reduced mobilization and economy of scale as District 3 has agreed to incorporate this work into an ITD reconstruction contract on SH-55 through Marsing. The City cost estimate submitted in their original application anticipated inflated costs for a standalone small project mobilization and small quantities.

The City of Shelley requested the maximum project size at $250,000 in their original application with funds being split between three different locations within the city limits. One of the three locations had three children hit in the last five years and was highly competitive while the other two were less applicable to the Children Pedestrian Safety program's parameters and less competitive. The City agreed to accept a partial award to address safety at the intersection of SH-91 and Locust Street by installing a pedestrian hybrid beacon. LHTAC assumed they wanted a flashing beacon which costs $35,000, but the city was actually requesting funds to install a more robust HAWK system (High Intensity Activated Crosswalk) which costs about $135,000. The HAWK system is the proper system for this location.

ITD and LHTAC staff now recommend that the City of Marsing project be reduced to $35,326 and that a portion of that savings be moved to the City of Shelley project to fund their original intent by increasing that project from $35,000 to $135,000.

Recommendations

Approve the adjusted funding for the City of Marsing and the City of Shelley 2017 Children Pedestrian Safety grants.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Children Pedestrian Safety Project Ranking

ID	Project Name	ITD Dist	Sponsor	$ Request	Running Total	State vs Off-SYS	AVG SCORE
CP69	Third Street Corridor Multimodal Improvements	2	City of Moscow	$250,000	$250,000	off sys	82
CP12	Hiland Ave - East 19th Street Sidewalk Connection Project	4	City of Burley	$191,000	$441,000	off sys	81
CP35	Main Street Sidewalk Improvements	6	City of Ashton	$250,000	$691,000	state	80
CP45	Marsing SH55 Sidewalk Project	3	City of Marsing	$175,000	$866,000	state	80
CP55	Children Pedestrian Improvements	5	City of Firth	$250,000	$1,116,000	state	79
CP06	South 5th Street Pathway	6	City of Driggs	$125,000	$1,241,000	off sys	78
CP17	Ridge Crest Elementary Safety Improvements Phase 2 Project	5	City of Blackfoot	$171,000	$1,412,000	off sys	78
CP47	Iona Street Riverside Dr & Bush Elementary SW Connections	6	City of Idaho Falls	$240,000	$1,652,000	off sys	78
CP52	Carey Crosswalk Signage & Pedestrian Improvement Project	4	City of Carey	$154,640	$1,806,640	state	78
CP16	Centennial Elementary & Skyview Park Pedestrian Safety	3	City of Nampa	$250,000		off sys	77
CP53	Locust and Hwy 91 PHB and Pathway Improvements	5	City of Shelley	$35,000	$1,841,640	state	77
CP19	2017 Sawtooth Ave & 7th Ave Project	4	City of Buhl	$250,000		off sys	76
CP22	Chubbuck Elementary Pedestrian Safety	5	City of Chubbuck	$250,000		off sys	76
CP27	Soda Springs Child Pedestrian Safety Program	5	City of Soda Springs	$250,000		state	76
CP42	City of Bancroft Child Pedestrian Safety Project	5	City of Bancroft	$192,000		off sys	76
CP15	Safe Route to School (Priest River Junior High School)	1	City of Priest River	$168,000		off sys	75
CP65	Sacajawea Elementary School SP2S Project	3	City of Caldwell	$109,446	$1,951,086	off sys	75
CP68	South 5th Avenue Sidewalk Corridor	5	City of Pocatello	$250,000		state	75
CP07	Wardener Sidewalk Repair	1	City of Wardener	$86,448		off sys	74
CP18	Iona Road Pedestrian Pathway	6	Bonneville County	$111,336		off sys	74
CP23	Lemp-Larkwood Pathway + Street Light Upgrades	3	City of Meridian	$90,000		off sys	74
CP24	Sandpoint Child Safety Connections	1	City of Sandpoint	$150,000		off sys	74
CP33	Highway 31 Safe Child Pedestrian Project	6	City of Victor	$198,000		state	74
CP46	City of Teton Child Pedestrian Safety Project	6	City of Teton	$28,000	$1,979,086	state	74
CP49	W. Indianhead - State Street Pathway Project	3	City of Weiser	$250,000		off sys	74
CP59	North Main Street Children Pedestrian Project	3	City of Cascade	$86,000		state	74
CP66	Naples Elementary School Pedestrian Safety Improvements	1	Boundary County	$250,000		off sys	74
CP43	Sunnyside Hawk Signal	6	City of Ammon	$95,000		off sys	73
CP02	Pathways for People	4	City of Hailey	$250,000		off sys	73
CP08	Warner Ave Sidewalk Infill; 10th St to 12th St	2	City of Lewiston	$231,000		off sys	73
CP39	10th Avenue East Sidewalk Installation	4	City of Jerome	$250,000		off sys	73
CP67	SH44 Children Pedestrian Project 2018	3	City of Middleton	$199,238		state	73
CP70	City Parks Sidewalks	6	City of Rexburg	$59,000		off sys	73
CP26	Walking Path Extension on Denning Avenue	6	City of Iona	$114,290		off sys	72
CP36	Safe Routes to School - 12th Street Pathway	3	City of Emmett	$250,000		off sys	72
CP04	Lapwai Main Street Sidewalk & ADA Ramp Project - Phase 2	2	City of Lapwai	$250,000		off sys	71
CP11	Ped Xing for Horseshoe Pathway, US 30 & S. Plymouth Avenue	3	City of New Plymouth	$128,000		state	71
CP30	Trail Creek Sidewalk Extension	4	City of Ketchum	$100,000		state	71
CP32	Preston Children Safety Sidewalk Project	5	City of Preston	$250,000		off sys	71
CP40	St. Maries Sidewalk Improvements - Phase 2	1	City of St. Maries	$250,000		off sys	71
CP50	2858 E Roadway Pedestrian Improvements	6	City of Roberts	$250,000		off sys	71
CP05	Enhancing Pedestrian Safety in Orofino	2	City of Orofino	$250,000		state	70
CP38	Safe Routes, Safe Children Project	1	City of Plummer	$250,000		off sys	70
CP41	Main Street School Crossing	4	City of Oakley	$15,000		off sys	70
CP03	Jr/Sr High School Bridge Street Sidewalk	6	City of St. Anthony	$60,000		off sys	69
CP48	Blinking Signage for Pedestrian Crosswalk on Highway 20/26/93	6	Butte County	$4,715		state	69
CP51	Clay Street Child Pedestrian Improvements	5	City of Montpelier	$250,000		off sys	69
CP57	Hillcrest Pedestrian Improvements	5	City of American Falls	$250,000		state	69
CP09	South 18th East Street Lighting Improvement	3	City of Mountain Home	$150,000		off sys	68
CP58	Children Pedestrian Improvements	5	City of Paris	$250,000		state	68
CP61	Fremont Ave Pedestrian Improvements	5	City of Aberdeen	$250,000		off s	68

CP29	Dalton Gardens School Speeding Signing	1	City of Dalton Gardens	$48,100		off sys	67
CP37	Villa Dr Path, S Boundary St to 7th St	4	City of Heyburn	$221,000		off sys	67
CP14	US Highway 95 Sidewalk & Drainage Improvements, Phase 3	3	City of Cambridge	$198,000		state	66
CP28	East Main Street Sidewalk Curb and Gutter Replacements	4	City of Wendell	$109,410		off sys	66
CP54	Child Pedestrian Pathway Improvements	5	City of Downey	$250,000		off sys	66
CP01	2018 Child Pedestrian Crossing Safety Plan	4	City of Gooding	$28,800		state	65
CP10	Solar Powered School Area Speed Limit Signs	6	City of Tetonia	$17,926		state	64
CP13	Pedestrian Improvements near South Hills Middle School	4	City of Twin Falls	$245,000		off sys	64
CP34	Earle Street Sidewalk Improvements	1	City of Mullan	$250,000		off sys	64
CP60	New Sweden Child Pedestrian Pathway	5	Bingham County	$200,000		off sys	64
CP64	Children Pedestrian Safety Shared Use Path	3	City of Notus	$241,200		off sys	64
CP25	Sagle Bike Path Connections	1	Bonner County	$90,000		off sys	63
CP31	Honeysuckle Beach Sidewalk	1	City of Hayden	$69,000		off sys	62
CP62	Peterson Memorial Avenue Children Pedestrian Shared Use Pathway	3	City of New Meadows	$192,960		off sys	62
CP21	Victor to Driggs Pathway - Repair and Fog Seal	6	Teton County	$60,000		state	61
CP44	Lava City park Children Pedestrian Sidewalk/Path Project	5	City of Lava Hot Springs	$42,000		off sys	61
CP63	PHB Crossing - Beacon St. & Manitou Ave	3	Ada County	$180,000		off sys	61
CP71	Sugar City walk/bike pathway system part "P" Plus	6	City of Sugar City	$250,000		off sys	56
CP20	Greenhorn/East Fork & SH 75 Sidewalk and Pedestrian Ramp	4	Blaine County	$66,500		state	55
CP56	Ponderay to Kootenai	1	City of Ponderay	$188,000		state	52

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
David B. Kuisti	DE 2	DBK
Preparer's Name	**Preparer's Title**	**Initials**
Curtis Arnzen	Design / Construction A Engineer	

Reviewed By
TCM
BR

Subject

Advance **US-12 Valley View Drive Turnbay** from FY21 to FY18 in the Approved ITIP using FY18 Federal Aid from prior year closeouts released to statewide balancing

Key Number	District	Route Number
20011	2	US-12

Background Information

The purpose of this consent item is to advance **US-12 Valley View Drive Turnbay** in Idaho County from FY21 to FY18 using prior year closeouts of District projects released to statewide balancing. District 2 would construct the project this construction season. The project has been delivered for advertisement.

The US-12 Valley View Drive Turnbay Project is a Safety project that will construct a left turnbay and right turnbay at Valley View Drive on US-12 near Kooskia. Constructing the project early will give the public a safety improvement 3 years earlier than the programmed year and help prevent serious injuries or fatalities on US-12 at this location.

The programmed value for construction is $680,000 and the estimated cost is $900,000.

Recommendations

Approve the advancement of **US-12 Valley View Drive Turnbay** (KN 20011) in the Safety program from FY21 to FY18 using prior year closeouts released to statewide balancing.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19, 2018

Consent Item X☐ Information Item Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials	Reviewed By
Jason Brinkman	EM D3	JB	
Preparer's Name	Preparer's Title	Initials	
Bryon Breen	Design/Construction Engineer	BB	

Subject

Advance **FY19 ELMORE COUNTY SEALCOATS** from FY19 to FY18 in the Approved ITIP using FY18 Federal Aid from prior year closeouts released to statewide balancing.

Key Number	District	Route Number
19961	3	I-84B & US-20

Background Information

The purpose of this information item is to notify the Board of the advancement of **FY19 ELMORE COUNTY SEALCOATS** in Elmore County from FY19 to FY18 using prior year closeouts of District projects released to statewide balancing. The project has been delivered for advertisement. District 3 would construct the project this construction season.

This Pavement project will resurface the pavement with a sealcoat to prolong the life of the existing roadway. Constructing the project early will give the public improved driving conditions earlier than the programmed year.

The programmed value for construction is $1,325,000 and the estimated cost is $1,947,000.

Recommendations

Advancement of Elmore County Sealcoats (KN 19961) in the Pavement program from FY19 to FY18 using prior year closeouts released to statewide balancing.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18-19, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Ryan McDaniel	Project Manager	
Preparer's Name	Preparer's Title	Initials
Jeanette Finch	Senior Research Analyst	

Reviewed By
TCM
BR

Subject

Modify the **Americans with Disabilities Act (ADA) Ramp Program** in the approved FY 2018–2024 ITIP

Key Number	District	Route Number
20369, 20393, 20625	3, 4, 6	US 93, SH 51, US 20

Background Information

The purpose of this consent item is to modify the **Americans with Disabilities Act (ADA) Ramp Program** per policy 5011 *Idaho Transportation Investment Program* (ITIP).

Due to previous ITIP modifications made in FY 2017, funding opportunities are now available in FY 2018 to advance projects. Three projects have been selected to advance from FY 2019 to FY 2018 to fully use the available funding of $149,550.

					Cost Changes $	
Action	Key No.	District	Route, Project Name	Sponsor	FY18	FY19
Advance	20369	4	US 93, FY19 TWIN FALLS 11 ADA RAMPS	Twins Falls	60,000	(60,000)
Advance	20393	3	SH 51, FY19 MOUNTAIN HOME 14 ADA RAMPS	Mountain Home	59,550	(59,550)
Advance	20625	6	US 20, FY19 IDAHO FALLS 5 ADA RAMPS	Idaho Falls	30,000	(30,000)
					149,550	(149,550)

The project sponsors support the decisions and have agreed to the project advances noted above. Letters from the three sponsors are attached.

The Bonneville Metropolitan Planning Organization has amended their Transportation Improvement Program to reflect the Idaho Falls project advance to FY 2018.

Staff requests that the three ADA Ramp projects be advanced as detailed above and that staff be authorized to make necessary changes to the ITIP.

Recommendations

Approve the three project advances in the **Americans with Disabilities Act (ADA) Ramp Program** to use the unprogrammed amount of $149,550 and authorize staff to make necessary changes to the ITIP.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

PUBLIC WORKS DEPARTMENT

Chris H Fredericksen, P.E. | *Public Works Director*
Office (208) 612-8256
Fax (208) 612-8570

IDAHO FALLS

March 20, 2018

Idaho Transportation Department District 6
Attn: Mark Layton
Senior Transportation Planner
P.O. Box 97
Rigby, ID 83442-0097

RE: Key #: 20625 FY 19 ADA Ramps Funds Advancement

Mr. Layton,

The City of Idaho Falls agrees to advance the above referenced project to the FY2018. We thank you for the opportunity to advance this project. The improvements will be a benefit to the safety of our pedestrians on state routes.

Respectfully,

Chris H Fredericksen, P.E.
Public Works Director

2-38-18-1-STR-2017-29
2018-21

March 20, 2018

Blaine Schwendiman
Idaho Transportation Department
District 3

It has been proposed that the Project No. A020(393) FY19 Mountain Home 14 ADA Ramps Elmore County, be advanced from FY2019 to FY2018, due to some previous ITIP modifications creating funding availability for this project in this current year (FY2018). The City of Mountain Home is agreeable to this project advancement.

Richard Urquidi
Director of Public Works

P.O. Box 1907 324 Hansen Street East Twin Falls, Idaho 83303-1907 Fax: (208) 736-2293

ENGINEERING ***208-735-7265***

March 21, 2018

Mr. Todd W. Hubbard P.E.
Idaho Transportation Department

RE: Support to move City of Twin Falls FY 2019 ADA Ramp Grant Funds to FY 2018

Dear Mr. Hubbard:

This letter is to inform you of our support for the move of the City of Twin Falls FY 2019 ADA Ramp grant funds to FY 2018.

If you have any further questions regarding the project, please contact me at (208) 735-7310.

Sincerely,

Erin L. Steel, EI
Engineer I
City of Twin Falls

cc Jacqueline D. Fields P.E. City Engineer City of Twin Falls

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Justin Price	Engineer Manager 1	JP
Preparer's Name	**Preparer's Title**	**Initials**
Tom Logan	Project Manager	TL

Reviewed By
TCM
MC

Subject

HDR Term Agreement Extension		
Key Number	**District**	**Route Number**
20623	4	SH-46

Background Information

The purpose of this Board Agenda Item is to request approval to exceed the consultant term agreement limit of $1,500,000 per Board Policy 4001.

HDR was selected via RFI in February 2018 to perform wetland delineation, hydraulic analysis and report, and topographic and right of way survey for the SH46, Big Wood River Bridge project.

The main reason HDR was selected is because a majority of the work on this project consists of doing the hydraulics analysis which requires the use of 2 D SMS modeling and HDR has extensive experience in the use of this software.

The ITD team has 2 months of time involved in the consultant selection portion of this project and the project needs to be completed by August 2018 in order to meet the PSE delivery date of September 2018. At the time HDR was selected, they had not used up their term agreement amount. If a new consultant has to be selected, then meeting our project delivery schedule will be significantly impacted.

There is currently $76,150 remaining on their term agreement. The requested agreement is estimated at $147,000 which would put them $70,850 over the $1,500,000 limit.

In order to preserve the schedule, and meet the project delivery metric, District 4 recommends and hereby requests that the agreement with HDR be allowed to proceed, exceeding the $1,500,000 term agreement limit.

Recommendations

Approve request for HDR Engineering to exceed the consultant term agreement limit of $1,500,000 per Board Policy 4001.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Damon Allen	District 1 Engineer	DLA
Preparer's Name	**Preparer's Title**	**Initials**
Marvin Fenn	District 1 Engineering Manager	MF

Reviewed By
TCM

Subject

Approval per Board Policy 4001 to exceed the $1,000,000 limit on consultant agreement with WSP

Key Number	District	Route Number
19431	1	I-90, BLUE CR BAY BR, KOOTENAI CO

Background Information

The purpose for this project is to improve the safety and mobility of both the Eastbound and Westbound I-90, BLUE CR BAY BRIDGES, by rehabilitating the expansion joints and concrete deck, replacing critical girder pins and hangers, replacing critically worn bearing pads, painting the girders, and pier towers including underwater painting, and installing cathodic corrosion protection, to extend the two bridges' service life.

The work on this project was expected to be completed in three phases and an RFP was advertised. Phase 1 with consultant WSP USA was written for $255.6K and included developing the bridge asset management plan including an alternatives analysis matrix , risk register, and corrosion mitigation concepts memorandum. Phase 2 for $555 K included preliminary design through PS&E. Phase 3 is the EOR agreement for $344.8K.

The project has been awarded for construction, and the department has determined it is in its best interests to have WSP USA provide Engineer of Record (EOR) services. The EOR agreement brings the total agreements for WSP to $1,155,400 which is in excess of the $1M threshold established in Board policy 4001.

Recommendations

Approve request to exceed the $1,000,000 limit for WSP on this project.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Amy Schroeder	GARVEE Program Manager	ALS
Preparer's Name	**Preparer's Title**	**Initials**
Jared Holyoak	GARVEE Project Manager	JLH

Reviewed By
TCM

Subject

Request to exceed $1 million professional services agreement limit in Board Policy 4001		
Key Number	District	Route Number
20315	3	I-84, Karcher Rd Interchange to Franklin Blvd Interchange

Background Information

The purpose of this board item is to request approval, per Board Policy 4001, to exceed the $1,000,000 limit for professional services on the I-84 Karcher Road Interchange to Franklin Blvd Interchange project.

At the July 2017 meeting, the Transportation Board approved exceeding $1 million for the Phase I contract. The Phase I agreement with Parametrix included updating the traffic analysis, environmental re-evaluation of the Environmental Assessment approved in 2009, additional survey and mapping, a value engineering study, geotechnical investigation and reporting, utility identification and coordination, culvert inspections, hydraulic analysis, ITS/signal/illumination design, drainage/irrigation design, overhead sign structure design, preliminary roadway design of I-84, structure design (Mason Creek culvert, UPRR & PID channel, and Northside Interchange), retaining wall design, design study report/design approval, interchange modification report, aesthetic features, public involvement, agency coordination, and preliminary design/right-of-way/PS&E of Karcher Road overcrossing (east of Karcher Road Interchange). This contract work is nearly complete and the remainder of the design services through PS&E has been scoped as the Phase II contract.

Phase II draft scope of services includes additional geotechnical investigations and reporting, final plans and coordination with utilities, construction staging plan, interchange modification report, final ITS/signal/illumination/roadway/drainage/irrigation/overhead signs/retaining walls, the remainder of public involvement activities, final design and PS&E submittal as well as bidding support for all work.

Scope and Level of Effort negotiations are anticipated to be complete prior to the April Board meeting.

The design services are programmed in the ITIP for $12 million. The Phase I agreement was negotiated to be $5,287,600, and the Phase II agreement is estimated to cost $5 million to $6 million additional. The final contract amount will be provided to the Transportation Board at the April 2018 meeting.

Recommendations

Approve request to exceed the $1,000,000 limit established under Board Policy 4001, so that upon successful completion of negotiations staff may award the Phase II contract on the I-84, Karcher Road Interchange to Franklin Blvd Interchange project.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Amy Schroeder	GARVEE Program Manager	ALS
Preparer's Name	**Preparer's Title**	**Initials**
Jared Holyoak	GARVEE Project Manager	JLH

Reviewed By
TCM

Subject

Request to exceed $1 million professional services agreement limit in Board Policy 4001		
Key Number	District	Route Number
20351	3	I-84, Caldwell to Karcher Rd Interchange Environmental Study

Background Information

The purpose of this board item is to request approval, per Board Policy 4001, to exceed the $1,000,000 limit for professional services on the I-84 Caldwell to Karcher Road Interchange environmental study.

The Phase I scope with Horrocks Engineers included corridor-wide traffic analysis, survey, inspection of existing structures, hydraulic analysis, development of viable alternatives to model further, portions of the environmental evaluation, and public outreach and involvement. This work is nearly complete and the remainder of the services has been scoped as the Phase II contract.

Phase II draft scope of services includes supplemental traffic/survey/hydraulic/geotechnical activities, preliminary culvert and pipe layouts, further refinements of alternatives to ultimately attain the preferred alternative, additional public involvement, and completing the environmental evaluation through approval with FHWA.

Scope and Level of Effort negotiations are anticipated to be complete prior to the April Board meeting.

The environmental study and design services for the entire corridor are programmed in the ITIP for $12.8 million. The Phase I agreement was negotiated to be $992,600, and the Phase II agreement is estimated to cost $2.5 million to $3 million additional. The balance of programmed funds will produce the design packages that result from this Phase I/II contract.

Recommendations

Approve request to exceed the $1,000,000 limit established under Board Policy 4001, so that upon successful completion of negotiations staff may award the Phase II contract on the I-84, Caldwell to Karcher Road Interchange environmental study.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Amy Schroeder	GARVEE Program Manager	ALS
Preparer's Name	**Preparer's Title**	**Initials**
Merrill Sharp	GARVEE Project Manager	MGS

Reviewed By
TCM

Subject

Request to exceed $1 million professional services agreement limit in Board Policy 4001		
Key Number	District	Route Number
20788	3	ID-16, I-84 to US-20/26 Preliminary Engineering

Background Information

At the December meeting the Transportation Board directed staff to program $6 million for the preliminary engineering of the Idaho 16, I-84 to US-20/26 corridor. The FY 2018-2022 RTIP Amendment to add this project was approved by the COMPASS Board in March and the project has been added to the ITIP.

The GARVEE Program Office has issued a Request for Proposals (RFP) to hire an engineering firm or team of firms through a Qualification Based Selection (QBS) process for these services. We envision using a phased approach to contract for the preliminary engineering services. The scope of services contemplated under this agreement include traffic analysis, land use and development, parcel information, field survey, Value Engineering Study, storm water management plan, geotechnical, hydraulics, structural design, design, public involvement and outreach, environmental re-evaluation of 2010 Environmental Impact Statement, right-of-way determination (potentially through legal descriptions and plans), construction phasing plan, updated project costs, Major Project documentation, and other preliminary engineering services as directed.

This consent item is requesting approval, per Board Policy 4001, to exceed the $1,000,000 limit for professional services to begin preliminary design on this project, upon selection of a team and successful negotiation of a scope and labor estimate. The anticipated agreement amount is estimated to be between $1 and $6 million.

Recommendations

Approve request to exceed the $1,000,000 limit established under Board Policy 4001, so that upon successful completion of negotiations staff may award a contract for preliminary engineering on the Idaho 16, I-84 to US-20/26 corridor.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Amy Schroeder	GARVEE Program Manager	ALS
Preparer's Name	**Preparer's Title**	**Initials**
Merrill Sharp	GARVEE Project Manager	MGS

Reviewed By
TCM
MC

Subject

Request to exceed $1 million professional services agreement limit in Board Policy 4001		
Key Number	District	Route Number
20350	1	US-95, Granite North

Background Information

The purpose of this board item is to request approval, per Board Policy 4001, to exceed the $1,000,000 limit for professional services on the US-95, Granite North project.

At the September 2017 meeting, the Transportation Board approved exceeding $1 million for preliminary field work and engineering services. A Phase 1 contract was negotiated for the field survey and associated office work, and the crews have been making great progress through the winter months. A Phase 2 agreement was negotiated for the preliminary engineering services, and that scope is nearly complete as well. The remainder of the design services through PS&E have been scoped as a separate contract, which is the purpose of this Consent Item. Scope and Level of Effort negotiations are anticipated to be complete prior to the April Board meeting.

The design services are programmed in the STIP for $2.4 million. The Phase 1 and 2 agreements total $1,135,100, and the Phase 3 agreement is estimated to cost $1 million to $1.5 million additional.

Recommendations

Approve request to exceed the $1,000,000 limit established under Board Policy 4001, so that upon successful completion of negotiations staff may award the Phase II contract on the US-95, Granite North project.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Amy Revis, PE	District 3 Engineer	AR
Preparer's Name	Preparer's Title	Initials
Marc Danley	Staff Engineer	MD

Reviewed By
TCM
MC

Subject

Project No. A013(930) & A013(947), Hammett Buiness Loop & UPRR Bridge

Key Number	District	Route Number
13930 &13947	3	SH-78 & I-84B

Background Information

This agenda item requests Idaho Transportation Board (Board) approval to exceed the consultant agreement amount of $1,000,000 per Board Policy 4001.

The Hammett Union Pacific Railroad (UPRR) Bridge has been companioned with the I-84B, Hammett Business Loop because of their proximity to each other. The scope of the Hammett UPRR is to replace the existing railroad bridge, due to deficient width, load carrying capacity, and age. The I-84B, Hammett Business Loop Project will rehabilitate 3.18 miles of SH-78 and I-84B, update guardrail to current standards, and address drainage issues at the junction of SH-78 and I-84B.

HDR was selected through a RFP to complete the design of the project in two phases. The phase 1 agreement was for $439.5K and included developing the preliminary design. The phase 2 agreement for final design through PS&E was written for $582.6K with Board approval to exceed $1.0M granted in December 2016. In September 2017 the Board approved a supplemental agreement of $47K for additional services needed for a realignment and a change in girder material. The consultant firm, who completed the design, was selected to perform the Engineering Of Record (EOR) services during construction for the Project. The District negotiated the EOR agreement with HDR, which came to $107,000. The total agreement amount would now be $1.022M. The District has used offsets from other District projects to cover the cost of this agreement.

Recommendations

Approval to exceed the consultant agreement amount of $1,000,000 by $177,000 per Board Policy 4001.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19, 2018

Consent Item ☒ Information Item ☐ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Blake Rindlisbacher, PE	Engineering Services Administrator	BR
Preparer's Name	**Preparer's Title**	**Initials**
Monica Crider, P.E.	Contracting Services Engineer	MC

Reviewed By
TCM
BR

Subject

Board Approval of Contracts for Award

Key Number	District	Route Number

Background Information

In accordance with board policy 4001, the construction contracts on the attached report exceeded the engineer's estimate by more than ten percent (10%) but are recommended for award with board approval.

Justification is attached for awarding of contract.

Since the last Board Agenda report Contracting Services has bid 12 projects, 3 of them needing Board approval to award.

FY18 – 10/1/2017 to 3/28/2018 Contracting Services has bid 71 projects, 18 of them needing Board Approval to award and 3 needing Board approval to reject.

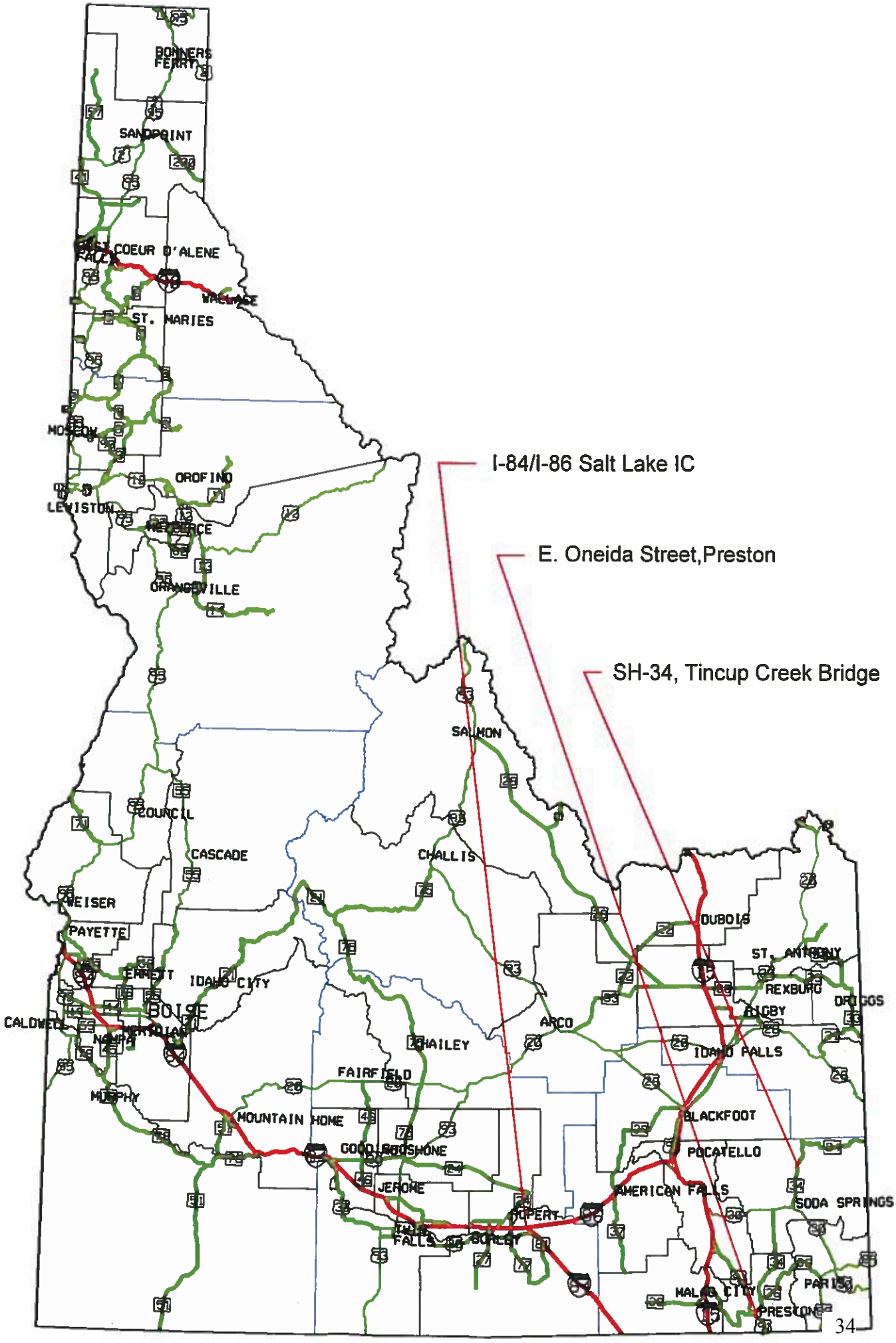
Recommendations

In accordance with board policy 4001, the construction contract(s) on the attached report is(are) recommended for award with board approval.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____


I-84/I-86 Salt Lake IC
E. Oneida Street,Preston
SH-34, Tincup Creek Bridge
BONNERS FERRY
SANDPOINT
COEUR D'ALENE
WALLACE
ST. MARIES
MOSCOW
OROFINO
LEWISTON
NEZPERCE
ORANGEVILLE
SALMON
COUNCIL
CASCADE
CHALLIS
WEISER
PAYETTE
EMMETT
IDAHO CITY
BOISE
CALDWELL
NAMPA
MERIDIAN
MURPHY
HAILEY
ARCO
FAIRFIELD
MOUNTAIN HOME
GOODING
JEROME
TWIN FALLS
BURLEY
RUPERT
DUBOIS
ST. ANTHONY
REXBURG
RIGBY
DRIGGS
IDAHO FALLS
BLACKFOOT
POCATELLO
AMERICAN FALLS
SODA SPRINGS
MALAD CITY
PARIS
PRESTON

Monthly Contract Status Report to the Board

CONTRACT(S) FOR BOARD APPROVAL

	KEY	Engineer Estimate		Low Bid	Net +/-	% of Est	
Dist: 4	Route: I-84	OPENING DATE: 3/6/2018	CONTRACTOR: WADSWORTH BROTHERS CONSTRUCTION COMAPNY, INC.				NUMBER OF BIDS: 4
	18881	**$23,676,493**		**$27,637,449**	**$3,960,956**	**117%**	
	18881	I 86 SALT LAKE SYSTEM INTERCHANGE	BR/APPRS		State		
Dist: 5	Route: Off System	OPENING DATE: 3/13/2018	CONTRACTOR: STAKER & PARSON COMPANIES dba JACK B. PARSON COMPANIES				NUMBER OF BIDS: 4
	11244	**$5,200,442**		**$6,471,728**	**$1,271,286**	**124%**	
	11244	E ONEIDA ST, PRESTON	RECONST/REALIGN		Local		
Dist: 5	Route: SH-34	OPENING DATE: 3/13/2018	CONTRACTOR: CANNON BUILDERS, INC.				NUMBER OF BIDS: 2
	19579	**$1,494,154**		**$1,922,507**	**$428,352**	**129%**	
	18853	TINCUP CR BR MP 109, CARIBOU CO	BR/APPRS		State		
	19579	TINCUP CR BR MP 106.4, CARIBOU COUNTY	BR/APPRS		State		

DATE OF BID OPENING - MARCH 6, 2018 - FEDERAL & STATE FINANCED PROJECT

Idaho Federal Aid Project No. A018(881)
I-84, I-86 SALT LAKE IC
Cassia County, Key No. 18881

DESCRIPTION: The work on this project consists of replacing 2 structures, reconfiguring and improving the I84/I86 Interchange system, installing new overhead sign structures and replacing and updating existing signs, I-84, I-86 Salt Lake IC

BIDDERS:

Wadsworth Brothers Construction Company, Inc. Draper, UT 84020-8567	$27,637,448.75
Western Construction, Inc. Boise, ID 83715-0569	$27,995,461.90
W. W. Clyde & Co. Springville, UT 84663	$30,208,706.34
Knife River Corporation -Northwest Boise, ID 83709	$31,077,286.00

4 BIDS ACCEPTED

ENGINEER'S ESTIMATE - $23,676,492.53

LOW BID - 117 Percent of the Engineer's Estimate

(AWARD) (REJECT) (REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

Attached is the justification for Award or Rejection of the Bid. Contracting Services concurs with the recommendation.

Monica Crider

Monica Crider, P.E.
Contracting Services Engineer

3/21/18
Date

Department Memorandum

Idaho Transportation Department

ITD 0500 (Rev. 03-16)

DATE: 3/19/2018

Program Number(s): A018(881)

TO: Monica Crider, P.E.
Contracting Services Engineer

Key Number(s)18881

FROM: Devin Rigby
District 4 Engineer

Program ID, County, Etc.
I-84, I-86 Salt Lake System Interchange, Cassia County

RE: JUSTIFICATION FOR AWARD OF BID

The bid open for the above mentioned projects was held March 6, 2018 with four responsive bidders. The low bid was at $27,637,448.75, which was 117% of the Engineer's Estimate of $23,676,492.53. The low bidder was Wadsworth Brothers Construction Company Inc.

The Engineer's Estimate (EE) was based on average unit prices, recent bids, and engineering judgement. The five items with the greatest difference in cost are: Superpave HMA PAV SP-5, Overhead Bridge Sign Structure, Excavation Sch No 1, Excavation Sch No 2 Rock Exc, Granular Subbase, Conc Cl 50 Sch No 2.

The EE for Superpave HMA PAV SP-5 was $58.50. This number was based on cost from projects of similar project size and proximity and that price was $50.51. We understood that this project would be different in that there would be multiple mobilizations because of the phasing of the work so we increased the price by $8.00. Wadsworth Brothers Construction bid was $80.67. Wadsworth Brothers is planning on utilizing a local contractor to complete the work. Without being able to self-perform this work and with limited number of local contractors to competitively bid the work the price was $1,274,508.96 higher to complete this item of work.

The Overhead Bridge Sign Structure EE unit cost of $90,000 was based on the average unit bid price of $75,000. The cost was increased because some of the sizes of the structures are larger than normal because they will span 3 lanes of traffic. The average unit bid was for a quantity of 1. With the understanding that the Overhead Bridge Sign Structure cost should be increased from the average unit bid price do to size but because of the quantity of 7 we felt that we could then discount the increase, which is how the $90,000 was established. Wadsworth Brother Construction price was $206,593.93.The difference between the EE and the low bid was $816,157.51.

Excavation Sch No 1 and Excavation Sch No 2 Rock Exc cost difference is that not all of the excavated material could be utilized within the project so there would be some material that would have to be hauled off and wasted. We felt that our elevation of rock was good because we rock probed to find elevations of rock that would have to be blasted. The EE price of $14.00/CY for Excavation Sch No 2 Rock Exc was between the first and second bidder. Excavation Sch No 1 was $4.00/CY and was based on the Average Unit Price of $3.27 and increased because of the haul that would be required to waste the material Wadsworth Brothers unit price was $6.00. The costs differed from the EE by $767,160 and $407,690 respectively

Granular Subbase unit price in the EE was $8.50 based on the average unit bid price of $9.90. The rock excavation material was test during design and determined that the material met the quality specifications for Granular Subbase and the proposal noted that the rock excavation material could be processed and used for Granular Subbase. The unit was discounted form the average unit bid

price because haul would be reduced to onsite movement and the some processing cost would be in the rock excavation cost. The cost difference was $414,809.78.

Conc Cl 50 Sch No 2 didn't have a recent unit price. The price was established on similar concrete items The EE was $560. Wadsworth Brothers bid was $850 and the second bidder's price was $525.20. The difference between EE and low bid was $251,140.

The difference between the five items above and the EE was $3,931,466.65. The difference between the EE total bid and the low bid we $3,960,956.22. There were variances in other items but these items had the largest difference.

District 4 recommends the project bid be awarded to the low bidder. The District does not believe that re-advertising will give better results. The project needs to be awarded so that construction can begin and be completed by fall of 2019.

Mark Miller from Wadsworth Brothers Construction Company Inc was notified. The Contractor is ready and able to perform the work as bid.

DATE OF BID OPENING - MARCH 13, 2018 - FEDERAL & STATE FINANCED PROJECT

Idaho Federal Aid Project No. A011(244)
E. ONEIDA STREET, PRESTON
Franklin County, Key No. 11244

DESCRIPTION: The work on this project consists of reconstruction of approximately 0.75 miles of E. Oneida Street in and near Preston, ID. Construction includes deep fills, MSE Retaining Walls, wetland mitigation, detour, settlement monitoring, waterline replacement, drainage base & Hot Mix Asphalt paving

BIDDERS:

Staker & Parson Companies DBA Jack B. Parson Companies Pocatello, ID 83202	$6,471,728.00
W. W. Clyde & Co. Springville, UT 84663	$6,523,081.87
Gale Lim Construction LLC Blackfoot, ID 83221	$6,566,463.85
Kilgore Companies LLC DBA Legrand Johnson Construction Co Logan, UT 84321	$8,540,627.70

4 BIDS ACCEPTED

ENGINEER'S ESTIMATE - $5,200,441.70

LOW BID - 124 Percent of the Engineer's Estimate

(AWARD) (REJECT) (REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

Attached is the justification for Award or Rejection of the Bid. Contracting Services concurs with the recommendation.

Monica Crider, P.E.
Contracting Services Engineer

3/27/18
Date

Local Highway Technical Assistance Council
3330 Grace Street
Boise, Idaho 83703

Phone 208.344.0565
Fax 208.344.0789
Toll Free 1.800.259.6841

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Gilbert Hofmeister
Secretary/Treasurer

Jeff R. Miles, PE
Administrator

Date: March 27, 2018

Project No.: A011(244)

To: Monica Crider, P.E.
Contracting Services Engineer

Key No.: 11244

From: Jeff R. Miles, PE
Administrator

Project Identification, County
E. Oneida St., Preston
Franklin County

RE: Justification of Bid for Award

Bids were opened on March 13, 2018, for the revised bid package for construction on E. Oneida Street intended to reconstruct the roadway through two hollows, for safety reasons, in the City of Preston and Franklin County.

Four bids were received. The low bid was 24.4% above the engineers estimate, the second bid was 25.4% higher than engineers estimate, the third bid was 26.3% higher than the engineers estimate and the fourth bid was 64.2% higher than the engineers estimate. The Engineer's Estimate was $5,200,441.70. Staker & Parson Companies dba Jack B. Parsons Companies submitted the lowest bid ($6,471,728.00) at 124.4% of the Engineer's Estimate. The lowest three bids were less than $100,000 apart.

This is a rebid of the project. Previously there were five bidders and this bid opening had four of the five same bidders submit bids. Recent bid results show an upward trend in the industry towards cost escalation.

There are four items showing the largest difference over the engineer's estimate:

- 48" Pipe Culvert; $415,312 over estimate
- 54" Pipe Culvert; $235,538 over estimate
- The MSE Retaining Wall – Welded Wire; $356,832 over estimate
- Supervision, Reading, & Maintaining Instrumentation; $210,360 over estimate

These four items add up to $1,218,042 of additional cost over the estimate. This is nearly 96% of the low bid difference over the estimate. This bid package gives the contractor the option to either bore and jack or open trench for pipe installation. The MSE Retaining Wall estimate was increased based on the previous bids and this bid was even higher. The estimated instrumentation costs were near the previous bid results but the current bid results show similar additional costs for the three low bidders for this item.

Council Members

Association of Idaho Cities
Mayor Mac Pooler
City of Kellogg

Mayor Robert Berlin
City of Roberts

Mayor Diana Thomas
City of Weiser

Idaho Association of Highway Districts
Commissioner Neal Gier
Buhl Highway District

Commissioner Terry Werner
Post Falls Highway District

Commissioner Gilbert Hofmeister
Power County Highway District

Idaho Association of Counties
Commissioner Don Ebert
Clearwater County

Commissioner Mark Rekow
Gem County

Commissioner Todd Smith
Madison County

Ex-Officio Members
Jessica Harrison, Executive Director
Association of Idaho Cities

Nick Veldhouse, Executive Director
Idaho Association of Highway Districts

Seth Grigg, Executive Director
Idaho Association of Counties

Franklin County and the City of Preston support awarding of this project to the lowest bidder and have provided a support letter which state they are prepared to cover the additional share of the costs (see attached).

Therefore, it is the desire of the Sponsor and LHTAC to award the construction project to the apparent low bidder. The funds to cover the project advancement are made available through the unobligated balance in the program (generated from prior year project closeouts). The Sponsor is prepared to cover the additional local share of the cost.

Sincerely,

Jeff R. Miles, PE
Administrator

cc: Franklin County Commissioners
City of Preston Mayor

Franklin County Commissioners
39 West Oneida. Preston. Idaho 83263
(208) 852-1090 • Fax (208) 852-1094

March 26, 2018

Franklin County and Preston City are ready to proceed with the awarding of the East Oneida project. We are also prepared to pay the additional match funds.

Dirk Bowles
Franklin County Commissioner

BOYD BURBANK. Dist. #1
1448 E. Cub River Road
PRESTON. IDAHO 83263
(208) 244-0639
Email: boydb@fcidaho.us

ROBERT C. SWAINSTON. Dist. #2
77 E. 1600 N.
PRESTON. IDAHO 83263
(208) 852-3350. Cell (208) 339-0900
Email: roberts@fcidaho.us

R. DIRK BOWLES. Dist. #3
1452 W. 5600 S.
PRESTON. IDAHO 83263
(208) 852-3724. Cell (208) 221-1398
Email: dirkb@fcidaho.us

DATE OF BID OPENING - MARCH 13, 2018 - STATE FINANCED PROJECT

Idaho Project No. A019(579) & A018(853)
SH-34, Tincup Creek BR
Caribou County, Key No. 19579 & 18853

DESCRIPTION: The work on this project consists of replacing 2 CMP culverts with a new bridge (MP 106.4), and replacing a stiffleg culvert with a new bridge (MP 108.8)

BIDDERS:

Cannon Builders, Inc. Blackfoot, ID 83221	$1,922,506.80
Knife River Corporation -Northwest Boise, ID 83709	$2,095,555.00

2 BIDS ACCEPTED

ENGINEER'S ESTIMATE - $1,494,154.40

LOW BID - 129 Percent of the Engineer's Estimate

(AWARD) (REJECT) (REQUIRES BOARD APPROVAL)

Approval to award or reject this project is based on Bid Review and Evaluation.

Attached is the justification for Award or Rejection of the Bid. Contracting Services concurs with the recommendation.

Monica Crider

Monica Crider, P.E.
Contracting Services Engineer

3/23/18
Date

Department Memorandum ITD 0500 (Rev. 03-16)

Idaho Transportation Department

DATE: 03/22/2018 **Program Number(s)** A019(579), A018(853)

TO: MONICA CRIDER, P.E. **Key Number(s)**19579,18853

CONTRACTING SERVICES ENGINEER

FROM: ED BALA, P.E. Digitally signed by Brian Poole Date: 2018.03.22 10:45:03 -06'00' **Program ID, County, Etc.** SH-34, Tincup Cr Bridges MP 106.4 & 108.8, Caribou Co.

DISTRICT FIVE ENG

RE: JUSTIFICATION FOR AWARD OF BID

Bids were opened on March 13, 2018 for the referenced project. The apparent low bid of $1,922,506.80 by Cannon Builders Inc., was 128.67% above the engineer's estimate.

1. Source for Engineer's Estimate: The engineer's estimate was based primarily on ITD's Average Unit Price Report with allowances made for haul on some items(3/4" Base and SP-3 Superpave). The project also included several SP items for which comparable pricing was not available due to the uniqueness of each project(Dewatering foundation and Auxiliary Road).
2. Bid compared to the Engineer's Estimate: There were two regular bids 1) Cannon Builders Inc. 128.67% of engineer's estimate and 2) Knife River Corporation-Northwest 140.25% of engineer's estimate. Following is a summary of bid items constituting the primary differences between bid and engineers' estimate:

1. Z629-05A Mobilization (1.00 LS)
- *Engineer's Estimate - $140,000.00*
- Low Bidder - $280,000.00
- Second Bidder - $445,000.00

2. 502-465A Prestr Slab (W48"xD18") (261 FT)
- *Engineer's Estimate - $261.00 FT*
- Low Bidder - $420.00 FT
- Second Bidder - $400.00 FT

3. 502-140A Conc Cl 40-A Sch No. 1 (156 CY)
- *Engineer's Estimate - $600.00 CY*
- Low Bidder - $825.00 CY
- Second Bidder - $750.00 CY

4. **S501-40B SP Bridge UHPC** (Ultra High Performance Fiber Reinforced Concrete (8.2 CY)
   - *Engineer's Estimate - $12,000.00 CY*
   - Low Bidder - $15,500 CY
   - Second Bidder - $14,000.00 CY

Both bids are consistently above the engineers' estimate for these items. This project is in a remote location. As evidenced by the consistency between bidders, the engineer's estimate didn't properly reflect the additional cost associated with transporting materials to a remote location.

The project is recommended for award, due to the factors listed below:

- Number of bids submitted: Two bids were submitted. Both bids are reasonably consistent.
- Potential for savings if the project is re-advertised: There are no elements of work that can be removed or redesigned to achieve a lower bid cost.
- Urgency: ITD is anxious to move into construction. These bridges are in remote locations with environmental sensitivity including short work windows. Re-advertising would shift the construction of this project to 2019.
- Financial: After discussing the funding issue with HQ; the funds could easily be obligated based on the Boards recommendation.

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18-19, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
David Tolman	Controller	DT
Preparer's Name	Preparer's Title	Initials
David Tolman	Controller	DT

Reviewed By
CRM

Subject

State Fiscal Year 2018 Financial Statements

Key Number	District	Route Number

Background Information

July 01, 2017 thru February 28, 2018, Fiscal Year 2018 Financial Statements

The financial operations of the Department as of February 28, 2018 continues this fiscal year with revenue coming in essentially on forecast year-to-date and the expenditures are following projected budgets.

- Revenues to the State Highway Account from all state sources are ahead of forecast by 2.4%. Of that total, receipts from the Highway Distribution Account are ahead of forecast by 1.7% or $2.3M. State revenues to the State Aeronautics Fund are ahead of forecast by 9.7% or $190,000.
- Expenditures are within planned budgets YTD. The difference shown in DMV is the result of encumbering funds ahead of original estimates. All other differences are timing differences between planned and actual expenditures plus encumbrances estimated year to date. Personnel costs have savings of $12.7 million or 14.7% is due to reserves for horizontal career path increases, vacancies and timing between a position becoming vacant and filled. As of the end of February ITD had 97 vacancies.
- Contract construction cash expenditures through February of this fiscal year has exceeded any from the past three years: FY18 = $303 M; FY17 = $181 M; FY16 = $200 M. After eight months in this fiscal year this is a very positive result and will assist in helping ITD achieve its objective to reduce the outstanding obligated but un-spent balances in this category and is higher than all of last year.

The balance of the long term investments as of the end of February is $164.4 Million. These funds are obligated against both construction projects and encumbrances. The long term investments plus the cash balance ($76.9M) totals $241.3M, however that is $31M less than the end of June.

Expenditures in the Strategic Initiatives Program Fund (GF Surplus), through the month of February, are $6.3M.

Deposits into the new Transportation Expansion and Congestion Mitigation Fund of $12.5 M have occurred YTD. A supplemental appropriation for these funds was approved by JFAC in January 2018 and has been approved by the full Legislature. Projects to improve I-84 as approved by the Board will be funded in this program.

Recommendations

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

User ID: asimpson
Report ID: AD-FN-GL-010
Run Date: 6 Mar 2018
% of Time Remainin 33.33

Idaho Transportation Department

SUMMARY OF RECEIPTS AND DISBURSEMENTS
STATE HIGHWAY ACCOUNT AND STATE AERONAUTICS FUND
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDING 2/28/2018
(all amounts in '000)

Fiscal Year: 2018

Funds Received

	FY17 Actual YTD	FY18 Actual YTD	FY18 Forecast YTD	FY18 to FY17 Actual	FY 18 to Forecast
State Highway Account					
Federal Reimbursements	160,028	216,550	237,439	35.3%	-8.8%
State (Inc. H.D.A.)	214,414	222,483	217,183	3.8%	2.4%
Local	4,117	3,414	6,233	-17.1%	-45.2%
Total State Highway Account:	**378,559**	**442,447**	**460,855**	**16.9%**	**-4.0%**
State Aeronautics Fund					
Federal Reimbursements	166	218	276	30.7%	-21.2%
State	1,967	2,162	1,972	9.9%	9.7%
Total State Aeronautics Fund:	**2,133**	**2,380**	**2,248**	**11.6%**	**5.9%**
Total Fund Received:	**380,693**	**444,827**	**463,103**	**16.8%**	**-3.9%**

Disbursements (includes Encumbrances)

	FY17 Actual YTD	FY18 Actual YTD	FY18 Budget YTD	FY18 to FY17 Actual	FY 18 to Budget
Construction Payouts	182,054	303,950	308,119	67.0%	-1.4%
Operations Expenses					
Highways	119,151	119,179	139,481	0.0%	-14.6%
DMV	24,573	26,473	25,923	7.7%	2.1%
Administration	14,875	17,082	18,302	14.8%	-6.7%
Transit	0	0	0	0.0%	0.0%
Facilities	898	1,344	2,715	49.7%	-50.5%
Aeronautics	1,637	1,894	1,920	15.7%	-1.3%
Total Operations Expenses:	**161,133**	**165,973**	**188,340**	**3.0%**	**-11.9%**
Transfers					
Operating	25	25	25	0.0%	0.0%
Debt Service	12,502	10,491	11,780	-16.1%	-10.9%
Total Transfers:	**12,527**	**10,516**	**11,805**	**-16.1%**	**-10.9%**
Total Disbursements:	**355,714**	**480,439**	**508,264**	**35.1%**	**-5.5%**

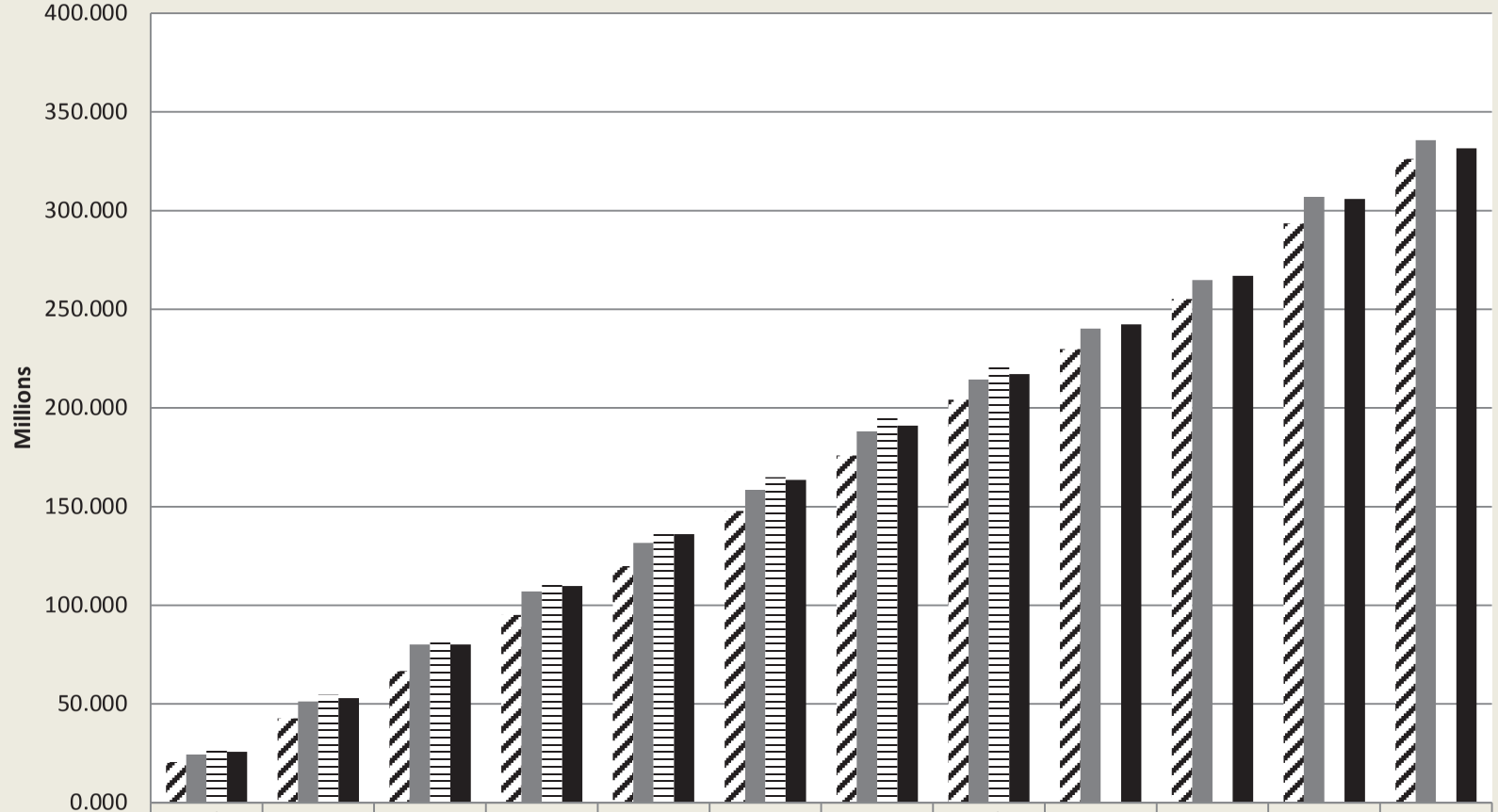
Expenditures by Type	FY17 Actual YTD	FY18 Actual YTD	FY18 Budget YTD	FY18 to FY17 Actual	FY 18 to Budget
Personnel	74,729	73,728	86,443	-1.3%	-14.7%
Operating	61,205	64,230	60,005	4.9%	7.0%
Capital Outlay	16,799	18,159	27,527	8.1%	-34.0%
Sub-Grantee	8,400	9,855	14,365	17.3%	-31.4%
Totals Operations Expenses:	**161,133**	**165,973**	**188,340**	**3.0%**	**-11.9%**
Contract Construction	182,054	303,950	308,119	67.0%	-1.4%
Totals (excluding Transfers):	**343,187**	**469,923**	**496,459**	**36.9%**	**-5.3%**

State Highway Fund 0260

Fiscal Year 2018

State Revenue Source Forecast vs Actual

February - For Period Ending 2/28/2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY16 Actual Revenue	20.652	42.749	66.656	95.046	119.898	147.858	175.970	204.137	229.900	255.244	293.535	326.297
FY17 Actual Revenue	24.386	51.275	80.145	107.095	131.576	158.480	188.080	214.414	240.295	264.866	306.932	335.742
FY18 Current	27.003	54.686	82.976	110.644	136.997	164.897	195.901	222.483				
FY18 Forecast	25.699	53.003	80.177	109.778	136.104	163.536	191.055	217.183	242.434	266.894	305.971	331.518

Includes Equipment Buy Back Program

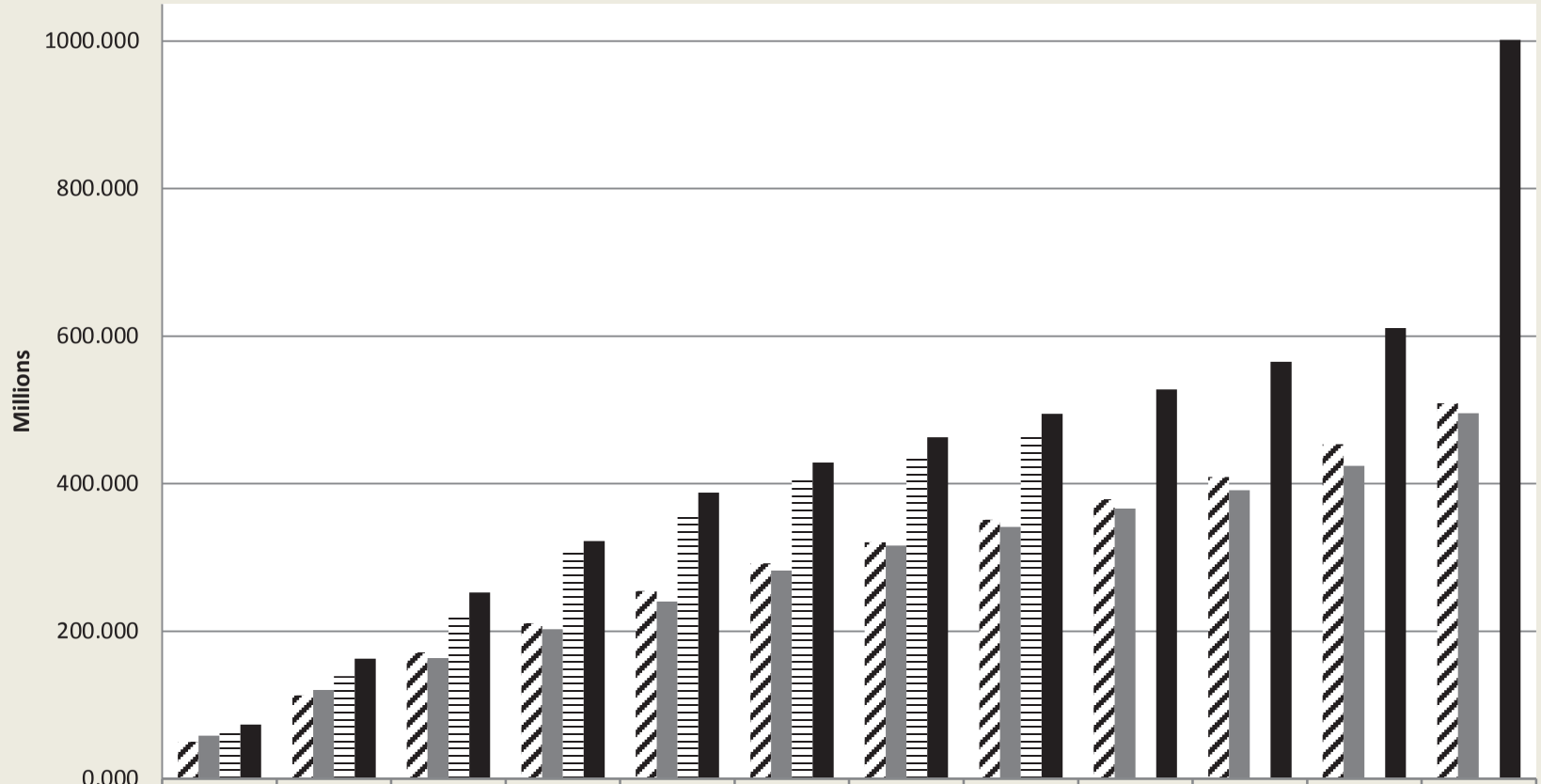
Misc. Revenue (RTA $901,860) and Transfers - In

State Highway Fund 0260

Fiscal Year 2018

Expenditures

February - For Period Ending 2/28/2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY16 Actual Expenditures	50.203	113.246	171.532	210.812	254.413	292.240	320.437	351.327	378.930	408.990	453.451	508.839
FY17 Actual Expenditures	58.348	120.371	163.661	202.889	240.383	282.297	316.027	341.550	366.385	390.985	424.174	495.603
FY18 Current	66.330	139.287	221.745	308.357	360.460	405.710	437.190	468.029				
FY18 Forecast	73.488	162.918	252.409	322.459	387.930	428.791	462.932	494.540	527.757	565.198	610.908	1,001.296

Current = Actual Payments and Encumbrances

49

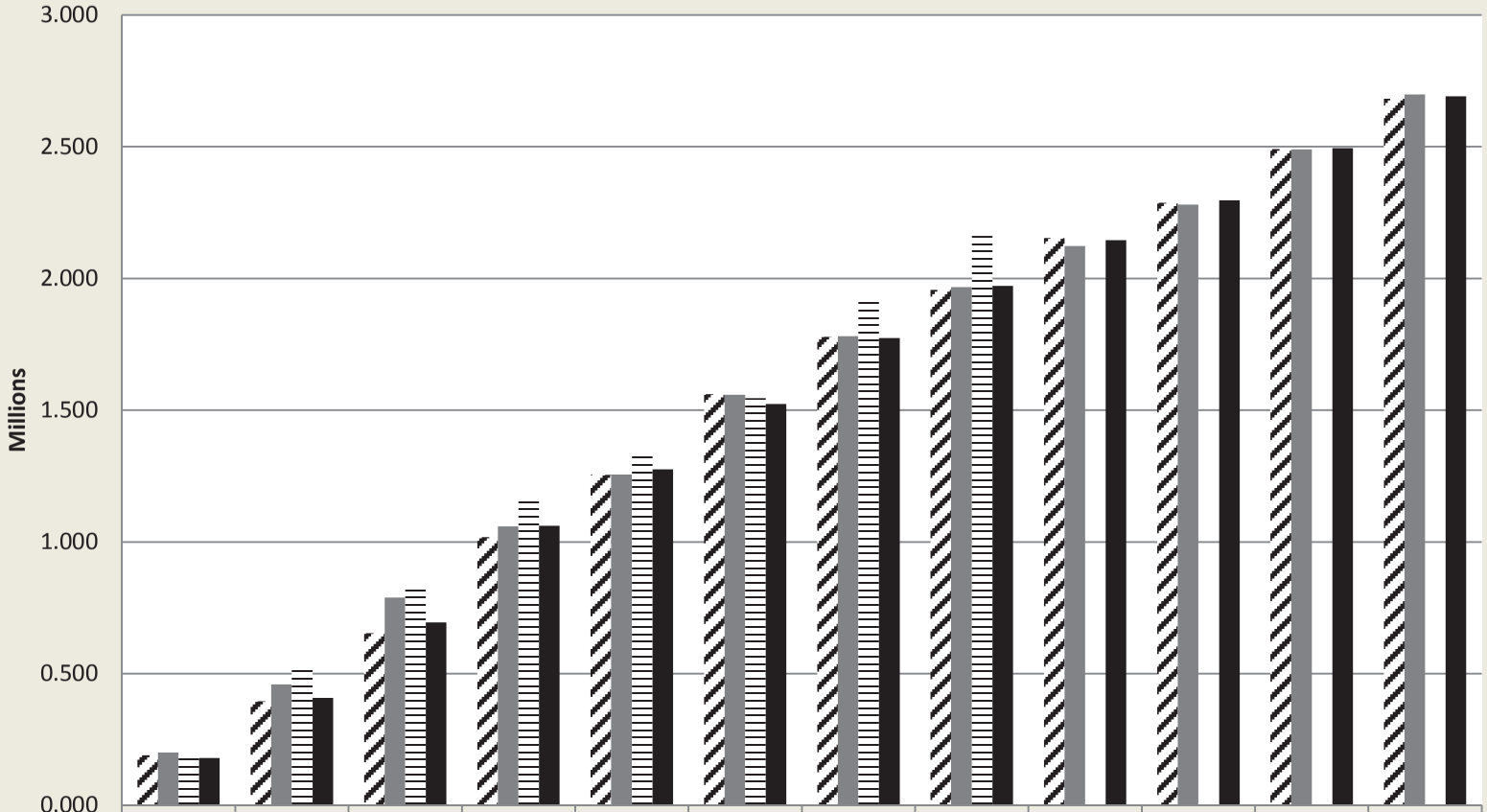
Date Prepared: 3/6/2018

Aeronautics Fund 0221

Fiscal Year 2018

State and Interagency Revenue Sources Forecast vs Actual

February - For Period Ending 2/28/2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY16 Actual Revenue	0.191	0.395	0.654	1.018	1.254	1.561	1.778	1.956	2.154	2.287	2.492	2.683
FY17 Actual Revenue	0.201	0.459	0.789	1.059	1.256	1.559	1.780	1.967	2.123	2.280	2.491	2.699
FY18 Current	0.191	0.524	0.834	1.159	1.338	1.546	1.913	2.162				
FY18 Forecast	0.180	0.408	0.695	1.061	1.276	1.524	1.774	1.972	2.145	2.296	2.495	2.691

Includes Misc. Revenue and Transfers - In

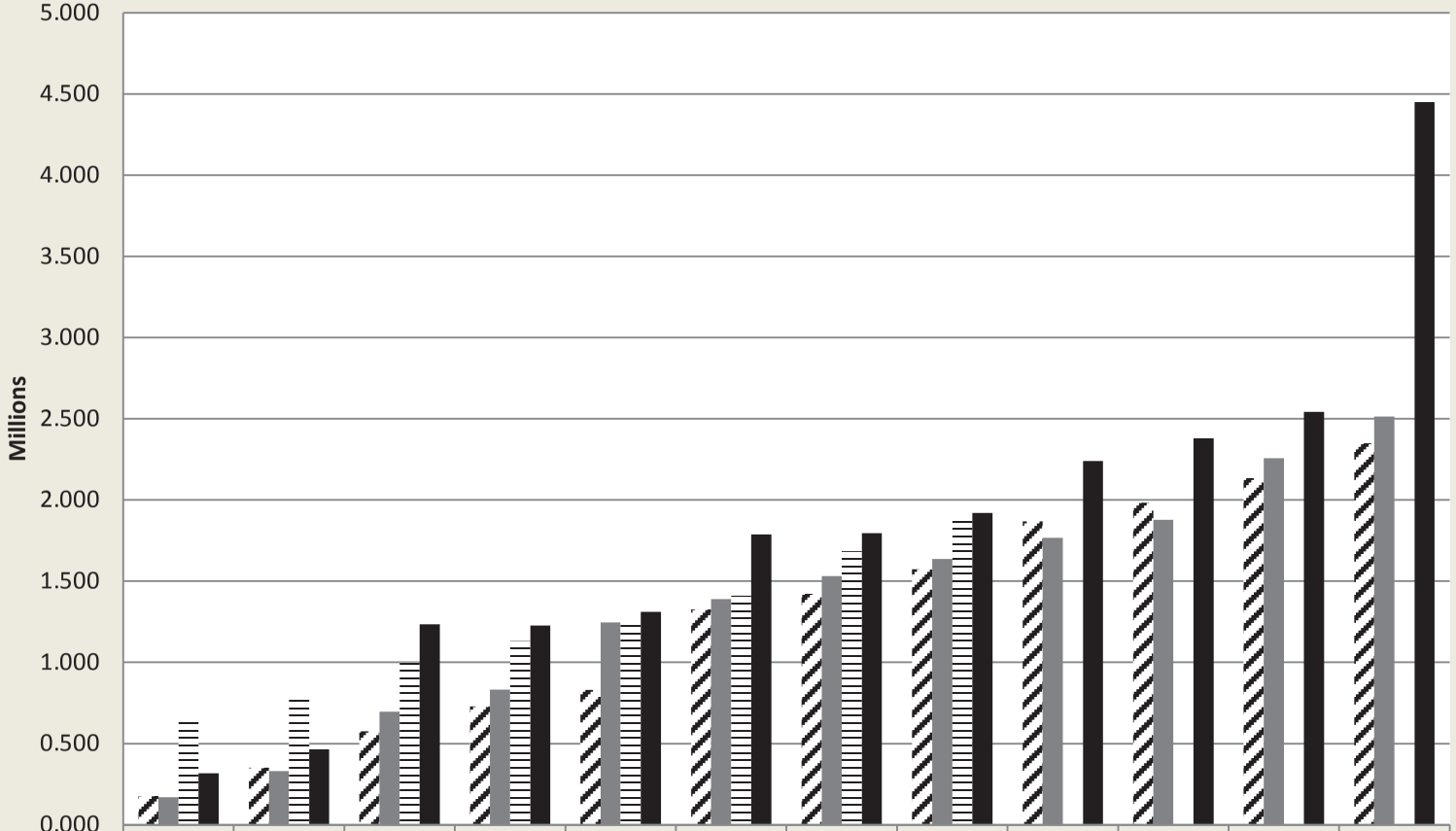
Misc. Revenue (RTA $66,425) and Transfers - In

Aeronautics Fund 0221

Fiscal Year 2018

Expenditures

February - For Period Ending 2/28/2018



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY16 Actual Expenditures	0.178	0.351	0.575	0.729	0.831	1.327	1.422	1.574	1.869	1.983	2.135	2.349
FY17 Actual Expenditures	0.170	0.330	0.697	0.832	1.246	1.390	1.532	1.637	1.767	1.878	2.258	2.514
FY18 Current	0.645	0.778	0.999	1.131	1.262	1.411	1.685	1.894				
FY18 Forecast	0.316	0.465	1.235	1.227	1.311	1.789	1.796	1.920	2.241	2.381	2.543	4.451

Current = Actual Payments and Encumbrances

UserID: asimpson
Report ID: AD-FN-GL-002
Run Date: 06 Mar 2018

Idaho Transportation Department

OPERATING FUND BALANCE SHEET
FOR THE PERIOD ENDED 2/28/2018

	State Aeronautics Fund 0221		State Highway Fund 0260		Transportation Expansion and Congestion Mitigation Fund 0269	
	Jan-18	Feb-18	Jan-18	Feb-18	Jan-18	Feb-18
ASSETS						
Cash on Hand (Change Fund)	0	0	5,845	5,845	0	0
Cash in Bank (Daily Cash Operations)	2,030,561	2,015,462	77,461,361	76,921,504	10,234,731	12,577,022
Investments (Long Term Investments)	819,184	820,414	164,139,480	164,388,997	0	0
Total Cash & Investments	**2,849,745**	**2,835,877**	**241,606,686**	**241,316,346**	**10,234,731**	**12,577,022**
Receivables - Other	0	13,343	1,043,830	1,032,621	0	0
- Due From Locals (Project Overruns)	11,620	54,398	2,024,117	3,013,053	0	0
- Inter Agency	7,534	20,898	120,047	259,398	0	0
Total Receivables	**19,154**	**88,639**	**3,187,995**	**4,305,072**	**0**	**0**
Inventory on Hand	0	0	16,483,357	18,831,486	0	0
Total Assets:	**2,868,899**	**2,924,516**	**261,278,038**	**264,452,905**	**10,234,731**	**12,577,022**
LIABILITIES						
Vouchers Payable	0	0	0	0	0	0
Sales Tax Payable	0	0	16,360	13,924	0	0
Deferred Revenue (Local Projects Match)	0	0	15,851,603	17,160,499	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	0	0	232,821	232,821	0	0
Total Liabilities:	0	0	16,100,783	17,407,244	0	0
FUND BALANCE						
Reserve for Encumbrance	93,077	66,106	37,697,996	29,616,018	0	0
Fund Balance	2,775,822	2,858,409	207,479,258	217,429,643	10,234,731	12,577,022
Total Fund Balance:	2,868,899	2,924,516	245,177,255	247,045,661	10,234,731	12,577,022
Total Liabilities and Fund Balance	**2,868,899**	**2,924,516**	**261,278,038**	**264,452,905**	**10,234,731**	**12,577,022**

52

UserID: asimpson
Report ID: AD-FN-GL-002
Run Date: 06 Mar 2018

Idaho Transportation Department

OPERATING FUND BALANCE SHEET

FOR THE PERIOD ENDED 2/28/2018

	Strategic Initiatives Fund (State Share) 0270.02		Strategic Initiatives Fund (Local Share) 0270.05		Total Strategic Initiatives Fund 0270	
	Jan-18	Feb-18	Jan-18	Feb-18	Jan-18	Feb-18
ASSETS						
Cash on Hand (Change Fund)	0	0	0	0	0	0
Cash in Bank (Daily Cash Operations)	13,732,428	30,027,741	0	11,067,800	13,732,428	41,095,541
Investments (Long Term Investments)	0	0	0	0	0	0
Total Cash & Investments	**13,732,428**	**30,027,741**	**0**	**11,067,800**	**13,732,428**	**41,095,541**
Receivables - Other	0	0	0	0	0	0
- Due From Locals (Project Overruns)	0	0	0	0	0	0
- Inter Agency	0	0	0	0	0	0
Total Receivables	**0**	**0**	**0**	**0**	**0**	**0**
Inventory on Hand	0	0	0	0	0	0
Total Assets:	**13,732,428**	**30,027,741**	**0**	**11,067,800**	**13,732,428**	**41,095,541**
LIABILITIES						
Vouchers Payable	0	0	0	0	0	0
Sales Tax Payable	0	0	0	0	0	0
Deferred Revenue (Local Projects Match)	0	0	0	0	0	0
Accounts Receivable Overpayment	0	0	0	0	0	0
Contractor Retained % (In Lieu Of Performance Bond)	24,285	24,285	0	0	24,285	24,285
Total Liabilities:	**24,285**	**24,285**	**0**	**0**	**24,285**	**24,285**
FUND BALANCE						
Reserve for Encumbrance	0	0	0	0	0	0
Fund Balance	13,708,143	41,071,256	13,708,143	41,071,256	13,708,143	41,071,256
Total Fund Balance:	13,708,143	41,071,256	13,708,143	41,071,256	13,708,143	41,071,256
Total Liabilities and Fund Balance	**13,732,428**	**41,095,541**	**13,732,428**	**41,095,541**	**13,732,428**	**41,095,541**

53

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0260 State Highway Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES									
Federal Sources									
FHWA - Highway	204,680,146	189,314,650	8,807,530	0	(15,365,496)	-7.51%	415,341,581	226,026,931	54.42 %
FHWA - Indirect Cost Allocation	18,296,899	16,401,864	622,589	0	(1,895,035)	-10.36%	25,000,000	8,598,136	34.39 %
Federal Transit Authority	11,217,245	7,213,916	1,593,669	0	(4,003,329)	-35.69%	15,871,800	8,657,884	54.55 %
NHTSA - Highway Safety	2,997,604	2,936,517	197,175	0	(61,087)	-2.04%	4,453,800	1,517,283	34.07 %
Other Federal Aid	247,100	682,638	31,881	0	435,538	176.26 %	4,130,000	3,447,362	83.47 %
Total Federal Sources:	**237,438,994**	**216,549,584**	**11,252,844**	**0**	**(20,889,410)**	**-8.80%**	**464,797,181**	**248,247,597**	**53.41 %**
State Sources									
Equipment Buy Back	0	0	0	0	0	0.00 %	13,848,700	13,848,700	100.00 %
Miscellaneous Revenues	20,355,687	23,274,715	3,205,431	0	2,919,028	14.34 %	30,490,860	7,216,145	23.67 %
Total State Sources:	**20,355,687**	**23,274,715**	**3,205,431**	**0**	**2,919,028**	**14.34 %**	**44,339,560**	**21,064,845**	**47.51 %**
Local Sources									
Match For Local Projects	6,232,765	2,802,403	268,456	0	(3,430,362)	-55.04%	17,533,129	14,730,726	84.02 %
Other Local Sources	0	611,524	220,496	0	611,524	0.00 %	0	(611,524)	0.00 %
Total Local Sources:	**6,232,765**	**3,413,927**	**488,952**	**0**	**(2,818,838)**	**-45.23%**	**17,533,129**	**14,119,202**	**80.53 %**
TOTAL REVENUES:	**264,027,446**	**243,238,226**	**14,947,227**	**0**	**(20,789,220)**	**-7.87%**	**526,669,870**	**283,431,644**	**53.82 %**
TRANSFERS-IN									
Highway Distribution Account	139,947,400	142,309,403	16,562,608	0	2,362,003	1.69 %	205,097,800	62,788,397	30.61 %
Fuel/Registration Direct	44,614,646	44,594,571	5,421,703	0	(20,075)	-0.04%	64,380,570	19,785,999	30.73 %
Ethanol Fuels Tax	12,265,700	12,304,642	1,392,536	0	38,942	0.32 %	17,700,000	5,395,358	30.48 %
TOTAL TRANSFERS-IN:	**196,827,746**	**199,208,617**	**23,376,846**	**0**	**2,380,871**	**1.21 %**	**287,178,370**	**87,969,753**	**30.63 %**
TOTAL REV AND TRANSFERS-IN:	**460,855,192**	**442,446,843**	**38,324,073**	**0**	**(18,408,349)**	**-3.99%**	**813,848,240**	**371,401,397**	**45.64 %**

54

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0260 State Highway Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
EXPENDITURES									
Operations Expense									
Permanent Staff Salaries	56,381,507	47,986,344	5,777,775	0	8,395,163	14.89 %	86,653,834	38,667,490	44.62 %
Board, Hourly, OT, Shift Diff	955,606	753,193	124,091	0	202,413	21.18 %	1,033,300	280,107	27.11 %
Fringe Benefits	28,344,533	24,290,774	3,045,083	0	4,053,759	14.30 %	42,928,366	18,637,592	43.42 %
In State Travel Expense	984,400	895,093	94,200	5,250	84,057	8.54 %	1,505,146	604,803	40.18 %
Out of State Travel Expense	220,907	211,964	17,510	0	8,943	4.05 %	351,280	139,316	39.66 %
Operating Expenditures	58,284,778	49,387,519	9,066,708	13,205,712	(4,308,452)	-7.39%	87,045,100	24,451,870	28.09 %
Capital Equipment Expense	24,771,384	14,456,525	2,641,479	2,317,989	7,996,870	32.28 %	26,982,597	10,208,083	37.83 %
Capital Facilities Expense	2,685,218	608,476	163,631	692,442	1,384,300	51.55 %	5,809,438	4,508,520	77.61 %
Capital Projects	0	5,788	5,788	0	(5,788)	0.00 %	0	(5,788)	0.00 %
Trustee & Benefit Payments	13,792,243	9,192,372	989,247	69,058	4,530,813	32.85 %	20,583,800	11,322,370	55.01 %
Total Operations Expense:	**186,420,575**	**147,788,046**	**21,925,512**	**16,290,450**	**22,342,079**	**11.98 %**	**272,892,860**	**108,814,364**	**39.87 %**
Contract Construction									
Operating Expenditures	5,186,200	4,376,308	579,379	90,691	719,200	13.87 %	30,810,664	26,343,664	85.50 %
Capital Projects	302,279,085	298,617,625	14,950,460	255,354	3,406,106	1.13 %	688,441,090	389,568,111	56.59 %
Trustee & Benefit Payments	654,000	610,283	210,703	0	43,717	6.68 %	9,151,506	8,541,223	93.33 %
Total Contract Construction:	**308,119,285**	**303,604,216**	**15,740,541**	**346,045**	**4,169,024**	**1.35 %**	**728,403,260**	**424,452,999**	**58.27 %**
TOTAL EXPENDITURES:	**494,539,860**	**451,392,262**	**37,666,053**	**16,636,495**	**26,511,103**	**5.36 %**	**1,001,296,120**	**533,267,363**	**53.26 %**
TRANSFERS OUT									
Statutory	25,000	25,000	0	0	0	0.00 %	25,000	0	0.00 %
Operating	11,779,500	10,490,552	0	0	1,288,948	10.94 %	53,641,900	43,151,348	80.44 %
TOTAL TRANSFERS OUT:	**11,804,500**	**10,515,552**	**0**	**0**	**1,288,948**	**10.92 %**	**53,666,900**	**43,151,348**	**80.41 %**
TOTAL EXPD AND TRANSFERS OUT:	**506,344,360**	**461,907,814**	**37,666,053**	**16,636,495**	**27,800,051**	**5.49 %**	**1,054,963,020**	**576,418,712**	**54.64 %**
t for Fiscal Year 2018:	**(45,489,168)**	**(19,460,970)**	**658,020**		**9,391,703**		**(241,114,780)**	**(205,017,315)**	

55

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0260 State Highway Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018		Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
Contract Construction										
Operating Expenditures										
Operating Expenditures	Dedicated	985,000	815,221	249,633	12,470	157,309	15.97 %	13,744,637	12,916,946	93.98 %
Operating Expenditures	Federal	4,200,000	3,559,196	328,020	78,221	562,583	13.39 %	16,019,678	12,382,261	77.29 %
Operating Expenditures	Local	1,200	1,892	1,726	0	(692)	-57.63%	1,046,349	1,044,457	99.82 %
Total Operating Expenditures		**5,186,200**	**4,376,308**	**579,379**	**90,691**	**719,200**	**13.87 %**	**30,810,664**	**26,343,664**	**85.50 %**
Capital Outlay										
Capital Outlay	Dedicated	92,464,676	104,557,959	7,643,344	23,949	(12,117,232)	-13.10%	256,178,856	151,596,948	59.18 %
Capital Outlay	Federal	178,463,174	170,674,943	7,074,018	231,405	7,556,827	4.23 %	362,402,506	191,496,159	52.84 %
Capital Outlay	FICR	25,220,040	20,638,654	98,552	0	4,581,386	18.17 %	54,418,650	33,779,996	62.07 %
Capital Outlay	Local	6,131,195	2,746,069	134,546	0	3,385,126	55.21 %	15,441,078	12,695,009	82.22 %
Total Capital Outlay		**302,279,085**	**298,617,625**	**14,950,460**	**255,354**	**3,406,106**	**1.13 %**	**688,441,090**	**389,568,111**	**56.59 %**
Trustee & Benefit Payments										
Trustee & Benefit Payments	Dedicated	18,000	26,566	22,604	0	(8,566)	-47.59%	3,315,807	3,289,241	99.20 %
Trustee & Benefit Payments	Federal	630,000	582,290	188,098	0	47,710	7.57 %	5,096,397	4,514,107	88.57 %
Trustee & Benefit Payments	Local	6,000	1,428	1	0	4,572	76.21 %	739,302	737,874	99.81 %
Total Trustee & Benefit Payments		**654,000**	**610,283**	**210,703**	**0**	**43,717**	**6.68 %**	**9,151,506**	**8,541,223**	**93.33 %**
Total Contract Construction:		**308,119,285**	**303,604,216**	**15,740,541**	**346,045**	**4,169,024**	**1.35 %**	**728,403,260**	**424,452,999**	**58.27 %**

56

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0269 Transportation Expansion and Congestion Mitigation Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES									
Miscellaneous Revenues	68,000	34,217	10,250	0	(33,783)	-49.68%	68,000	33,783	49.68 %
TOTAL REVENUES:	**68,000**	**34,217**	**10,250**	**0**	**(33,783)**	**-49.68%**	**68,000**	**33,783**	**49.68 %**
TRANSFERS-IN									
Cigarette Tax	138,020	1,920,089	1,225,830	0	1,782,069	1291.17 %	5,800,700	3,880,611	66.90 %
Sales Tax	10,274,200	10,622,717	1,106,210	0	348,517	3.39 %	15,248,000	4,625,283	30.33 %
TOTAL TRANSFERS-IN:	**10,412,220**	**12,542,805**	**2,332,041**	**0**	**2,130,585**	**20.46 %**	**21,048,700**	**8,505,895**	**40.41 %**
TOTAL REV AND TRANSFERS-IN:	**10,480,220**	**12,577,022**	**2,342,291**	**0**	**2,096,802**	**20.01 %**	**21,116,700**	**8,539,678**	**40.44 %**
EXPENDITURES									
Contract Construction - Capital Projects	21,116,700	0	0	0	21,116,700	100.00 %	21,116,700	21,116,700	100.00 %
TOTAL EXPENDITURES:	**21,116,700**	**0**	**0**	**0**	**21,116,700**	**100.00 %**	**21,116,700**	**21,116,700**	**100.00 %**
TOTAL EXPD AND TRANSFERS OUT:	**21,116,700**	**0**	**0**	**0**	**21,116,700**	**100.00 %**	**21,116,700**	**21,116,700**	**100.00 %**
Net for Fiscal Year 2018:	**(10,636,480)**	**12,577,022**	**2,342,291**		**23,213,502**		**0**	**(12,577,022)**	

57

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0270 Strategic Initiatives Program Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES									
State Sources - Miscellaneous Revenues	68,000	143,486	17,600	0	75,486	111.01 %	205,200	61,714	30.07 %
TOTAL REVENUES:	**68,000**	**143,486**	**17,600**	**0**	**75,486**	**111.01 %**	**205,200**	**61,714**	**30.07 %**
TRANSFERS-IN									
Statutory	5,492,860	27,669,500	27,669,500	0	22,176,640	403.74 %	27,464,300	(205,200)	-0.75%
TOTAL TRANSFERS-IN:	**5,492,860**	**27,669,500**	**27,669,500**	**0**	**22,176,640**	**403.74 %**	**27,464,300**	**(205,200)**	**-0.75%**
TOTAL REV AND TRANSFERS-IN:	**5,560,860**	**27,812,986**	**27,687,100**	**0**	**22,252,126**	**400.16 %**	**27,669,500**	**(143,486)**	**-0.52%**
EXPENDITURES									
Contract Construction - Capital Projects	36,221,982	6,326,766	323,988	0	29,895,216	82.53 %	36,221,982	29,895,216	82.53 %
Contract Construction - Trustee & Benefit Payments	11,067,800	0	0	0	11,067,800	100.00 %	11,067,800	11,067,800	100.00 %
TOTAL EXPENDITURES:	**47,289,782**	**6,326,766**	**323,988**	**0**	**40,963,016**	**86.62 %**	**47,289,782**	**40,963,016**	**86.62 %**
TOTAL EXPD AND TRANSFERS OUT:	**47,289,782**	**6,326,766**	**323,988**	**0**	**40,963,016**	**86.62 %**	**47,289,782**	**40,963,016**	**86.62 %**
Net for Fiscal Year 2018:	**(41,728,922)**	**21,486,221**	**27,363,113**		**63,215,143**		**(19,620,282)**	**(41,106,503)**	

58

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0375 GARVEE Debt Service Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES									
State Sources - Miscellaneous Revenues	0	53,617	7,054	0	53,617	0.00 %	0	(53,617)	0.00 %
TOTAL REVENUES:	**0**	**53,617**	**7,054**	**0**	**53,617**	**0.00 %**	**0**	**(53,617)**	**0.00 %**
TRANSFERS-IN									
Operating	0	15,190,552	0	0	15,190,552	0.00 %	0	(15,190,552)	0.00 %
TOTAL TRANSFERS-IN:	**0**	**15,190,552**	**0**	**0**	**15,190,552**	**0.00 %**	**0**	**(15,190,552)**	**0.00 %**
TOTAL REV AND TRANSFERS-IN:	**0**	**15,244,169**	**7,054**	**0**	**15,244,169**	**0.00 %**	**0**	**(15,244,169)**	**0.00 %**
EXPENDITURES									
Bond Principal / Interest	0	54,336,623	372,123	0	(54,336,623)	0.00 %	0	(54,336,623)	0.00 %
TOTAL EXPENDITURES:	**0**	**54,336,623**	**372,123**	**0**	**(54,336,623)**	**0.00 %**	**0**	**(54,336,623)**	**0.00 %**
TOTAL EXPD AND TRANSFERS OUT:	**0**	**54,336,623**	**372,123**	**0**	**(54,336,623)**	**0.00 %**	**0**	**(54,336,623)**	**0.00 %**
Net for Fiscal Year 2018:	**0**	**(39,092,454)**	**(365,069)**		**(39,092,454)**		**0**	**39,092,454**	

59

User ID: asimpson
Report ID: AD-FN-GL-003
Run Date: 06 Mar 2018
% of Time Remaining: 33.3

Idaho Transportation Department

STATEMENT OF REVENUES AND EXPENDITURES
BUDGET TO ACTUAL
FOR THE FISCAL YEAR TO DATE - FOR THE PERIOD ENDED 2/28/2018

Fund: 0221 State Aeronautics Fund

Fiscal Year: 2018 Budget Fiscal Year: 2018	Year to Date Allotment (A)	Year to Date Actual (B)	Current Month Activity (C)	Year to Date Encumbrance (D)	Variance Favorable / Unfavorable (E = A - B - D)	Percent Variance (F = E / A)	Annual Appropriation (G)	Appropriation Balance (H = G - B - D)	Percent Remaining (I = H / G)
REVENUES									
Federal Sources - FAA	276,085	217,528	42,778	0	(58,557)	-21.21%	441,700	224,172	50.75 %
State Sources - Miscellaneous Revenues	317,645	360,868	22,953	0	43,224	13.61 %	366,425	5,556	1.52 %
Interagency Sources - Miscellaneous Revenues	143,854	192,047	42,173	0	48,193	33.50 %	225,000	32,953	14.65 %
TOTAL REVENUES:	**737,584**	**770,443**	**107,904**	**0**	**32,860**	**4.46 %**	**1,033,125**	**262,681**	**25.43 %**
TRANSFERS-IN									
Operating	1,510,351	1,609,378	183,924	0	99,027	6.56 %	2,100,000	490,622	23.36 %
TOTAL TRANSFERS-IN:	**1,510,351**	**1,609,378**	**183,924**	**0**	**99,027**	**6.56 %**	**2,100,000**	**490,622**	**23.36 %**
TOTAL REV AND TRANSFERS-IN:	**2,247,935**	**2,379,821**	**291,828**	**0**	**131,887**	**5.87 %**	**3,133,125**	**753,303**	**24.04 %**
EXPENDITURES									
Permanent Staff Salaries	490,908	446,712	55,693	0	44,196	9.00 %	751,092	304,380	40.52 %
Board, Hourly, OT, Shift Diff	35,050	39,004	532	0	(3,954)	-11.28%	54,300	15,296	28.17 %
Fringe Benefits	235,572	212,426	26,582	0	23,146	9.83 %	357,608	145,182	40.60 %
In State Travel Expense	44,787	42,047	3,101	0	2,740	6.12 %	58,835	16,788	28.53 %
Out of State Travel Expense	10,938	8,964	2,435	0	1,974	18.05 %	17,800	8,836	49.64 %
Operating Expenditures	458,990	430,730	82,402	43,011	(14,751)	-3.21%	998,510	524,769	52.56 %
Capital Equipment Expense	45,588	52,789	11,201	0	(7,201)	-15.80%	161,000	108,211	67.21 %
Capital Facilities Expense	24,881	4,881	0	20,000	(0)	0.00%	99,480	74,599	74.99 %
Trustee & Benefit Payments	572,847	593,842	54,266	0	(20,995)	-3.66%	1,951,935	1,358,093	69.58 %
TOTAL EXPENDITURES:	**1,919,561**	**1,831,394**	**236,211**	**63,011**	**25,156**	**1.31 %**	**4,450,560**	**2,556,155**	**57.43 %**
TOTAL EXPD AND TRANSFERS OUT:	**1,919,561**	**1,831,394**	**236,211**	**63,011**	**25,156**	**1.31 %**	**4,450,560**	**2,556,155**	**57.43 %**
Net for Fiscal Year 2018:	**328,374**	**548,427**	**55,617**		**157,042**		**(1,317,435)**	**(1,802,851)**	

09 60

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18-19, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Joel Drake	Financial Mgr., FP&A	JD
Preparer's Name	**Preparer's Title**	**Initials**
Nathan Hesterman	Sr. Planner - Programming	ndh

Reviewed By
CRM

Subject

Monthly Reporting of Federal Formula Program Funding Through March 2018		
Key Number	District	Route Number
N/A	N/A	N/A

Background Information

Idaho received obligation authority through March 23rd (174/365th) via a continuing resolution signed on February 9th. This $130.0 million corresponds to $128.1 million with match after a reduction for prorated indirect costs. A 2018 Appropriations Act was signed on March 23, 2018. Unfortunately, as of April 2nd we have not yet received official notice from the FHWA with the details.

Idaho has received apportionments via notices through March 31, 2018 of $301.7 million which includes *Redistribution of Certain Authorized Funds*. Currently, obligation authority is 43.1% of apportionments.

The exhibits on the following page summarize these amounts and show allotments and remaining funds by program through March 31, 2018.

Recommendations

For Information

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Exhibit One
Actual Formula Funding for FY2018

Per FAST Tables – Total Year	
Federal Aid Only	$302,157
Including Match	$327,648
Per Apportionments – Total Year	
Federal Aid Only	$301,704
Including Match	$327,157
Obligation Limits through 3/23/2018	
Federal Aid Only	$130,040
Less prorated $25M indirect costs w/Match	$128,087

Notes:
1. All dollars in Thousands
2. 'Approved Program' amounts from the FY 2018 Board Approved Program (Sky Blue Book).
3. Apportionment and Obligation Authority amounts reflect available funds via federal notices received through March 31, 2018.

Exhibit Two
Allotments of Available Formula Funding through March 31, 2018

Program	Allotted Total Program Funding	Total Program Funding Remaining
All Other SHS Programs	$88,030	$14,444
GARVEE Formula Debt Service*	$13,549	$2,776
State Planning and Research*	$3,212	$43
Metropolitan Planning*	$864	$0
Transportation Alternatives (Urban/Rural)	$1,699	$205
Recreational Trails	$735	$732
STBG - Local Urban	$3,725	($1,737)
STBG - Transportation Mgt. Area	$4,347	$2,603
Transportation Alternatives (TMA)	$206	$168
STBG – Local Rural	$5,967	$1,270
Local Bridge	$2,341	$1,802
Off System Bridge	$1,756	$712
Local HSIP	$1,655	($1,058)
Total (excluding indirect costs)	**$128,087**	**$21,961**

Notes:
1. All dollars in Thousands.
2. Allotments based on the FY 2018 Board Approved Program (Sky Blue Book).
3. Funding amounts include match and reflect total formula funding available (excluding indirect costs).
4. Data reflects both obligation and de-obligation activity (excluding indirect costs) as of March 31st.
5. Advanced construction conversions of $95.8 million are outstanding for FY 2018.

* These programs are provided 100% Obligation Authority. Other programs are reduced accordingly.

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed Information Only

Presenter's Name	Presenter's Title	Initials	Reviewed By
Michelle Doane	Business & Support Mgr	MD	CRM
Preparer's Name	Preparer's Title	Initials	
Michelle Doane	Business & Support Mgr	MD	

Subject

Non-Construction Professional Service Contracts issued by Business & Support Management

Key Number	District	Route Number
N/A	N/A	N/A

Background Information

The purpose of this Board item is to comply with the reporting requirements established in Board Policy 4001 -'Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month.'
Business and Support Management section did not execute any professional service agreements in the previous month.

Recommendations

Information only

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Blake Rindlisbacher, PE	Engineering Services Administrator	BR
Preparer's Name	**Preparer's Title**	**Initials**
Monica Crider, P.E.	Contracting Services Engineer	MC

Reviewed By
TCM
BR

Subject

Contract Awards and Advertisements

Key Number	District	Route Number

Background Information

In accordance with board policy 4001, Staff has initiated or completed action to award the contracts listed on the attached report.

Also attached is the Current Advertisement Report.

Since the last Board Agenda report Contracting Services has bid 12 projects, 3 of them needing Board approval to award.

FY18 – 10/1/2017 to 3/28/2018 Contracting Services has bid 71 projects, 18 (25%) of them needing Board Approval to award and 3 needing Board approval to reject.

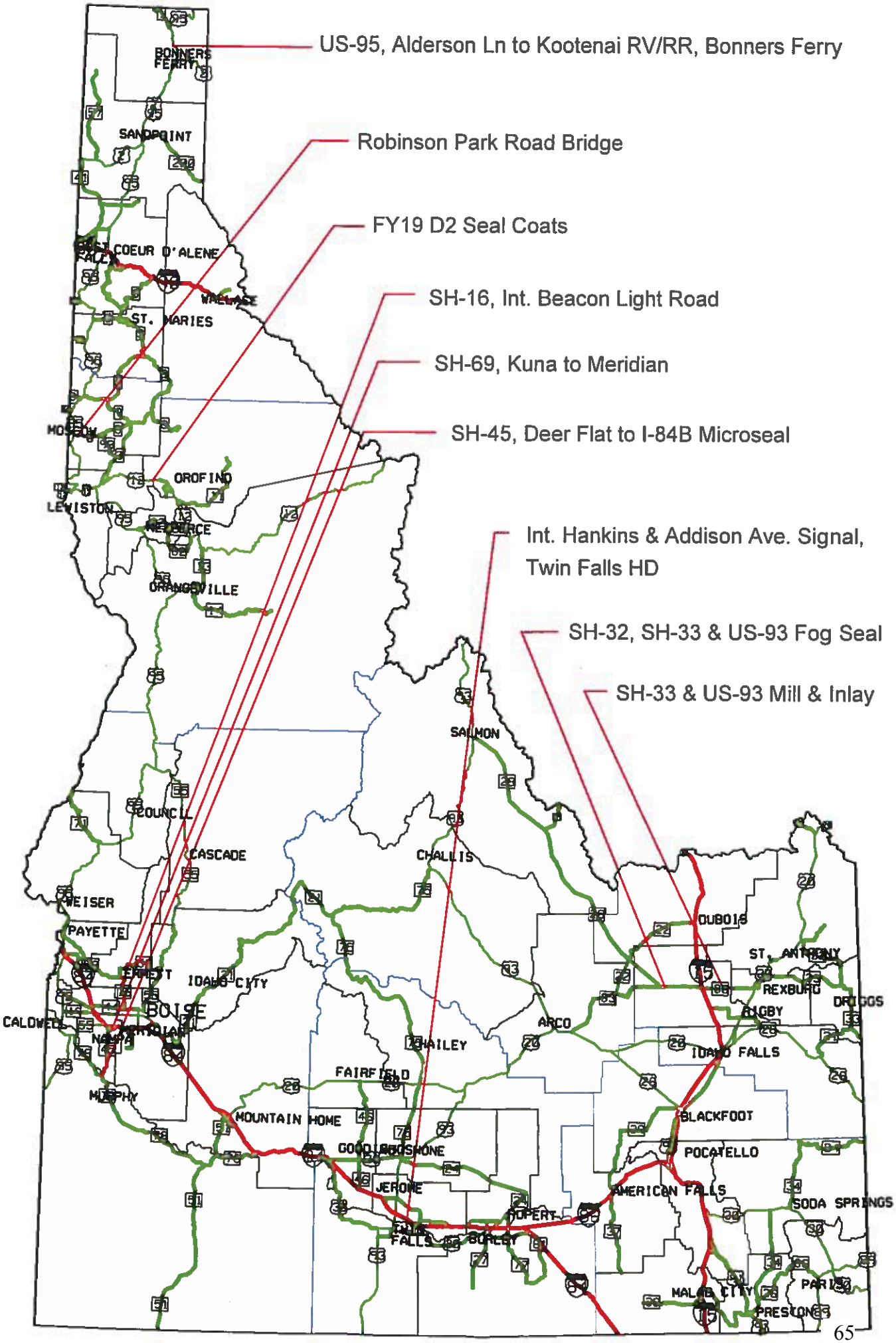
Recommendations

For Information Only.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____


US-95, Alderson Ln to Kootenai RV/RR, Bonners Ferry
Robinson Park Road Bridge
FY19 D2 Seal Coats
SH-16, Int. Beacon Light Road
SH-69, Kuna to Meridian
SH-45, Deer Flat to I-84B Microseal
Int. Hankins & Addison Ave. Signal, Twin Falls HD
SH-32, SH-33 & US-93 Fog Seal
SH-33 & US-93 Mill & Inlay
BONNERS FERRY
SANDPOINT
COEUR D'ALENE
WALLACE
ST. MARIES
MOSCOW
OROFINO
LEWISTON
GRANGEVILLE
SALMON
COUNCIL
CASCADE
CHALLIS
WEISER
PAYETTE
EMMETT
IDAHO CITY
BOISE
CALDWELL
NAMPA
MURPHY
FAIRFIELD
HAILEY
ARCO
MOUNTAIN HOME
GOODING
JEROME
TWIN FALLS
BURLEY
RUPERT
DUBOIS
ST. ANTHONY
REXBURG
DRIGGS
RIGBY
IDAHO FALLS
BLACKFOOT
POCATELLO
AMERICAN FALLS
SODA SPRINGS
MALAD CITY
PARIS
PRESTON

Monthly Contract Status Report to the Board

CONTRACT ACCEPTED BY STAFF SINCE LAST BOARD MEETING

	KEY	Engineer Estimate		Low Bid	Net +/-	% of Est	
Dist: 1	Route: US-95	OPENING DATE: 2/27/2018	CONTRACTOR: GOODFELLOW BROS., INC.				NUMBER OF BIDS: 3
	12964	**$9,649,208**		**$9,275,481**	**($373,727)**	**96%**	
	12964	ALDERSON LN TO KOOTENAI RV/RR BR BONNERS FERRY	RESRF/RESTO&REHAB	State			
Dist: 2	Route: Off System	OPENING DATE: 3/20/2018	CONTRACTOR: C. L. HEILMAN COMPANY INC				NUMBER OF BIDS: 3
	13450	**$1,412,921**		**$1,499,538**	**$86,617**	**106%**	
	19536	ROBINSON PK RD SIGNS & ELEVATION, N LATAH HD	SAFTY/TRAF OPER	Local			
	13450	ROBINSON PARK RD BR, LATAH CO	BR/APPRS	Local			
Dist: 2	Route: SH-8 & SH-11	OPENING DATE: 2/27/2018	CONTRACTOR: KNIFE RIVER CORPORATION -NORTHWEST				NUMBER OF BIDS: 2
	18729	**$1,352,040**		**$1,394,000**	**$41,960**	**103%**	
	18729	FY19 D2 SEALCOATS	PM	State			
Dist: 3	Route: SH-16	OPENING DATE: 3/13/2018	CONTRACTOR: KNIFE RIVER CORPORATION -NORTHWEST				NUMBER OF BIDS: 3
	18872	**$1,049,396**		**$1,145,445**	**$96,049**	**109%**	
	18872	INT BEACON LIGHT RD	SAFTY/TRAF OPER	State			
Dist: 3	Route: SH-45	OPENING DATE: 3/13/2018	CONTRACTOR: VSS INTERNATIONAL, INC.				NUMBER OF BIDS: 2
	20225	**$943,753**		**$1,039,120**	**$95,367**	**110%**	
	20225	DEER FLAT TO I-84B MICROSEAL, NAMPA	RESRF/RESTO&REHAB	State			
Dist: 3	Route: SH-69	OPENING DATE: 2/27/2018	CONTRACTOR: STAKER & PARSON COMPANIES dba IDAHO MATERIALS & CONSTRUCTION				NUMBER OF BIDS: 3
	19965	**$4,891,577**		**$4,212,200**	**($679,377)**	**86%**	
	19997	SIGNAL INSTALLATION AT HUBBARD & LAKE HAZEL	SAFTY/TRAF OPER	State			
	19965	KUNA TO MERIDIAN	RESRF/RESTO&REHAB	State			

Dist: 4	Route: Off System	OPENING DATE: 3/20/2018	CONTRACTOR: ELECTRIC 1 WEST, INC.			NUMBER OF BIDS: 3
	19688	$464,642	$458,883	($5,759)	99%	
	19688	INT HANKINS & ADDISON AVE SIGNAL, TWIN FALLS HD	SAFTY/TRAF OPER	Local		
Dist: 6	Route: SH-32	OPENING DATE: 3/20/2018	CONTRACTOR: INTERMOUNTAIN SLURRY SEAL, INC.			NUMBER OF BIDS: 1
	20757	$1,340,330	$1,442,540	$102,210	108%	
	20757	D6 SH 32, SH 33, AND US 93 FOG SEAL	PM	State		
Dist: 6	Route: SH-33	OPENING DATE: 3/20/2018	CONTRACTOR: H-K CONTRACTORS, INC.			NUMBER OF BIDS: 3
	20758	$4,964,474	$5,139,777	$175,303	104%	
	20758	D6 SH 33 AND US 93 MILL AND INLAY	RESRF/RESTO&REHAB	State		

Monthly Contract Advertisement As of 03-30-2018

	Key		Job Type	Route Type
Dist: 1	Route: US-95	OPENING DATE: 4/17/2018		
	20685	$2,500,000 to $5,000,000		
	20685	MICA CR TO COUGAR CR, KOOTENAI CO	RESRF/RESTO&REHAB	State
Dist: 1	Route: US-95	OPENING DATE: 4/10/2018		
	20582	$2,500,000 to $5,000,000		
	20582	N MOCTILEME TO N OF PLUMMER, BENEWAH CO	RESRF/RESTO&REHAB	State
Dist: 1	Route: I-90	OPENING DATE: 3/27/2018		
	12311	$1,000,000 to $2,500,000		
	12311	SELTICE WAY CONGESTION MITIGATION	SAFTY/TRAF OPER	Local
Dist: 2	Route: Off System	OPENING DATE: 3/6/2018		
	13444	$100,000 to $250,000		
	13444	VINEYARD DR GUARDRAIL, LEWISTON	SAFTY/TRAF OPER	Local
Dist: 3	Route: US-20	OPENING DATE: 4/17/2018		
	19415	$100,000 to $250,000		
	19415	D3 INTERSECTION IMPROVEMENTS	SAFTY/TRAF OPER	State
Dist: 3	Route: Off System	OPENING DATE: 4/3/2018		
	19772	$500,000 to $1,000,000		
	19772	MERIDIAN MAINTENANCE YARD REPLACEMENT FACILITIES	SUP FACIL	State

Dist: 3	Route: SH-51	OPENING DATE: 4/3/2018		
	19947	$500,000 to $1,000,000		
	19947	MOUNTAIN HOME SOUTH RESTORATION	RESRF/RESTO&REHAB	State
Dist: 3	Route: US-95	OPENING DATE: 4/3/2018		
	13946	$2,500,000 to $5,000,000		
	13946	LITTLE RAINBOW BR, ADAMS CO	BR/APPRS	State
Dist: 4	Route: SH-77	OPENING DATE: 4/24/2018		
	20108	$500,000 to $1,000,000		
	20108	CASSIA CO SEAL COATS PM		State
Dist: 4	Route: US-20	OPENING DATE: 4/3/2018		
	19901	$500,000 to $1,000,000		
	19901	FY19 D4 SEALCOATS, BLAINE/CAMAS CO	PM	State
Dist: 5	Route: US-30	OPENING DATE: 4/3/2018		
	19019	$2,500,000 to $5,000,000		
	19019	PORTNEUF RV BR, BANNOCK CO	BR/APPRS	State
Dist: 5	Route: US-89	OPENING DATE: 4/3/2018		
	20155	$1,000,000 to $2,500,000		
	20155	12TH ST OPASS TO JCT US-30, MONTPELIER	RESRF/RESTO&REHAB	State
Dist: 5	Route: Off System	OPENING DATE: 3/13/2018		
	11244	$5,000,000 to $10,000,000		
	11244	E ONEIDA ST, PRESTON	RECONST/REALIGN	Local
Dist: 6	Route: Off System	OPENING DATE: 4/10/2018		
	13585	$1,000,000 to $2,500,000		
	13585	17TH ST; HOLMES TO S WOODRUFF, IDAHO FALLS	RESRF/RESTO&REHAB	Local
Dist: 6	Route: Off System	OPENING DATE: 3/27/2018		
	18811	$100,000 to $250,000		
	18811	SOUTH BLVD CORRIDOR RRFB LIGHT, IDAHO FALLS	SAFTY/TRAF OPER	Local

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed _____

Presenter's Name	Presenter's Title	Initials
Monica Crider, P.E.	Contracting Services Engineer	MC
Preparer's Name	**Preparer's Title**	**Initials**
Mike Cram	Project Manager	MWC

Reviewed By
TCM
BR

Subject

REPORT ON PROFESSIONAL SERVICES AGREEMENTS AND TERM AGREEMENT WORK TASKS		
Key Number	**District**	**Route Number**
N/A	N/A	N/A

Background Information

For all of ITD:

Consultant Services processed forty-nine (49) new professional services agreements and work tasks totaling **$9,412,293** and six (6) supplemental agreements to existing professional services agreements totaling **$451,430** from February 23, 2018 through March 27, 2018.

New Professional Services Agreements and Work Tasks

Reason Consultant Needed		*District*								*Total*
	1	*2*	*3*	*4*	*5*	*6*	*HQ*			
Resources not Available										
Design	4		5		1					10
Environmental	1	1	2							4
Aerial Photography										
Geotechnical	1			2		1				4
Testing & Inspection	4		1							5
Surveying	2									2
Construction	1		1	1	1	2				6
Bridge										
Local Public Agency Projects	8	5	1	2	0	1				17
Special Expertise Required										
Design			1							1
Total	21	6	11	5	2	4				49

For ITD District Projects:

Thirty-two (32) new professional services agreements and work tasks were processed during this period totaling **$7,793,355.** No Supplemental Agreements were processed. Five (5) supplemental agreements were processed totaling **$424,500**.

District 1

Project	*Reason Consultant Needed*	*Description*	*Selection Method*	*Consultant*	*Amount*
SH-41, Burlington Northern Railroad Bridge, Bonner Co	Resources not available: Construction	Construction Engineering, Inspection, Sampling & Testing Services	Individual Project Solicitation	H.W. Lochner	$556,000
I-90, Old US-10 Wall Repair, Wallace	Resources not available: Design	Ph II: Design through PS&E	Individual Project Solicitation	David Evans & Associates	Prev: $331,000 **This: $346,745** Total: $677,745
I-90, Interchange #68 to East of Mullan, Shoshone Co	Resources not available: Construction	Construction Engineering, Inspection, Sampling & Testing Services	Individual Project Solicitation	HMH, LLC	$928,200
I-90, Blue Creek Bay Bridge, Kootenai Co	Resources not available: Construction	Engineer of Record Services	Individual Project Solicitation	WSP USA	Prev: $899,800 **This: $255,600** Total: $1,155,400 Board approval > $1M pending April 2018 Mtg
SH-53, Hauser Lake Rd to N Bruss Rd, Kootenai Co	Resources not available: Design	Roadway Design Services Phase I: Surveying & RR/Utility Coordination	Individual Project Solicitation	T-O Engineers	$214,300
I-90, Kingston Interchange #43, Shoshone Co I-90, Interchange #68 to East of Mullan, Shoshone Co	Resources not available: Construction	Materials Sampling & Testing Augmentation	Individual Project Solicitation	GeoTek	$544,500

I-90, Creek Bridge, Benewah Co					
SH-97, Coeur d'Alene River Bridge, Kootenai Co	Resources not available: Construction	Construction Engineering, Inspection, Sampling & Testing Services	RFI from Term Agreement	J-U-B Engineers	$154,200
US-95, Granite North & Frontage Rds, Bonner Co	Resources not available: Design	Traffic Counts	Direct from Term Agreement	Welch Comer	$1,400
US-95, Emergency Slope Repair MP 498, Boundary Co	Resources not available: Surveying	Right-of-Way Acquisition Boundary Surveying	Direct from Term Agreement	Meckel Engineering & Surveying	$34,500
SH-41, Lancaster Rd to Boekel Rd / E Prairie Ave to Lancaster Rd, Kootenai Co	Resources not available: Geotechnical	Phase IV Geotechnical Engineering Services	RFI from Term Agreement	Geo-Engineers	$141,130
SH-97, Emergency Slope Repair MP 67.5, Kootenai Co SH-57, Emergency Repair MP 1.9 & MP 2.06, Bonner Co	Resources not available: Surveying	Topographic Surveys	Direct from Term Agreement	Meckel Engineering & Surveying	$39,200
US-95, N Corridor Access Improvements	Resources not available: Design	US-95 Signal Timing Support	Direct from Term Agreement	Six Mile Engineering	$17,400
US-95, Junction SH-53 Interchange, Garwood Rd, UPRR Bridge, & Frontage Rds	Resources not available: Environmen-tal	Cultural Resource Survey	Direct from Term Agreement	Bionomics Environmen-tal	$8,000

District 2

Project	*Reason Consultant Needed*	*Description*	*Selection Method*	*Consultant*	*Amount*
US-95, Thorn Creek Rd to Moscow, Ph 1	Resources not available: Environmen-tal	Stream Assessment, Phase II	Direct from Term Agreement	Alta Science & Engineering	Prev: $10,152 **This: $58,530** Total: $68,682

District 3

Project	*Reason Consultant Needed*	*Description*	*Selection Method*	*Consultant*	*Amount*
US-20/26, Chinden-Locust Grove to Eagle	Resources not available: Design	Roadway Design, Phase II: Completion of Design through PS&E	Individual Project Solicitation	Parametrix	Prev: $ 285 ,600 **This: $1,225,900** Total: $1,511,500 Board approved > $1M Feb '18 Mtg
I-84, Karcher Interchange to Franklin Blvd, Nampa	Special Expertise Required: Design	Risk/Decision Analysis Support	Minor Agreement Procedures	Golder Associates	$25,000
I-84, Hammett Union Pacific Railroad Bridge / Hammett Business Loop, Elmore Co	Resources not available: Construction	Engineer of Record Services	Individual Project Solicitation	HDR Engineering	Prev: $1,069,800 **This: $ 107,000** Total: $1,176,800 Board approval for add'l > $1M pending April 2018 Mtg
I-84, Karcher Interchange to Franklin Boulevard, Nampa	Resources not available: Design	Cost Estimating Services	Individual Project Solicitation	Stanton Constructi-bility Services	$10,000
SH-44, Half CFI Intersection Eagle Rd & SH-44, Eagle	Resources not available: Design	Roadway Design, Phase II: Completion of Design through PS&E	Individual Project Solicitation	Horrocks Engineers	Prev: $191,000 **This: $784,500** Total: $975,500
SH-44, Half CFI Intersection Eagle Rd & SH-44, Eagle	Resources not available: Design	Hot Spot Analysis	Direct from Term Agreement	HDR Engineeer-ing	$30,400
US-95, Payette NCL to Weiser River Bridge	Resources not available: Construction	Materials Sampling & Testing	RFI from Term Agreement	Materials Testing & Inspection	$59,000
US-95, Little Salmon River Bridge, Adams Co	Resources not available: Environmen-tal	Add'l Environmental Services Needed to Complete the E106 form	Direct from Term Agreement	Bionomics Environmen -tal	Prev: $75,600 **This: $ 5,100** Total: $80,700

I-84, FY24 Simco Road Creek Interchange, Elmore Co	Resources not available: Environmen-tal	Slickspot Peppergrass Survey & Preparation of Biological Assessment	Direct from Term Agreement	Tetra Tech	$20,800
I-84, Cold Springs Interchange to Glenns Ferry Interchange	Resources not available: Design	Roadway Design, Ph II: Completion of Design through PS&E	Individual Project Solicitation	Horrocks Engineers	Prev: $328,489 **This: $611,700** Total: $940,189

District 4

Project	*Reason Consultant Needed*	*Description*	*Selection Method*	*Consultant*	*Amount*
I-84, Valley Rd to Ridgeway Interchange WBL, Jerome Co I-84, Machine Pass to Valley Rd WBL, Jerome Co I-84, SH-50 to Machine Pass WBL, Jerome Co	Resources not available: Construction	Construction Engineering, Inspection, Sampling & Testing Services	Individual Project Solicitation	Horrocks Engineers	$856,350
SH-46, Big Wood River Bridge, Gooding Co	Resources not available: Geotechnical	Materials Phase Reports	RFI from Term Agreement	Cartwright Northwest	$53,300
SH-75, Ketchum to N Fork Campground Road, Blaine Co	Resources not available: Geotechnical	Materials Phase Reports	Direct from Term Agreement	American Geotechnics	$95,000

District 5

Project	*Reason Consultant Needed*	*Description*	*Selection Method*	*Consultant*	*Amount*
State, FY18 D5 Pre-Project Planning	Resources not available: Design	Traffic Analysis & Public Involvement on	Direct from Term Agreement	J-U-B Engineers	$99,700

		US-30, Yellowstone to Garrett			
SH-34, Tincup Creek Bridge MP 109, Caribou Co	Resources not available: Construction	Materials Sampling & Testing Services	Direct from Term Agreement	Materials Testing & Inspection	$40,500

District 6

Project	*Reason Consultant Needed*	*Description*	*Selection Method*	*Consultant*	*Amount*
SH-28, Lemhi River Bridge, MP 116.35	Resources not available: Construction	Engineer of Record Services	RFI from Term Agreement	David Evans & Associates	Prev: $170,000 **This: $ 18,000** Total: $188,000
US-20, Stockham & US-20 Roundabout, Rigby	Resources not available: Geotechnical	Materials Phase Reports	Direct from Term Agreement	American Geotechnics	$6,000
I-15, FY18/19 D6 Ballast Stabilization	Resources not available: Construction	Construction Materials Testing Services	RFI from Term Agreement	Forsgren Associates	$445,400

Supplemental Agreements to Existing ITD Professional Service Agreements

District	*Project*	*Consultant*	*Original Agreement Date/Description*	*Supplemental Agreement Description*	*Total Agreement Amount*
1	US-95, Smith Creek to Sheep Creek, Stage 2, Benewah Co	HDR Engineering	4/17 Construction Engineering, Inspection, Sampling & Testing Services	Continuation of Construction Engineering & Inspection Services	Prev: $526,000 **This: $145,300** Total: $671,300
3	US-20, Corridor Preservation, Caldwell to Boise	Parametrix	1/12 Complete US-20/26 Corridor Preservation Study	Construction Cost Estimating	Prev: $908,500 **This: $ 62,200** Total: $970,700
3	SH-44, Intersection of Glenwood St & State St Study, Boise	Kittelson & Associates	3/17 Intersection Study	Add'l Public Meetings and Expanded Evaluation of Alternatives	Prev: $229,000 **This: $ 36,000** Total: $265,000
6	SH-33 FY17 Safety Corridor Rexburg to Wyoming Line	Aero-Graphics	4/17 Aerial Mapping, Lidar Scanning, Aerial Photogrammetry	Supplemental Aerial Mapping Services	Prev: $811,500 **This: $ 31,000** Total: $842,500

	I-15, FY17 D6 Asset Management State, FY17 D6 Pre-Project Planning				
HQ	FY 17 Local/Offsystem Bridge Inspection FY17 Bridge Inspection	HDR Engineering	3/17 Bridge Load Rating	Add'l Bridge Load Rating Services	Prev: $616,893 **This: $150,000** Total: $766,893

For Local Public Agency Projects:

Seventeen (17) new professional services agreements totaling **$1,618,938** were processed during this period. One (1) supplemental agreement was processed totaling **$26,930.**

Local Public Agency Projects

Project	*Sponsor*	*Description*	*Selection Method*	*Consultant*	*Amount*
St. Joe River Rd Pavement Rehab	Shoshone County	Roadway Design through PS&E	Individual Project Solicitation	HMH, LLC	$385,200
Intersection of Bottle Bay Rd	Bonner County	Engineer of Record Services	Local Project Direct from the Term Agreement	Welch Comer & Associates	Prev: $102,200 **This: $ 15,000** Total: $117,200
Railroad Ave	City of St. Maries	Roadway Design through PS&E	Individual Project Solicitation	HDR Engineering	$338,200
E Canyon Rd Striping	Eastside Highway District	Design of Durable Pavement Markings	Local Project Direct from the Term Agreement	J-U-B Engineers	$15,000
Kootenai Cutoff Rd Pedestrian Improvements	City of Ponderay	Design through PS&E for Safety Improvements	Local Project Direct from the Term Agreement	HMH, LLC	$23,300

Riverview Dr Guardrail Installation	Post Falls Highway District	Archaeology – Cultural Resources Survey Report	Local Project Direct from the Term Agreement	Bionomics Environmen-tal	$9,700
Seltice Way Congestion Mitigation	City of Post Falls	Engineer of Record Services	Local Project RFI from Term Agreement	David Evans & Associates	Prev: $371,023 **This: $ 29,513** Total: $400,536
Seltice Way Congestion Mitigation	City of Post Falls	Construction Engineering, Inspection, Sampling and Testing	Local Project RFI from Term Agreement	Ruen-Yeager & Associates	$174,800
6th St Pedestrian Improvements	City of Moscow	Pathway Design / Safety Improvements	Local Project Direct from the Term Agreement	Harper Houf Peterson Righellis	$10,000
Southwick & Coyote Grade Guardrail	Nez Perce County	Construction Administration, Inspection and Project Close-out Services	Local Project Direct from the Term Agreement	TD & H Engineering	$16,600
Southwick Rd Safety Improvements	Nez Perce County	Roadway Design Services	Local Project RFI from Term Agreement	Keller Associates	$221,000
Vineyard Dr. Guardrail	City of Lewiston	Sampling & Testing Services	Local Project Direct from the Term Agreement	Allwest Testing & Engineering	$2,225
Clear Creek Rd Guardrail	Idaho County	Construction Administration, Inspection and Project Close-out Services	Local Project Direct from the Term Agreement	TD & H Engineering	$28,400
Walk Safe / Cross Safe	City of Glenns Ferry	Pathway Design	Local Project Direct from the Term Agreement	Keller Associates	$24,000
Signals & Turn Bay, Shoshone St	City of Twin Falls	Construction Engineering, Inspection, Sampling and Testing	Local Project RFI from Term Agreement	Civil Science	$99,500

Adams Gulch Rd, Big Wood River Bridge, Ketchum	Blaine County	Construction Engineering, Inspection, Sampling and Testing, Phase II	Local Project RFI from Term Agreement	HDR Engineering	Prev: $209,100 **This: $201,500** Total: $410,600
17th St; Holmes to S Woodruff	City of Idaho Falls	Quality Assurance Testing	Local Project Direct from the Term Agreement	Forsgren Associates	$25,000

Supplemental Agreements to Existing Local Professional Services Agreements

District	*Project*	*Consultant*	*Original Agreement Date/Description*	*Supplemental Agreement Description*	*Total Agreement Amount*
6	Garden Creek Road to Challis County Line	J-U-B Engineers	12/16 Roadway Design through PS&E	Identifying Wetland Mitigation Project	Prev: $339,600 **This: $ 26,930** Total: $366,530

Recommendations

For Information Only

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed 25 minutes

Presenter's Name	Presenter's Title	Initials
John T./Kaylee Ammons/Sgt. Adamson	High School Senior/ISP	KA/RA
Preparer's Name	**Preparer's Title**	**Initials**
John T./Kaylee Ammons/Sgt. Adamson	High School Senior/ISP	KA/RA

Reviewed By
TCM

Subject

High School Seat Belt Challenge		
Key Number	District	Route Number

Background Information

In 2016, an unbelted passenger motor vehicle occupant was killed every 3.2 days in Idaho. While the observed seat belt use rate was at 83%, only 35% of motor vehicle occupants killed in crashes were wearing seat belts. In District 2, the seat belt use rate in 2017 was 87.1% for passenger vehicles, and 77.4% for pickup trucks.

Each year the National Organizations for Youth Safety organizes a seat belt challenge to all high school in the country. A few Idaho high schools have won the national competition in years past. This year, Lewiston High School senior Kaylee Ammons decided to make this her senior project. She will talk to the Board about what she did and how it made a difference. District 2 Law Enforcement Liaison, Sgt. Richard Adamson from Idaho State Police, will also be on hand to talk about what he sees with seat belt use.

Recommendations

For information only

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date 4/18/2018

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 20 Minutes

Presenter's Name	Presenter's Title	Initials
Ken Kanownik	STP	KJK
Preparer's Name	**Preparer's Title**	**Initials**
Ken Kanownik	STP	KJK

Reviewed By
TCM

Subject

Idaho Transportation Department Long-Range Transportation Plan		
Key Number	District	Route Number

Background Information

"Idaho on the Move" is the department's current Long-Range Transportation Plan (LRTP) adopted by the Idaho Transportation Board in December of 2010. The current LRTP is a vision based planning document that codified our mission of safety, mobility and economic opportunity. The updated LRTP will serve as a vision and policy based document that will provide high level guidance to pursue our mission over the next twenty years.

A Long-Range Transportation Plan for ITD will incorporate a large amount of information. Staff will present information to the Board in a series of presentations while board meetings are held in each of the state's six transportation districts. This will allow the Board to focus on one section of the plan each month and provide greater exposure of the plan contents to ITD staff across the state.

The proposed schedule is as follows:

May 2018	District 5 – Baseline Reporting and Professional Workshop Summary
June 2018	District 4 – Transportation Data & Systems
July 2018	District 6 – New/Emerging Technologies and Public Opinion Survey Summary
August 2018	District 1 – Modal Planning
September 2018	District 3 – Wrap Up and Draft Plan Public Comment Schedule

Recommendations

Staff seeks the Board's concurrence on the proposed schedule for the Long-Range Transportation Plan presentations.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

IDAHO
TRANSPORTATION DEPARTMENT

LONG–RANGE TRANSPORTATION PLAN

OUR MISSION

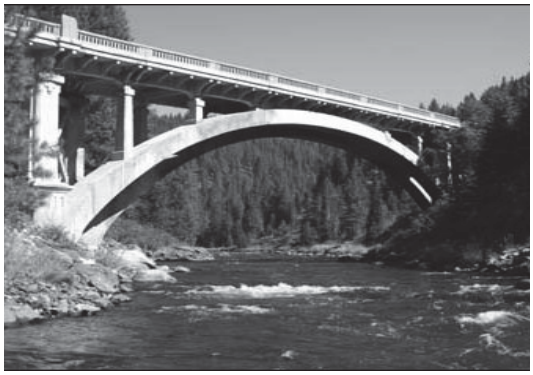
- Your Safety
- Your Mobility
- Your Economic Opportunity

THE CHALLENGES

- Aging Infrastructure
- Changing Demographics
- New Technologies
- Congestion
- Inflation

THE PARAMETERS

- Funding
- Performance Goals
- Prioritization



The Idaho Transportation Department is currently updating its **Long-Range Transportation Plan**. This is an **opportunity** for residents, businesses, & organizations in Idaho to **weigh in** on the direction of the Idaho Transportation Department to the year **2040**.

The 2010 Long-Range Transportation Plan, **"Idaho on the Move,"** was the department's inception of the Safety, Mobility, and Economic Opportunity mission.

IDAGO 2040 aims to build on this philosophy by providing staff and partners with informational **resources, products, & procedures** to support our mission.

For the people of Idaho, **IDAGO 2040** will be an **informational resource** on the Idaho Transportation Department, providing details on finances, project selection and our working partnerships with various agencies in Idaho.

Visit our project page:
http://itd.idaho.gov/planning

Contact Us:
LRTP@itd.idaho.gov
(208)-334-8000

Schedule ITD to present to your organization!

IDAHO TRANSPORTATION DEPARTMENT

TIMELINE

SUMMER 2017

- Internal Baseline Analysis
- Initial Plan Development

FALL 2017

- Partner Outreach: Workshops, Presentations, & Open Comment
- Internal Assessment,

WINTER 2017/2018

- Public Outreach: Workshops, Presentations, & Open Comment

SPRING 2018

- Draft Plan Development
- Public Outreach: Workshops, Presentations, & Open Comment

SUMMER 2018

- Draft Long Range Transportation Plan

FALL 2018

- Public Comment Period
- Final Plan Adoption

WINTER 2018

- Post-Adoption Publication

Take our Survey anytime!

ENHANCING OUR MISSION THROUGH:

Technology
Innovation
Partnerships
Analytics

GIVE INPUT

Throughout the **spring of 2018**, ITD will provide citizens, organizations, & transportation professionals with various **avenues for involvement**. ITD will also hold **workshops** on various topics across the state.

GET INVOLVED

Visit our project page: http://itd.idaho.gov/planning

Email Us: LRTP@itd.idaho.gov

Call Us: (208)-334-8000

Schedule ITD to present to your organization!

IDAHO TRANSPORTATION DEPARTMENT

Your Safety. Your Mobility. Your Economic Opportunity.

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 19th, 2018

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 15 Minutes

Presenter's Name	Presenter's Title	Initials
Kim McGourty	Public Transportation Manager	KM
Preparer's Name	**Preparer's Title**	**Initials**
Kim McGourty	Public Transportation Manager	KM

Reviewed By
TCM

Subject

ITD Public Transportation Plan Presentation

Key Number	District	Route Number

Background Information

Idaho code 40-312(6) and Board Policy 4038 require the department to maintain a statewide plan for public transportation. In 2016 the ITD-Public Transportation office brought on consulting firm Nelson\Nygaard to develop an updated statewide plan.

The overarching goal of the Idaho Public Transportation Plan is to provide a framework for creating an integrated public transportation system that meets the mobility needs of Idahoans. The Plan identifies and supports programs and goals in line with the Idaho Transportation Department's mission of Your Safety, Your Mobility, Your Economic Opportunity.

Using the Idaho Public Transportation Plan as a foundation, ITD-PT, along with partners, transit providers, elected officials, and stakeholders will explore opportunities to implement strategies for maintaining and enhancing public transportation services in Idaho.

Recommendations

Approval of the updated Statewide Plan for Public Transportation.

Resolution on page 147.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

YOUR *Safety*

YOUR *Mobility*

YOUR *Economic Opportunity*

IDAHO **PUBLIC TRANSPORTATION** PLAN

Final

April 2018

Contents

1 Introduction 5
Scope and Purpose of the Plan 5
Planning Process 6
Advisory Groups 8
Public and Stakeholder Outreach 9
Activities 9
2 Benefits of Public Transportation 12
Economic Development 13
Statewide Summary 14
3 Idaho's Public Transportation Network 16
Public Transportation Systems and Services: A Statewide Overview 16
Public Transit Providers 17
Human Service Transportation Providers 17
Senior Centers 18
Service Areas 18
Service Hours and Eligibility 25
Public Transit Riders 26
Service Statistics 26
Intercity Bus Carriers 26
Ridesharing Services 27
Service Gaps and Challenges 27
Challenges Faced by Riders 27
Challenges Faced by Providers 29
4 Landscape for Public Transportation in Idaho 31
Transit Propensity Index 31
Population and Employment 33

Current Population and Employment Density 33
Future Population and Employment Growth 35
Estimate of Future Public Transportation Ridership 36
Methodology 36
Analysis 36
Transportation Provider Assessments 39
Methodology 39
Estimated Future Ridership by District 39
Additional Resources Needed by Public Transit Providers to Serve Estimated Future Ridership 41
5 Strategic Direction for Public Transportation in Idaho 43
Community Input 43
Opportunities and Potential Solutions 44
Highlighted Solutions 45
Goals for Idaho's Public Transportation Network 45
Goal: Ensure the Safety and Security of Public Transportation Users 46
Goal: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho 46
Goal: Preserve the Existing Public Transportation Network 46
Goal: Provide a Transportation System that Drives Economic Opportunity 46
6 Financial Plan 48
Methodology 48
Resources Needed to Meet Estimated Future Needs 48
Resources Needed to Maintain Existing Network of Services 53
7 Implementation Plan 55
Timeframe 55
Roles and Responsibilities 55

Table of Figures

Figure 1 ITD Transportation Districts 7
Figure 2 Outreach Timeline 10
Figure 3 ..... Selected Public Transportation Benefits 12
Figure 4 Idaho Public Transportation Facts 14
Figure 5 – Idaho's Public Transportation Providers 17
Figure 6 – District 1 Public Transportation Provider Service Areas 19
Figure 7 – District 2 Public Transportation Provider Service Areas 20
Figure 8 – District 3 Transportation Provider Service Areas 21
Figure 9 – District 4 Public Transportation Provider Service Areas 22
Figure 10 – District 5 Public Transportation Provider Service Areas 22
Figure 11 – District 6 Public Transportation Provider Service Areas 24
Figure 12 – Statewide Statistical Summary (2015) 26
Figure 13 – Intercity Bus Carriers Serving Idaho 26
Figure 14 – Trip Types for which Customers Use and Need Public Transportation Services 27
Figure 15 – Customer Groups Using and Needing Public Transportation Services 28
Figure 16 –Transportation Service Gaps and Challenges 28
Figure 17 – Challenges Faced by Transportation Providers 29
Figure 18 ..... Idaho Transit Propensity Index (2014) 32
Figure 19 ..... Idaho Population and Employment Density (2010): Highest Concentrations 34
Figure 20 ..... Idaho Population and Employment Future Forecast 35
Figure 21 ..... Estimated Future Transit Ridership by County, 2028 37
Figure 22 ..... Estimated 2028 Transit Ridership by District 40
Figure 23 ..... Estimated 2028 Human Service Transportation and Vanpool Ridership by District 40
Figure 24 ..... Forecast Transit Provider Needs for Additional Vehicles by 2028, by District 41
Figure 25 ..... Service Improvement Priorities, All Design Your Transit System Survey Respondents 43
Figure 26 – Opportunities and Potential Solutions 44
Figure 27 ..... Additional Resources Needed to Serve Estimated 2028 Ridership—District 1 49

Public Transportation Glossary

Fixed-route bus service: Bus operates on a set route with a repeating schedule and stops at specified locations

Demand-response service: Service provided only on request, and scheduled in advance of the trip. Service is provided door-to-door or curb-to-curb, usually on a shared-ride basis.

Human service transportation: Transportation services provided by or on behalf of a human service agency to provide access to agency services and/or to meet the basic, day-to-day mobility needs of transportation-disadvantaged populations, especially individuals with disabilities, seniors, and people with low incomes (from FTA Section 5310 circular).

Rideshare (carpool and vanpool): Prearranged use of vehicles for round-trip transportation between participants' boarding points and a shared or similar destination(s) for all users. Trips or pools are often arranged using online ridematch services.

Car sharing: A program providing a fleet of cars distributed within a set geographic area for users to locate and drive at will.

Bike sharing: A program providing a fleet of bicycles distributed within a set geographic area for users to locate and ride at will.

Active transportation: Transportation modes that are human-powered and self-propelled (e.g., bicycling, walking)

One-way passenger trip: A single trip made by a passenger, from the point of boarding a transportation service vehicle, to the point she/he de-boards.

Vehicle revenue hour: The time a vehicle travels while operating in passenger service, excluding travel time to and from the transit garage.

Figure 28 ..... Additional Resources N
Figure 29 ..... Additional Resources N
Figure 30 ..... Additional Resources N
Figure 31 ..... Additional Resources N
Figure 32 ..... Additional Resources N
Figure 33 Statewide Additional Resou
Figure 34 .....

Idaho Public Transportation Plan

Your Safety | Your Mobility | Your Economic Opportunity

1 INTRODUCTION

This document presents the Idaho Public Transportation Plan (the Plan). This section summarizes the Plan's objectives and elements of the planning process. Subsequent chapters describe:

- The benefits of public transportation
- Idaho's current public transportation network
- The market for public transportation in Idaho in the future
- Strategic direction for public transportation in Idaho
- Financial and implementation plans

Community input throughout the planning process is woven throughout the plan.

Scope and Purpose of the Plan

In accordance with the requirements of Idaho Code 40-312 (6), the Idaho Transportation Department's Public Transportation Office (ITD-PT) undertook development of this statewide public transportation plan in 2016.

An overarching goal of the Idaho Public Transportation Plan is to provide a framework for creating an integrated public transportation system that meets the mobility needs of Idahoans. The Plan identifies and will support programs and projects in line with the Idaho Transportation Department's mission of Your Safety, Your Mobility, Your Economic Opportunity.

In addition, the Plan will be supplemented by the Local Coordinated Public Transit-Human Services Transportation Plans (LCPs) from the ***rural jurisdictions*** within the six ITD Districts around the state. If organizations wish to secure federal funding *specifically* for projects to ***enhance the mobility of elderly individuals and people with disabilities, through the Federal Transit Administration (FTA) 5310 program*** (rather than transportation open to the general public) projects must be included in a locally coordinated public transit-human services transportation plan.[1]

Idaho's five metropolitan planning organizations (MPOs) developed their own LCPs as appropriate. For more information on the MPO local plans, visit their webpages below:

- Kootenai Metropolitan Planning Organization - https://www.kmpo.net/
- Lewis Clark Valley Metropolitan Planning Organization - http://lewisclarkmpo.org/
- Community Planning Association of Southwest Idaho - http://www.compassidaho.org/
- Bannock Transportation Planning Organization - http://bannockplanning.org/
- Bonneville Metropolitan Planning Organization - http://www.bmpo.org/

Using the Idaho Public Transportation Plan as a foundation, ITD-PT, along with partners, transit providers, elected officials, and stakeholders will explore opportunities to implement strategies for maintaining and enhancing public transportation services in Idaho. These public transportation services will facilitate mobility for the citizens and visitors of Idaho, offer greater transportation choices to all segments of the state's population, improve access to and connectivity among transportation modes, relieve congestion, promote environmental stewardship, and improve coordination of services with other providers in an efficient, effective and safe manner.

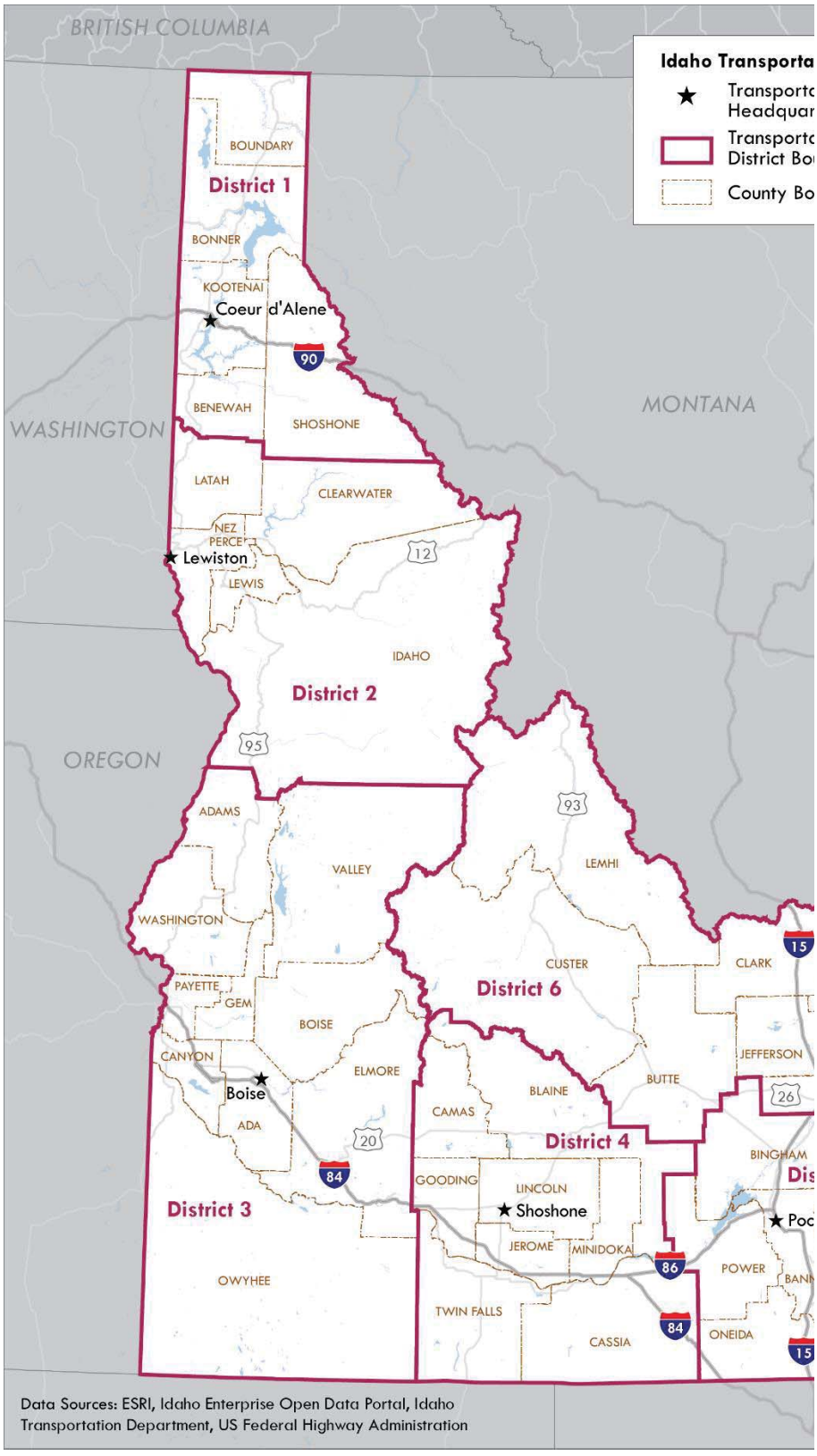
For the purposes of the Plan, public transportation is defined broadly to include not only traditional fixed-route bus and demand-response service, but also supportive services such as ridesharing, car and bike sharing, and active transportation. Human service transportation is also considered in the Plan, but those services are explored in more detail in the local coordination plans.

Planning Process

The Idaho Public Transportation Plan was developed in several major stages:

- Collecting and analyzing information about current public transportation services in each of ITD's six districts (Figure 1):
    - District 1 North Idaho
    - District 2 North-Central Idaho
    - District 3 Southwest Idaho
    - District 4 South-Central Idaho
    - District 5 Southeast Idaho
    - District 6 East Idaho

Figure 1 ITD Transportation Districts



Opportunities for Public Comment

- → **Design Your Transit System Survey**
- → **Open House and Local Coordination Plan meetings in each district, January and August 2017**
- → **Online Open House Survey**
- → **Interviews with transportation providers**
- → **National Federation for the Blind conference**
- → **Draft plan review**

- Consulting with advisory groups

- Estimating future public transportation ridership across the state and the resources that will be necessary to address those needs
- Engaging the public and stakeholders through a variety of means to solicit comments about existing services, travel challenges, and future needs

More detailed descriptions of each of these phases are available in report appendices posted on the ITD-PT website: http://itd.idaho.gov/pt/

Advisory Groups

Input and guidance throughout the planning process was provided by Idaho's Public Transportation Advisory Committee (PTAC) and Interagency Working Group (IWG).

The PTAC is composed of six individuals appointed by the Idaho Transportation Board to represent public transportation stakeholders and people with disabilities and older adults who use public transportation services in each of the state's six transportation districts. PTAC members participated in two workshops to discuss Idaho's public transportation network and plan direction and findings.

The IWG includes representatives of a number of state agencies who meet quarterly to discuss transportation issues and opportunities in an effort to remove transportation barriers in Idaho:

- Idaho Commission on Aging
- Idaho Head Start Association
- Idaho Department of Health and Welfare
- Idaho Department of Health and Welfare – Division of Medicaid
- Idaho Department of Education
- Idaho Transportation Department
- Idaho Council on Developmental Disabilities
- Division of Vocational Rehabilitation
- Idaho Department of Labor, Workforce Development Council
- Office of the Governor
- Community Transportation Association of Idaho

The IWG provided input to the plan development process at several points.

For more information about these standing advisory groups, see the ITD Public Transportation Program (ITD-PT) website (http://itd.idaho.gov/pt/).

The Project Management Team (PMT) included representatives of a number of ITD departments and districts and members of outside agencies to provide a broad range of perspectives and technical direction to the planning effort.

Public and Stakeholder Outreach

A major component of the planning process was a comprehensive outreach strategy to ensure that current and future public transportation customers and stakeholders had opportunities to provide meaningful input into a shared vision of public transportation in Idaho, and to support the Local Coordination Plans.

Stakeholders

Public outreach and stakeholder involvement aimed to reach a broad audience and involve stakeholders, regional interests, and members of the public in each of the six districts. Outreach efforts took place at each stage of the planning process, and targeted many types of stakeholders, including:

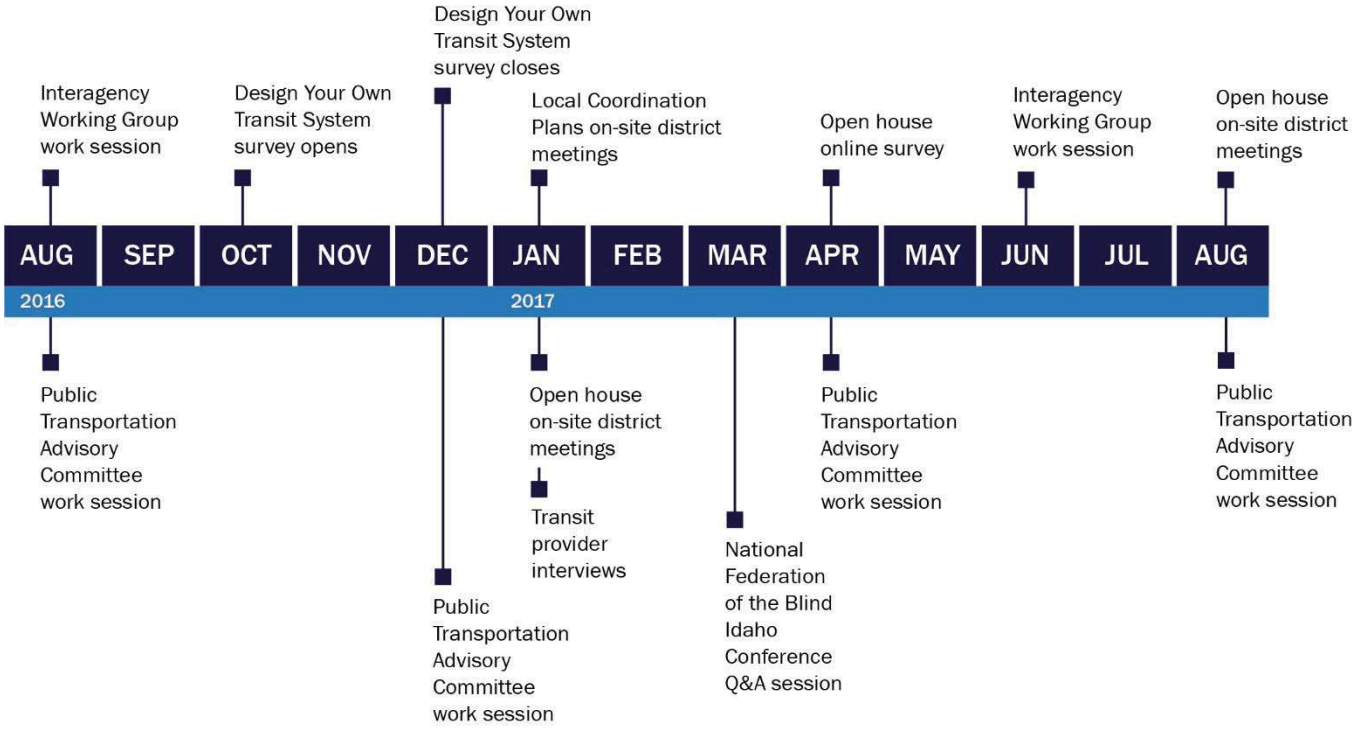
- The general public
- Transportation providers and experts
- Economic development agencies and interests, such as area businesses and major employers
- Tribes
- Health and human services providers
- Educational institutions

Activities

The timeline in Figure 2 highlights the various outreach efforts used to gather feedback for the Idaho Public Transportation Plan. The comments collected through these efforts helped inform the plan's summary of service gaps and needs, and the types of public transportation improvements that Idahoans would most like to see adopted in the future.

Outreach activities are described in more detail in Appendix A (http://itd.idaho.gov/pt/)

Figure 2 Outreach Timeline



2 BENEFITS OF PUBLIC TRANSPORTATION

Benefits Overview

Economic Development

Statewide Summary

2 BENEFITS OF PUBLIC TRANSPORTATION

Public transportation directly benefits people traveling in and between communities supporting health, community connections, environmental quality, economic development, and a host of other payoffs. Figure 3 illustrates four primary benefits.

Figure 3 Selected Public Transportation Benefits

Economic Development

With transportation-related expenses listed as the second largest part of household spending in the U.S. public transportation provides an affordable mobility option. Between 2000 and 2012, combined housing and transportation costs increased 44% on average.[1] Owning a vehicle continues to get more expensive, reaching more than $10,000 per year for a medium sized sedan in 2013[2] which includes insurance, licensing, registration, and vehicle taxes. Beyond the costs of just owning and maintaining the vehicle, gas, and parking add to the total cost. In downtown areas, parking can require expensive fees or subscriptions to parking garages, and long trips in rural areas increase spending on gas and maintenance.

Transit investments can contribute to the broader state economy by improving accessibility and productivity, in addition to direct expenditures supporting new jobs, wages, and business income.

Transit's Economic Benefits

- → **Lower labor and market access costs for businesses**
- → **Development potential through reduced access costs to central locations**
- → **Travel time and cost savings**
- → **Increased property values**
- → **Jobs, wages, and business income in transportation, supplier, and consumer industries**

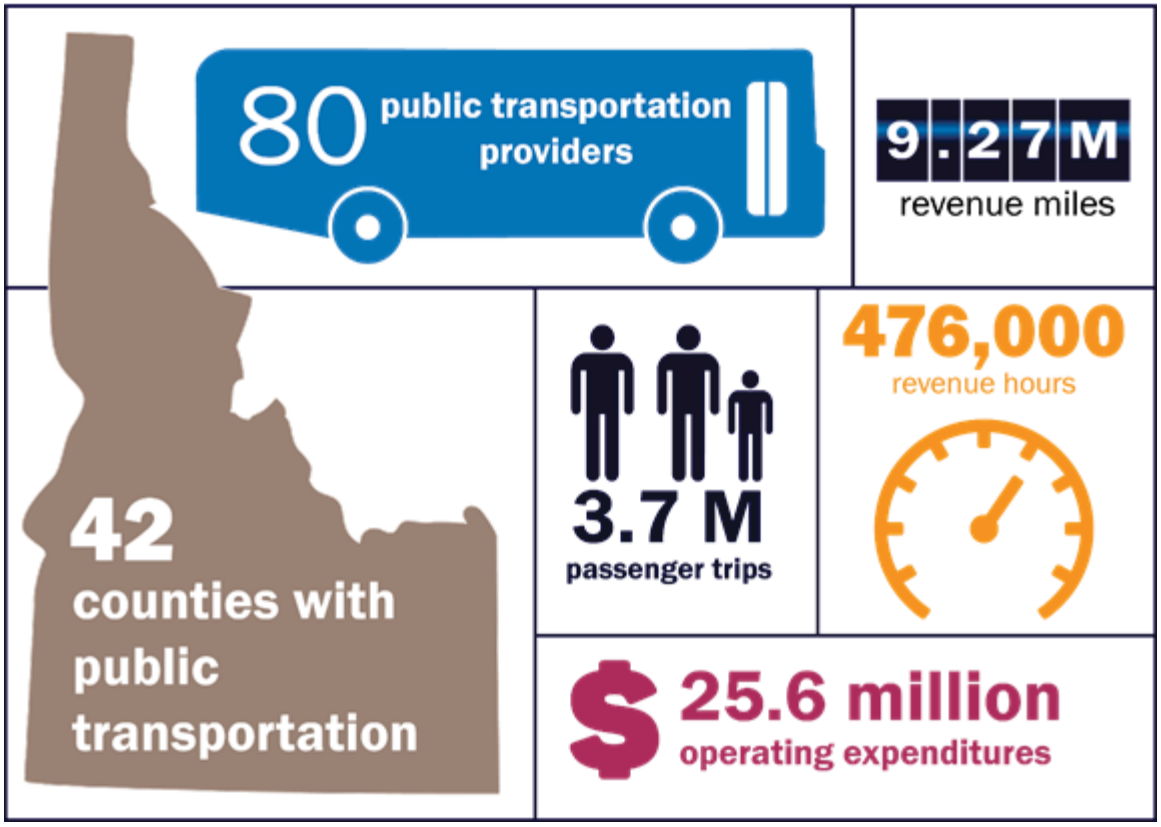
[1] Center for Housing Policy and Center for Neighborhood Technology. "Losing Ground: The Struggle of Moderate-Income Households to Afford the Rising Costs of Housing and Transportation." October 2012. http://www.nhc.org/media/files/LosingGround_10_2012.pdf, accessed July 2017

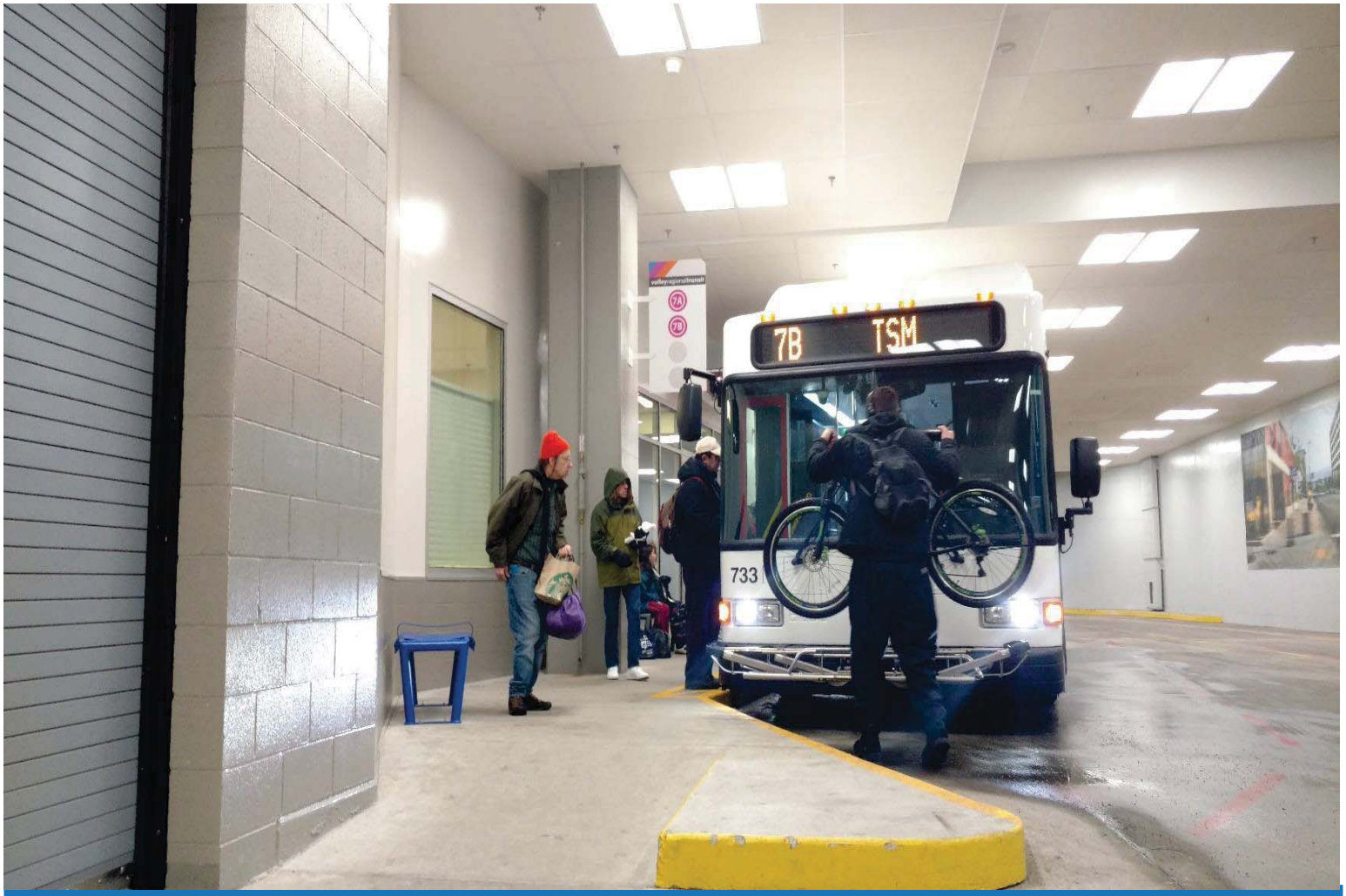
[2] American Automobile Association. "Your Driving Costs" 2013, https://exchange.aaa.com/wp-content/uploads/2013/04/Your-Driving-Costs-2013.pdf, accessed July 2017

Statewide Summary

Idaho's public transportation providers are providing robust mobility options in communities across the state. Today, at least 80 organizations ranging from large transit agencies to local senior centers offer safe, affordable, and connected transportation services. Figure 4 offers basic facts about Idaho's public transportation system, made up of public transit providers of fixed-route, demand-response, and vanpool services, as well as medical and human service transportation providers, and senior centers.

Figure 4 Idaho Public Transportation Facts- 2015 Data





IDAHO'S PUBLIC TRANSPORTATION NETWORK

Public Transportation Systems and Services:

A Statewide Overview of Public Transit Provider Statistics & Transportation Funding

3 IDAHO'S PUBLIC TRANSPORTATION NETWORK

This chapter provides more information about public transportation services, including human service transportation and ridesharing services that are supported with funding through ITD, intercity bus services, and active transportation opportunities. A detailed description of Idaho's public transportation services can be found in Appendix B (http://itd.idaho.gov/pt/)

Public Transportation Systems and Services: A Statewide Overview

In total, 80 transportation providers were identified across Idaho, representing a diversity of modes, agencies, and areas. These providers have been categorized into the four categories shown below in Figure 5.

Public Transit Providers by District

District 1

- Citylink
- Selkirks-Pend Oreille Transit (SPOT)
- Silver Express
- Benewah Area Transit (BAT)

District 2

- COAST
- Lewiston Transit Service
- City of Moscow
- Nez Perce Tribe/Appaloosa Express
- Sustainable Moscow Area Regional Transportation (SMART)
- University of Idaho

District 3

- Valley Regional Transit
- Treasure Valley Transit
- ACHD Commuteride
- Boise State University

District 4

- Mountain Rides Transportation Authority (MRTA)
- College of Southern Idaho/Trans IV
- Living Independent Network Corporation (LINC)

District 5

- Pocatello Regional Transit (PRT)

District 6

- City of Driggs/Grand Targhee Shuttle
- Lemhi Ride
- Lost River Transit
- Targhee Regional Public Transportation Authority (TRPTA)
- Southern Teton Area Rapid Transit (START)

Figure 5 – Idaho's Public Transportation Providers

District	Public Transit	Medical and Human Services Transportation	Senior Centers	Intercity Bus	Total
1	4	4	3		**11**
2	6	8	0		**14**
3	4	3	22		**29**
4	2	3	2		**7**
5	1	6	1		**8**
6	5	3	0		**11**
Multiple Districts				**3**	**3**
Total	**22**	**27**	**28**	**3**	**80**

Public Transit Providers

Public transit providers include public transit systems that offer fixed-route bus and/or demand-response services, vanpool service providers, and universities that offer services for students and staff.

Human Service Transportation Providers

Human service organizations in each district offer transportation services to older adults, people with disabilities, veterans, and clients of their programs and services. Note that the transportation services offered to patients by medical centers are included in this category, although such entities are not technically human service organizations. A number of these organizations receive Section 5310 funding for vehicle purchases through ITD-PT.

Statewide, 27 human service transportation providers were identified.

If organizations wish to secure federal funding through the Federal Transit Administration's Section 5310 grant program for projects to enhance the mobility of elderly and low-income populations and people with disabilities, projects must be included in a local coordinated public

A Wide Array of Partners Support Public Transportation Providers in Idaho

Cities
Counties
Colleges and Universities
Schools
Forest Service
Metropolitan Planning Organizations
Councils of Governments
Medical Centers
Local Businesses
Tribes

transit-human services transportation plan.[3]

Rural local coordination plans for each district were prepared as part of the Idaho Public Transportation Plan development and may be found on the ITD-PT website (http://itd.idaho.gov/pt/)

Plans for ***urbanized*** areas that have been prepared by Metropolitan Planning Organizations (MPOs) can be found on their webpages below:

- Kootenai Metropolitan Planning Organization - https://www.kmpo.net/
- Lewis Clark Valley Metropolitan Planning Organization - http://lewisclarkmpo.org/
- Community Planning Association of Southwest Idaho - http://www.compassidaho.org/
- Bannock Transportation Planning Organization - http://bannockplanning.org/
- Bonneville Metropolitan Planning Organization - http://www.bmpo.org/

Each MPO plan will outline the needs and gaps of their specific jurisdiction, with metrics, opportunities and proposed solutions decided upon at the local level.

Senior Centers

A number of senior centers across Idaho receive FTA capital funding (Section 5310) and Vehicle Investment Program (VIP) state funding for vehicle purchases through ITD-PT. These organizations use vehicles to provide access for older adults to the programs and activities offered at the senior centers, or to provide connections to other communities for medical or shopping trips. Veterans in highly rural areas are also customers of these services in some districts. Statewide, 28 senior centers provide such transportation service with federal assistance through ITD-PT; other such organizations may exist.

Service Areas

At least two public transit services, as well as medical and human services transportation providers, operate in each of the six ITD districts. Residents of District 3, which includes Boise, have access to the greatest number of public transportation services. Districts 4 and 5, in the south central and southeast parts of the state, have the fewest providers overall, with only two public transit services in the area.

Other Transportation Services	
Non-Traditional Providers/Services	**Districts**
Volunteer driver programs	2,3,4
Vanpools	1,2,3,4
Hospital/medical center services	2,5
Churches	2
Voucher program for rural area taxi ride	3
Bikeshare	4
Uber, Lyft ride-hailing services	1,2,3,4,5 (sometimes limited)

Service areas of public transportation providers that were identified during development of the Plan, by district, are shown in Figure 6 through Figure 11.

[3] 49 USC 5310 (e) (2) (A) (i)

Figure 6 – District 1 Public Transportation Provider Service Areas

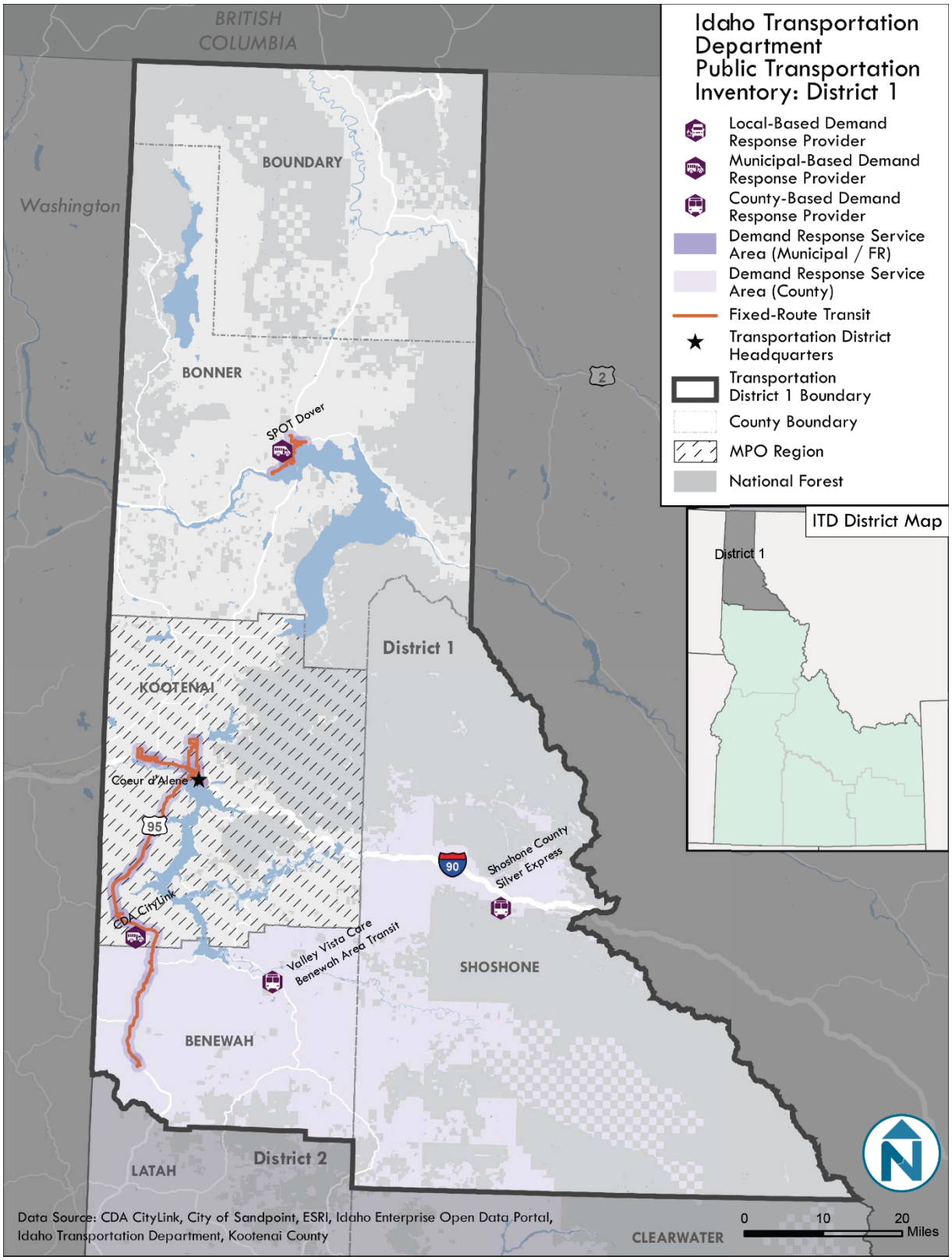


Figure 7 – District 2 Public Transportation Provider Service Areas

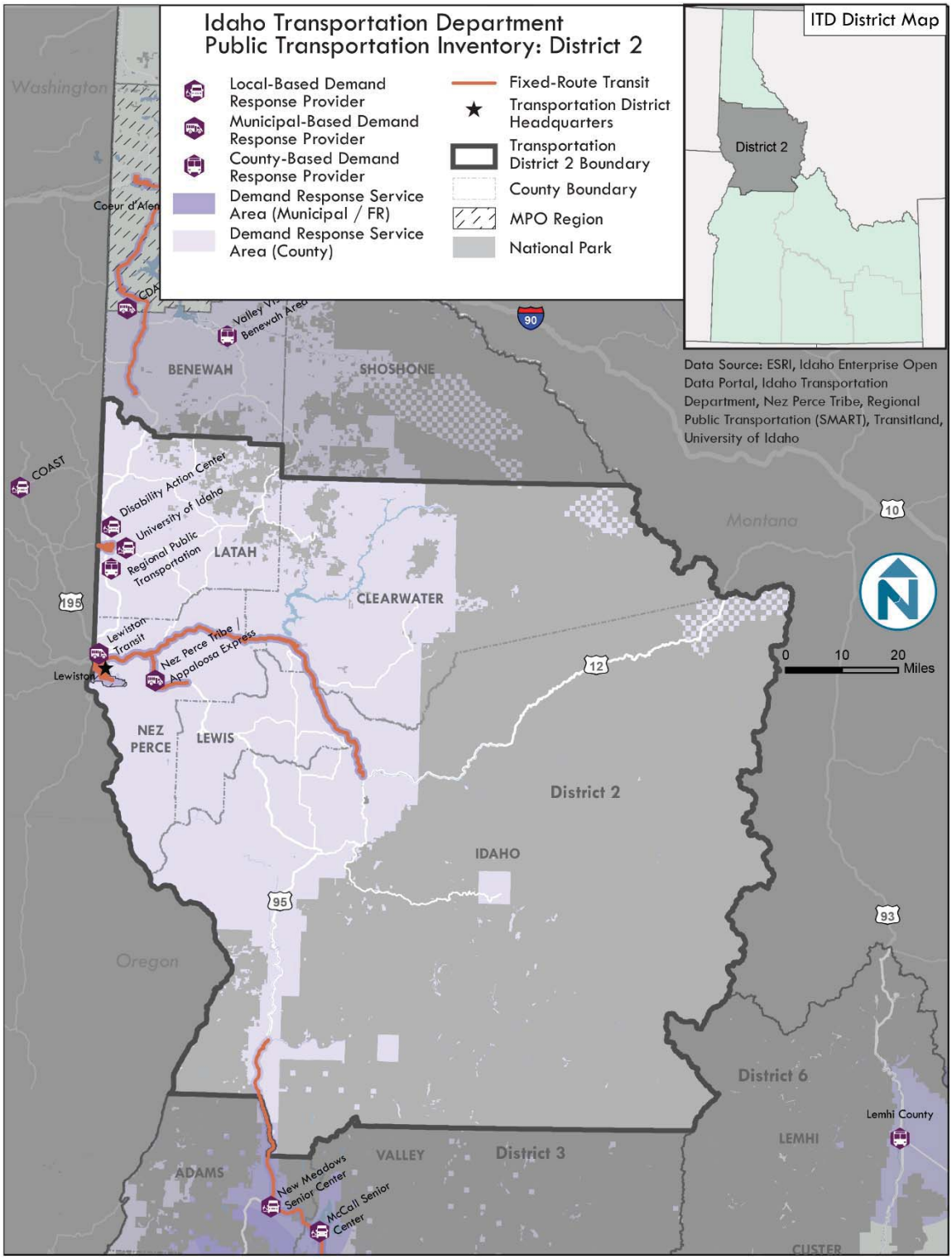


Figure 8 – District 3 Transportation Provider Service Areas

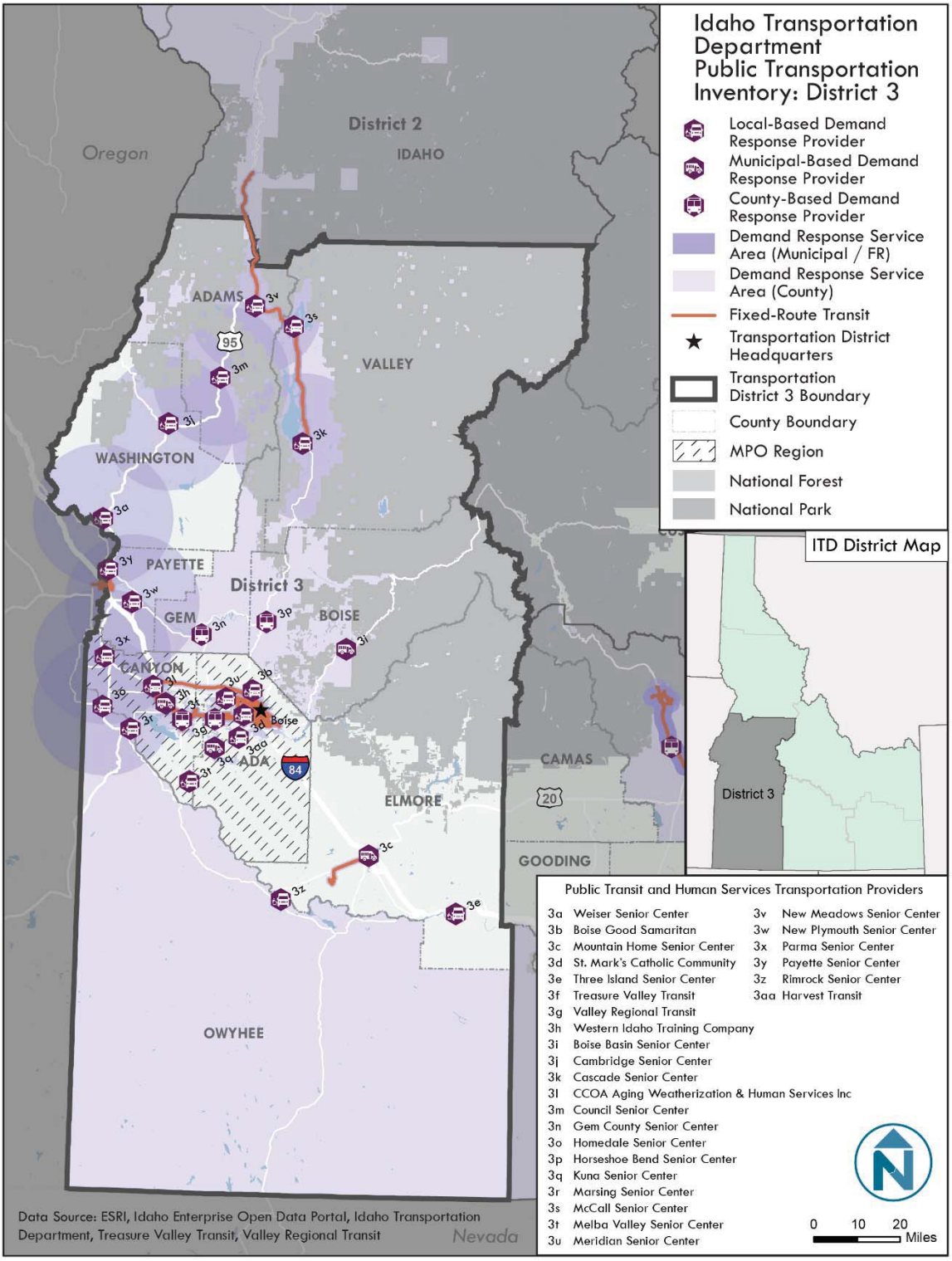


Figure 9 – District 4 Public Transportation Provider Service Areas

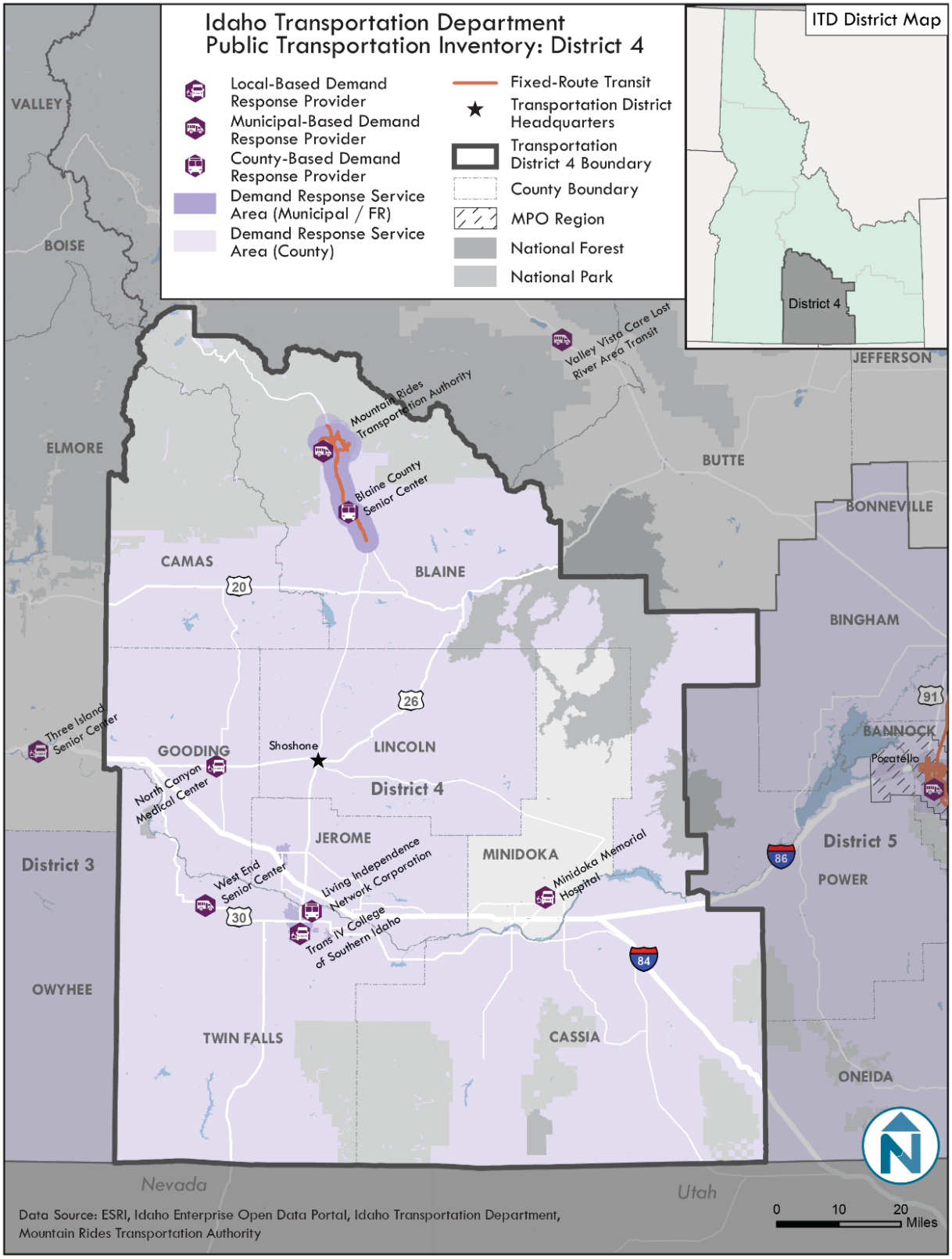


Figure 10 – District 5 Public Transportation Provider Service Areas

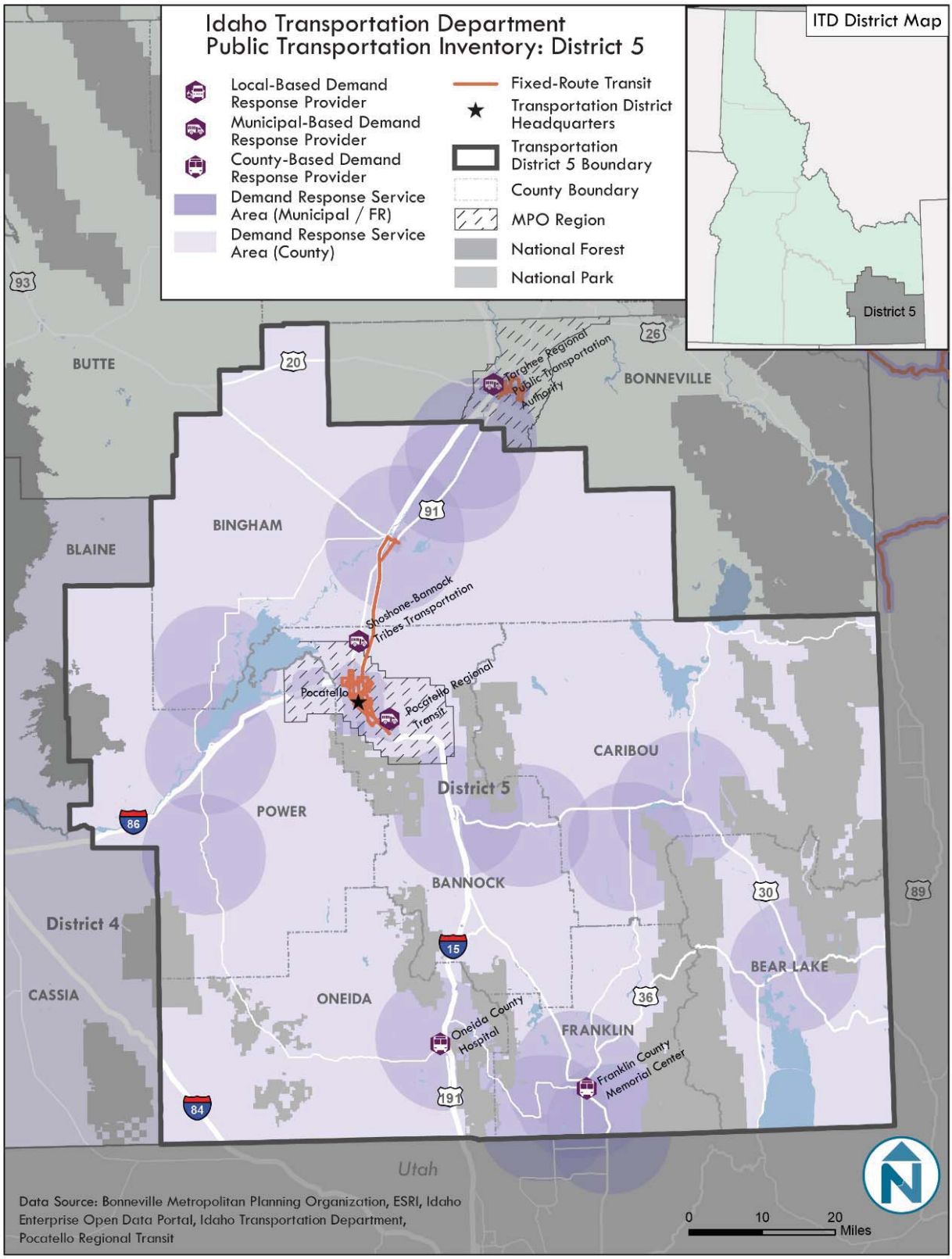
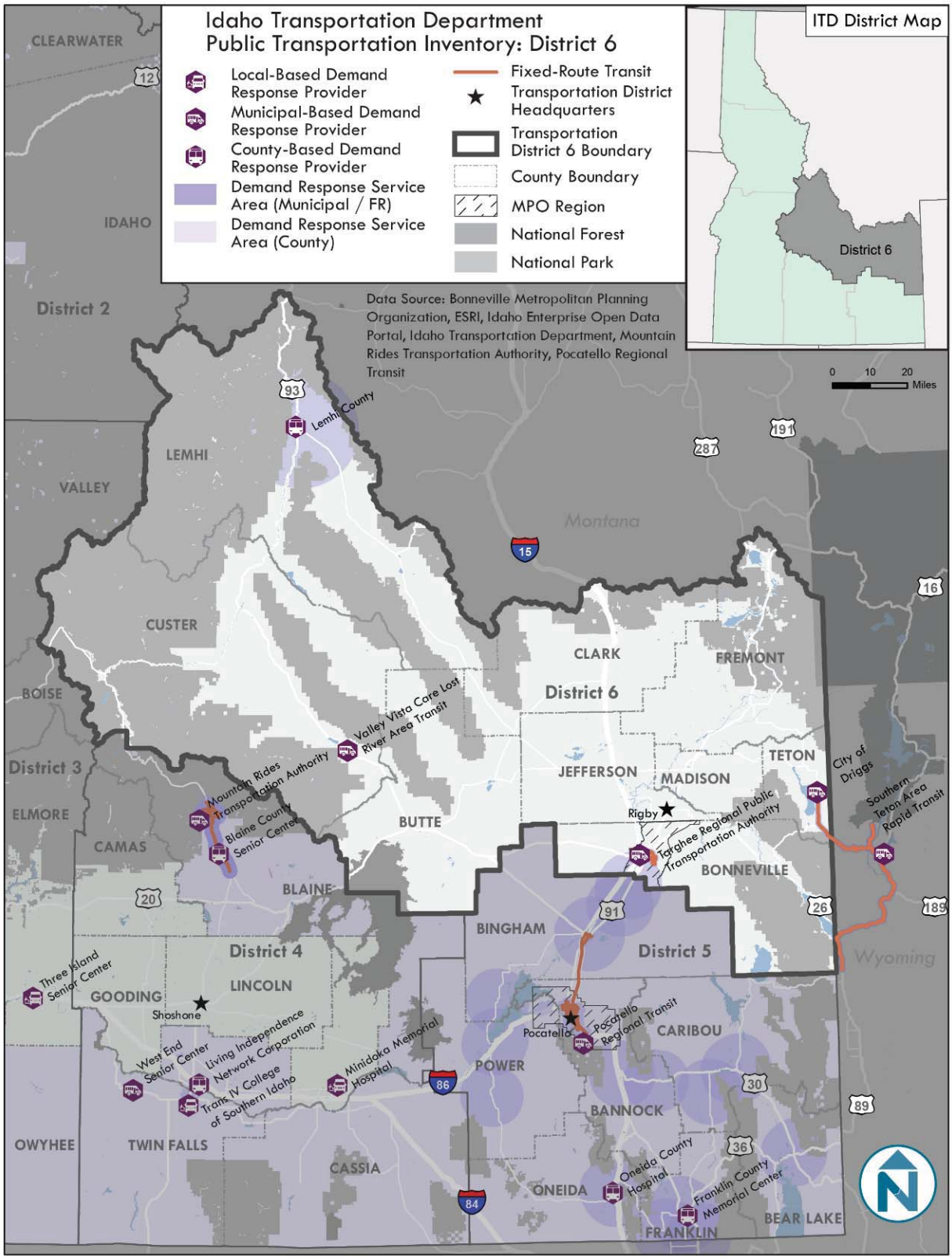

Idaho Transportation Department
Public Transportation Inventory: District 5
Local-Based Demand Response Provider
Municipal-Based Demand Response Provider
County-Based Demand Response Provider
Demand Response Service Area (Municipal / FR)
Demand Response Service Area (County)
Fixed-Route Transit
Transportation District Headquarters
Transportation District 5 Boundary
County Boundary
MPO Region
National Forest
National Park
ITD District Map
District 5
BUTTE
BONNEVILLE
BINGHAM
BLAINE
CARIBOU
POWER
District 5
BANNOCK
District 4
CASSIA
ONEIDA
BEAR LAKE
FRANKLIN
Targhee Regional Public Transportation Authority
Shoshone-Bannock Tribes Transportation
Pocatello
Pocatello Regional Transit
Oneida County Hospital
Franklin County Memorial Center
Utah
93
20
26
91
86
84
15
30
89
36
191
Data Source: Bonneville Metropolitan Planning Organization, ESRI, Idaho Enterprise Open Data Portal, Idaho Transportation Department, Pocatello Regional Transit
0
10
20
Miles

Figure 11 – District 6 Public Transportation Provider Service Areas



Service Hours and Eligibility

The days and hours during which service is available, and the types of individuals and/or trips that are eligible for service, vary by type of provider.

Fixed route services offer limited geographic coverage in most districts. Service is available:

- Weekdays and seven days a week (from different providers) in Districts 1, 4, and 6
- Weekdays and Saturdays in Districts 3 and 5
- Weekdays only in District 2

Fixed route providers operate ADA paratransit service for people with disabilities. Other providers offer demand-response service for the general public or specific groups, such as seniors or people with disabilities. Many human service organizations operate vehicles—some acquired with Section 5310 funding—to provide access for clients to their programs and services. Transportation to eligible medical appointments for Medicaid recipients is provided through Veyo, the statewide broker, and its contractors in all districts.

Service availability is summarized below.

Public Transit Providers

2/3 provide some service on the weekends.

10 of the state's public transportation providers only offer service on weekdays.

8 providers operate on Saturdays and Sundays.

Medical and Human Services Transportation

24 medical or human services transportation providers in Idaho.

4 operate only on weekdays.*

1 offers weekend transportation.*

Several providers are designed to serve particular populations, including **veterans**, **people with disabilities**, **patients**, and **program participants**.

*Service hours were identified for only 5 of the 24 providers

Senior Centers

28 senior center transportation providers in Idaho.

4 operate at least 5 days a week.*

4 offer services 2-3 days a week.*

While all of the senior centers offer transportation for **older adults**, many of them also provide service for **people with disabilities**.

*Service hours were identified for only 8 of the 28 providers

Regional Providers

Several agencies provide transportation services beyond the county or municipal borders. These regional agencies include:

- local **public providers** that connect to nearby towns
- **tribal providers** that serve multiple places within the tribe's jurisdiction
- **private providers** that offer commuter shuttles as well as interstate bus service

Public Transit Riders

During interviews and in conversations at the Open House/Local Coordinated Plan meetings public transit providers stated ridership is composed of a variety of users; employees, choice riders, general public, young adults, seniors, people with disabilities, students, low income, and transit-dependent riders.

Service Statistics

The information in Figure 12 shows statistics for all providers across the state. In 2015, the total operating budget (federal share and local share combined) for all providers was over $25 million with 3.7 million rides were provided in total.

Figure 12 – Statewide Statistical Summary (2015)

Revenue Hours	Revenue Miles	Annual Ridership	Operating Budget
476,275	9,273,125	3,701,685	$25,618,034

Intercity Bus Carriers

Three private providers of intercity bus services operate in Idaho: Northwestern Trailways, Greyhound, and Salt Lake Express. Northwestern Trailways and Salt Lake Express currently receive federal funding through ITD-PT.

Intercity providers' services are summarized in Figure 13.

Figure 13 – Intercity Bus Carriers Serving Idaho

Provider	Service Description	Districts Served
Greyhound	National intercity bus provider, offering service to Coeur d'Alene, Boise, Burley, and Twin Falls	1, 3, 4
Northwestern Trailways	A regional intercity provider based in Washington and serving Boise and 12 other Idaho communities with connections to Colfax, Pullman, Spokane, WA	1, 2
Salt Lake Express	A regional intercity shuttle provider serving Montana, Wyoming, Idaho, and Utah, including nine Idaho communities	3, 4, 5, 6

Ridesharing Services

Ridesharing, also known as carpooling or vanpooling, is the prearranged use of vehicles for round-trip transportation between participants' boarding points and a shared or similar destination(s). A defining characteristic of ridesharing is that the driver shares the same or similar end destination with other riders.

Many rideshare participants make use of a ridematching service to connect them with others traveling between similar places. These services allow users to make arrangements to share trips or coordinate pools. Share the Ride Idaho is ITD's official ridematching service available for transit providers and transit users to use statewide. Currently Ada County Highway District's (ACHD) has a subsite for Share the Ride Idaho called My Commuter Crew service, in addition to a number of employees who have created subsite for their specific company to find ride sharing opportunities. The City of Moscow's "Carpool Moscow" also utilizes Share the Ride Idaho.

Service Gaps and Challenges

Comments from the public, transportation providers, and stakeholders during outreach events conducted as part of the planning process provide input into the service gaps and challenges posed by the current public transportation network.

The following tables were created using feedback from meeting participants, the two surveys and transportation provider interviews. The tables identify service gaps and transportation needs for each of the six districts, according to stakeholder input. It is important to note that this information reflects participants' comments and may not provide the complete picture of the gaps and needs in each district.

Challenges Faced by Riders

Figure 14 and Figure 15 summarize input about the types of trips and customer groups who make use of, or need, public transportation options.

Figure 14 – Trip Types for which Customers Use and Need Public Transportation Services

Trip Type Needs (Met and Unmet)	District 1	District 2	District 3	District 4	District 5	District 6
Employment	X	X	X			
Medical	X	X	X	X	X	X
Shopping/personal business	X	X	X	X	X	X
Airport access	X	X	X			
Education/campus trips	X	X	X			
Human service programs		X	X		X	X
Recreation	X	X				X
Regional destinations	X	X	X		X	X

Figure 15 – Customer Groups Using and Needing Public Transportation Services

Customer Groups with Needs	District 1	District 2	District 3	District 4	District 5	District 6
Older adults	X	X	X	X		X
People with disabilities	X	X	X	X	X	X
Dialysis patients			X			
People experiencing homelessness	X		X			
Workers	X	X	X	X	X	X
Students	X	X	X	X		X
Veterans		X	X		X	X
Low Income	X	X	X			
Youth	X	X	X		X	X
Refugees			X	X		

Figure 16 summarizes comments about service gaps and challenges noted by outreach participants and transportation providers, in each district.

Figure 16 –Transportation Service Gaps and Challenges

Service Gaps and Challenges	District 1	District 2	District 3	District 4	District 5	District 6
Long distances and travel times	X	X	X			
Areas or destinations without service	X		X	X	X	X
Little or no early/late hours or weekend services	X	X	X	X		X
Infrequent service	X	X				
Rural areas		X	X		X	X
Reverse commutes to rural areas			X			
Limited options for wheelchair users	X	X	X	X	X	X
Inaccessible paths of travel to stops	X	X	X			X
Bus stops and shelters	X	X	X	X	X	X
Information about/image of transit	X			X	X	
Technology barriers		X				
Intercity travel	X	X	X	X	X	X

Challenges Faced by Providers

Figure 17 lists challenges that transportation providers indicated during interviews that they face.

Figure 17 – Challenges Faced by Transportation Providers

Transportation Provider Challenges	District 1	District 2	District 3	District 4	District 5	District 6
Limited funding	X	X	X	X		X
Funding source restrictions	X					X
Difficulty obtaining local matching funds	X	X	X		X	X
Competition for local matching funds		X				X
Age of fleet	X	X				
Transition to Veyo		X				X
Staff limitations		X				
Procurement of services, equipment		X	X			

4 LANDSCAPE FOR PUBLIC TRANSPORTATION IN IDAHO

Transit Propensity Index

Population and Employment

Estimates of Future Public Transportation Ridership

4 LANDSCAPE FOR PUBLIC TRANSPORTATION IN IDAHO

Fixed route transit services are most effective in places where clusters of people and destinations—particularly jobs--exist. Demographic and socioeconomic conditions are also strong indicators of propensity for use of public transit or demand response services, as certain population segments are more likely to need an alternative to driving to reach necessary and desirable services and opportunities. This chapter summarizes Idaho's density of population, jobs, and key public transportation user groups. More detailed descriptions are provided in Appendix C (http://itd.idaho.gov/pt/)

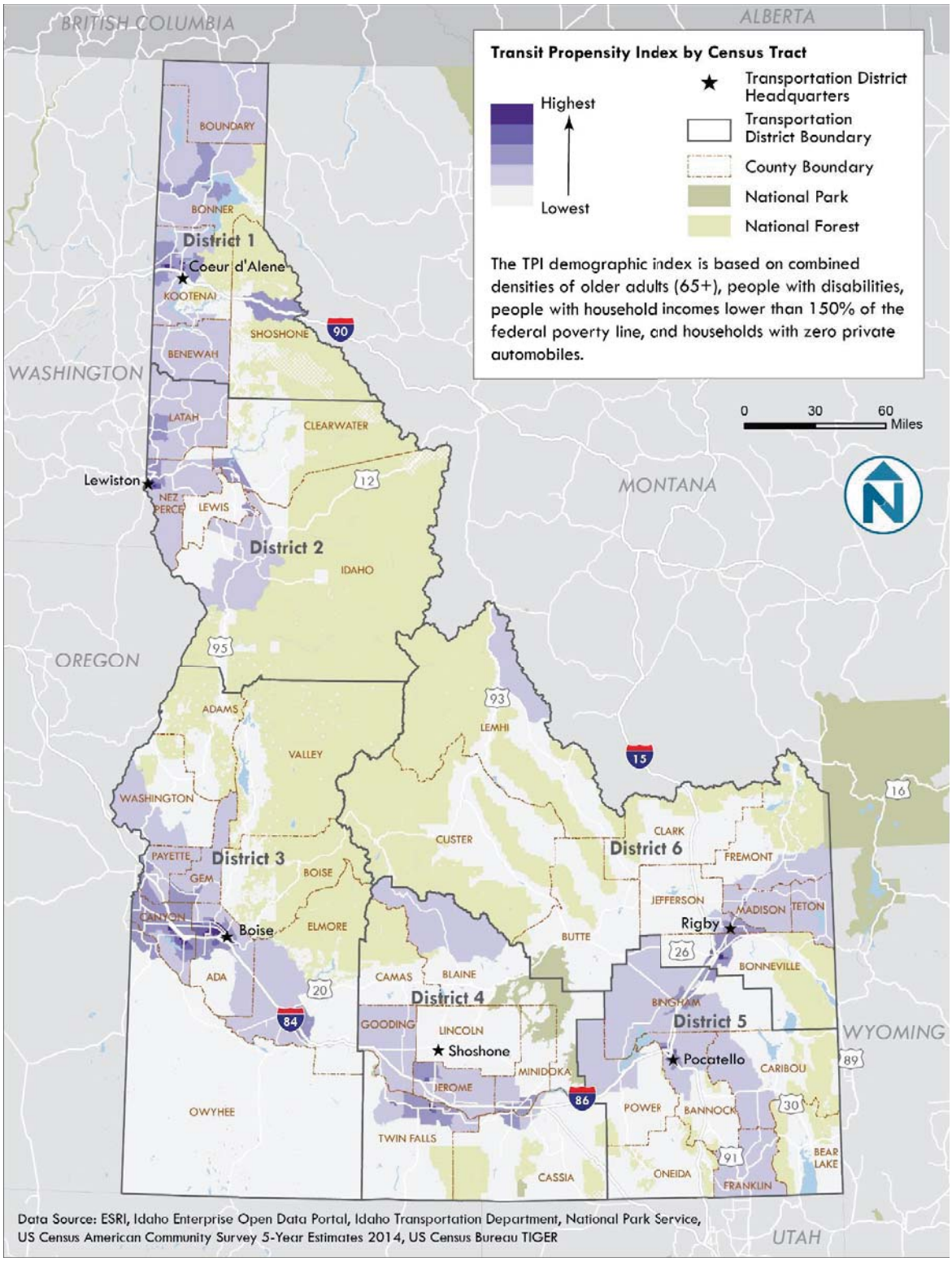
Transit Propensity Index

The Transit Propensity Index (TPI) is a composite indicator adding the densities of the four target populations—older adults, people with disabilities, people in low-income households, and people in households without access to a private vehicle—and assigning a score. The TPI is a useful tool to understand the aggregate need for transportation. This analysis paints a picture of how many people might need transportation used in conjunction with future population forecasts and current ridership. It is critical to note that the formula used in this analysis establishes a baseline for future needs, however further analysis such as surveys and stakeholder outreach, transit provider service level changes, tourism, gas prices, parking costs, and other factors outside of the per capita change are needed to get at a more refined number of potential public transportation riders. MPO plans and other local plans may derive outcomes that exceed those recommended in this plan due to additional considerations in metrics and other factors included at a local level. For the purpose of this study, a population based model was used.

Figure 18 displays the transit propensity index for Idaho. The greatest concentrations of medium or greater transit propensity are primarily concentrated along the I-15, I-86, I-84, and I-90 corridors. The Boise metropolitan area has the greatest concentration of Census tracts exhibiting high transit propensity. Other areas with relative concentrations of transit need include:

- District 1: Coeur d'Alene, Post Falls, and Hayden (Kootenai County); Sandpoint/US 2 area (Bonner County)
- District 2: Moscow (Latah County); Lewiston (Nez Perce County); Kamiah (Lewis County)
- District 3: Boise, Meridian (Ada County); Nampa, Caldwell (Canyon County); Emmett (Gem County); Fruitland, Payette (Payette County)
- District 4: Twin Falls, Buhl (Twin Falls County); Jerome (Jerome County); Heyburn (Minidoka County); Burley (Cassia and Minidoka counties)
- District 5: Blackfoot (Bingham County) and Pocatello (Bannock and Power counties)
- District 6: Idaho Falls (Bonneville County); Rigby (Jefferson County); Rexburg (Madison County)

Figure 18 Idaho Transit Propensity Index (2014)



Population and Employment

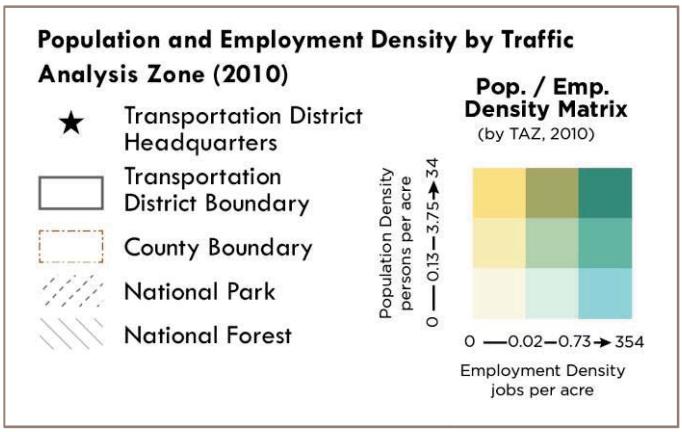
Current Population and Employment Density

According to 2014 five-year American Community Survey (ACS) estimates from the U.S. Census, 1.6 million people call Idaho home.

Population and employment densities are important factors because the clustering of people and jobs helps determine where transit routes can operate most cost-effectively. Typically, an area with a density of four people or six jobs per acre can supply the ridership necessary to justify a basic level of fixed route bus service.

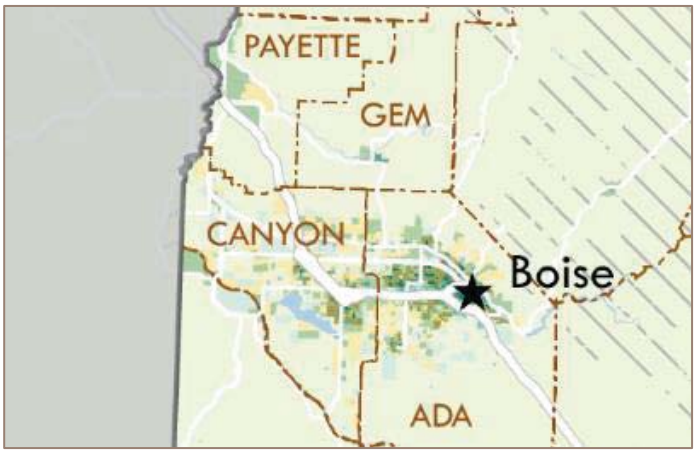
Figure 19 displays areas of the highest population and employment densities in Idaho, based on data from the 2010 Census. For most of the state, the population density is below 0.13 people per acre, and the employment density is less than 0.02 jobs per acre. The highest densities of both population and employment are primarily concentrated along the interstate corridors - I-15, I-86, I-84, and I-90. The most significant outlier is the area in and around Lewiston, along the state's western border with Washington. The Boise metropolitan area, located in the I-84 corridor of southwestern Idaho, has the highest population and employment densities.

Figure 19 Idaho Population and Employment Density (2010): Highest Concentrations



District 1

District 4



District 3

District 6

Future Population and Employment Growth

Consideration of anticipated future changes in population and employment densities can inform where future public transportation infrastructure may be needed. Idaho's five metropolitan planning organizations (MPOs)[4] forecast future population and employment densities for their service regions out to 2040. Each MPO may have considered additional factors outside of population and employment growth when analyzing future needs. For more detail on their plans see their webpages below:

- Kootenai Metropolitan Planning Organization - https://www.kmpo.net/
- Lewis Clark Valley Metropolitan Planning Organization - http://lewisclarkmpo.org/
- Community Planning Association of Southwest Idaho - http://www.compassidaho.org/
- Bannock Transportation Planning Organization - http://bannockplanning.org/
- Bonneville Metropolitan Planning Organization - http://www.bmpo.org/

Woods & Poole Economics has produced supplementary forecasts for Idaho's less populous communities *outside of MPO regions*.[5] Figure 20 summarizes these forecasts with statewide change from 2010 to 2040.

Figure 20 Idaho Population and Employment Future Forecast

Year		Population	Change			Employment	Change		
		Amount	Amount	%	Avg. Amount Per Year	Amount	Amount	%	Avg. Amount Per Year
2010	Base	1,548,989				620,316			
2040	Forecast	2,425,652	876,663	56.6%	29,222	1,080,334	460,018	74.2%	15,334

Source: KMPO, LCVMPO, COMPASS, BTPO, BMPO, and Woods & Poole Economics, all via ITD[6]

For most of the land area in the state, the population density forecast for 2040 remains the same as today—below 0.13 people per acre—and the employment density will remain less than 0.02 jobs per acre. The highest densities of both population and employment are projected to continue to be concentrated in the I-15, I-86, I-84, I-90, and US 20 corridors. The Boise metropolitan area, including northern Ada County and eastern Canyon County, is forecasted to have the highest population and employment density growth through 2040. For specific projections in the Boise metropolitan area see Valley Regional Transit's plan Valley Connect 2.0 https://www.valleyregionaltransit.org/

[4] Kootenai Metropolitan Planning Organization (KMPO), Lewis Clark Valley Metropolitan Planning Organization (LCVMPO), Community Planning Association of Southwest Idaho (COMPASS), Bannock Transportation Planning Organization (BTPO), and Bonneville Metropolitan Planning Organization (BMPO)

[5] Provided by David Coladner, ITD, November 16, 2016.

[6] Ibid.

Estimate of Future Public Transportation Ridership

For the purpose of this statewide plan, future population forecasts and current ridership were used to provide a baseline upon which future public transportation ridership was projected for each district and for each public transit provider across the state. Estimated future ridership was then analyzed against existing service levels to identify future operational and capital needs for each public transit provider.

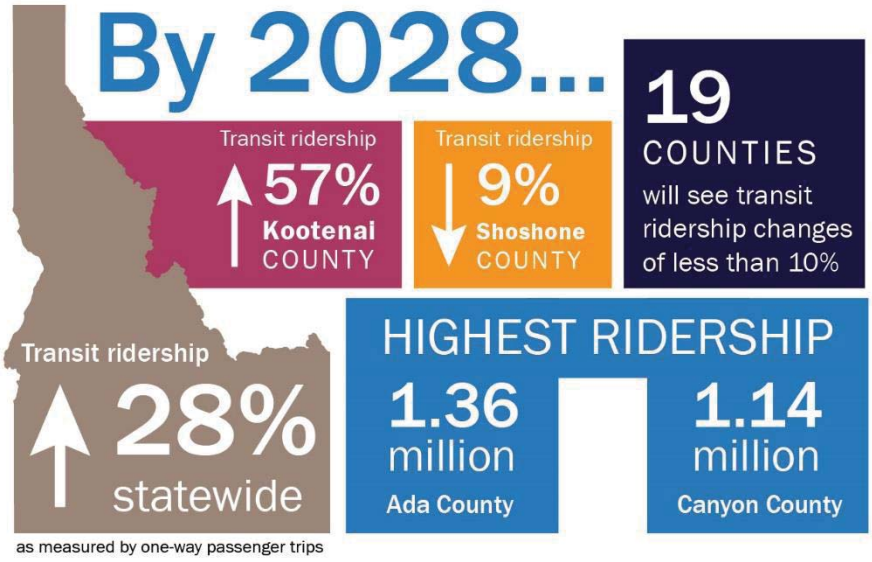
Methodology

Multiple data sources, including population data from the US Census American Community Survey (ACS) 2010-2014 5-year estimates, population forecasts for 2040 at the Transportation Analysis Zone (TAZ) level for the entire state (based on forecasts conducted by MPOs and Woods & Poole), and 2015 ITD provider data, were used to estimate future public transportation ridership. For a more detailed explanation of the forecast methodology, see Appendix D. (http://itd.idaho.gov/pt/)

Analysis

Figure 21 lists the estimated future transit ridership by county and ITD district.

Some key statistics…



- National and regional population projections for 2040 used to estimate 2028 population by county
- Current rates of transit ridership by county (fixed route, demand response, and vanpool) applied to future county population projections
- Result is estimated future transit ridership

It is critical to note that the formula used in this analysis establishes a *baseline* for future needs, and is not intended to capture the maximum transit needs throughout the state. Further analysis such as surveys and stakeholder outreach, transit provider service level changes, tourism, and other factors outside of the per capita change are needed to get at a more robust number of potential public transportation riders on top of the baseline projections in the estimates shown below.

District	County	Ridership (2015)				Population 2014	Transit Trips per Capita	Population 2028 (rounded to nearest 100)	Transit Ridership 2028 (rounded to nearest 100)	Percentage Change Ridership 2015-2028
		Fixed Route	Demand Response	Vanpool	Total					
1	Benewah		6,107		6,107	9,149	0.67	9,800	6,500	7
	Bonner	72,002	4,850		76,852	40,899	1.88	51,400	96,500	26
	Boundary		2,078		2,078	10,903	0.19	12,600	2,400	15
	Kootenai	347,170	8,148		355,318	142,783	2.49	224,200	558,000	57
	Shoshone	12,912	1,637		14,549	12,629	1.15	11,500	13,300	-9
2	Clearwater		77		77	8,600	0.01	8,600	100	0
	Idaho		146		146	16,315	0.01	17,400	200	7
	Latah	159,483	10,716	5,814	176,013	37,989	4.63	39,200	181,600	3
	Lewis		34		34	3,822	0.01	3,800	30	0
	Nez Perce	73,908	11,927		85,835	39,655	2.16	42,400	91,700	7
3	Ada	821,830	43,600	139,970	1,005,399	409,239	2.46	552,900	1,358,300	35
	Adams		1,366		1,366	3,908	0.35	4,300	1,500	9
	Boise		932	2,353	3,286	6,880	0.48	8,800	4,200	27
	Canyon	618,894	121,966	66,815	807,676	195,353	4.13	275,700	1,139,900	41
	Elmore		5,817	9,012	14,829	26,349	0.56	26,800	15,100	2
	Gem		4,965	5,723	10,688	16,732	0.64	18,900	12,100	13
	Owyhee	30,432	14,673		45,105	11,412	3.95	12,000	47,500	5
	Payette		7,166		7,166	22,658	0.32	24,800	7,800	9
	Valley		1,169		1,169	9,662	0.12	10,700	1,300	11
	Washington		3,535		3,535	10,068	0.35	10,600	3,700	5
4	Blaine	454,038	3,553	39,990	497,581	21,269	23.39	26,200	612,200	23
	Cassia		4,447		4,447	23,275	0.19	23,900	4,600	3
	Jerome		4,314		4,314	22,580	0.19	24,200	4,600	7
	Minidoka		1,830		1,830	20,191	0.09	22,800	2,100	13
	Twin Falls		52,583		52,583	78,933	0.67	102,000	67,900	29
5	Bannock	218,894	40,074		258,968	83,394	3.11	97,900	304,000	17
	Bear Lake		2,855		2,855	5,941	0.48	6,100	2,900	2
	Bingham	12,161	21,892		34,053	45,558	0.75	51,100	38,200	12
	Caribou		3,295		3,295	6,857	0.48	6,900	3,300	1
	Franklin	12,161	8,143		20,304	12,853	1.58	14,800	23,500	16
	Oneida		2,606		2,606	4,241	0.61	4,500	2,800	7
	Power		3,720		3,720	7,742	0.48	8,300	4,000	9
6	Bonneville	22,880	57,211		80,091	106,703	0.75	135,500	101,700	27
	Butte		3,690		3,690	2,734	1.35	3,100	4,300	15
	Custer		5,783		5,783	4,284	1.35	4,700	6,300	10
	Fremont	3,269	8,173		11,442	13,024	0.88	14,000	12,300	7

	Lemhi		9,049		9,049	7,828	1.16	8,800	10,200	13
	Madison	3,269	8,173		11,442	37,754	0.30	56,300	17,100	49
	Teton	19,913	8,173		28,086	10,212	2.75	11,900	32,700	16
Total		2,883,214	500,476	269,677	3,653,367	1,550,378	2.37	437,390	4,797,000	

Figure 21 Estimated Future Transit Ridership by County, 2028

Transportation Provider Assessments

Estimating future transit ridership is an inexact science, as the actual decision to ride public transportation is the result of numerous factors that cannot be predicted. However, population growth, in combination with current ridership patterns, can be used as a way of estimating levels of growth, and was the formula used in the Idaho Statewide Plan. This growth must then be translated into service hours and vehicles so transportation stakeholders can understand the financial needs for public transportation in the future.

Methodology

To quantify the operational and capital needs for public transit agencies in Idaho, estimated future public transportation trips by district were assigned to providers using a provider assessment methodology. Seventeen of the twenty-two public transportation providers that receive funding through ITD-PT were included in this analysis; for reasons of data availability, vanpool and university service providers were excluded. The assessments considered the proportion of the district's current total ridership served by each provider and the providers' performance, and identified those providers that will need to increase service from existing levels by 2028 in order to serve estimated future ridership. For more information about the provider assessment methodology and results, see Appendix D (http://itd.idaho.gov/pt/)

Estimated Future Ridership by District

Overall, the largest growth in transit ridership between 2015 and 2028, estimated on the basis of population growth and current rates of transit ridership, will be in District 1, which will see an increase in transit ridership of approximately 49%. District 3, District 4 and District 6 will also see notable growth by 2028 (36%, 23%, and 23%, respectively). District 2 will see the least growth, with an estimated increase of approximately 4% by 2028.

Despite the large growth in Districts 1, 4 and 6, District 3 will see the largest numerical growth in transit ridership (at a minimum estimate almost 700,000 one-way passenger trips). District 3's 2028 transit ridership will represent more than half (54%) of statewide transit ridership in 2028 (a slight increase from, the 52% of statewide transit ridership in 2015). See Figure 22.

For more information on the MPO local plans, visit their webpages below:

- Kootenai Metropolitan Planning Organization - https://www.kmpo.net/
- Lewis Clark Valley Metropolitan Planning Organization - http://lewisclarkmpo.org/
- Community Planning Association of Southwest Idaho - http://www.compassidaho.org/
- Bannock Transportation Planning Organization - http://bannockplanning.org/
- Bonneville Metropolitan Planning Organization - http://www.bmpo.org/

For a more in depth look at the District 3 transit needs in the metropolitan areas, see Valley Regional Transit's Valley Connect 2.0 Plan, which takes into account many of the outlying factors beyond population change. https://www.valleyregionaltransit.org/

Figure 22 Estimated 2028 Transit Ridership by District

District	Transit Ridership (2015)	Transit Ridership (2028)	Percent Change (2015 – 2028)	2028 Ridership as Percent of State Total
1	454,904	676,800	49%	14%
2	262,105	273,600	4%	6%
3	1,900,219	2,591,500	36%	54%
4	560,755	691,400	23%	14%
5	325,802	378,600	16%	8%
6	176,149	215,400	22%	4%
State Total	3,679,934	4,827,217	31%	100%

Figure 23 below shows projected human service and vanpool trips by district for 2028. Data pertaining to current ridership in Districts 1 and 6 was not available, so future trips were not allocated to providers in those areas. Vanpool services are not presently available in Districts 4 and 5, so no future vanpool trips were allocated to those districts.

Figure 23 Estimated 2028 Human Service Transportation and Vanpool Ridership by District

County	Ridership (2015)	Ridership (2028)	Difference (Number)	Difference (Percent)
Demand Response Human Service Transportation				
District 1	No data to project future ridership-			
District 2	9,059	10,299	1,240	14%
District 3	103,844	137,307	33,463	32%
District 4	30,112	36,288	6,116	20%
District 5	2,535	2,881	346	14%
District 6	No data to project future ridership			
SUBTOTAL	**145,550**	**186,775**	**41,225**	**28%**
Vanpool				
District 1	No data to project future ridership			
District 2	5,814	5,999	185	2%
District 3	223,873	302,046	78,173	35%
District 4	NA	NA	NA	NA
District 5	NA	NA	NA	NA
District 6	No data to project future ridership			
SUBTOTAL	**229,687**	**308,045**	**78,358**	**34%**
TOTAL	375,237	494,820	119,583	32%

Additional Resources Needed by Public Transit Providers to Serve Estimated Future Ridership

Thirteen of the 17 providers assessed will likely require additional vehicle revenue hours of service and larger fleets by 2028 to serve projected ridership and remain within reasonable levels of productivity (one-way passenger trips per vehicle revenue hour), as measured by average productivity rates among groups of national peer transit providers. Based solely upon population changes some agencies will not need any additional vehicle revenue hours, despite the growth in population and ridership, because their projected productivity will remain at or below that of their peers.

In total, the additional service will be about 86,000 vehicle revenue hours for fixed-route services, and 26,800 vehicle revenue hours for demand-response services. District 2 is expected to require the largest increase in fixed-route hours (approximately 38,200), and District 3 is expected to require the largest increase in demand-response hours (approximately 8,800).

In terms of capital needs, this will require a *minimum* of 58 new fixed-route vehicles and 48 new demand-response vehicles. District 6 will require the most new fixed-route vehicles (30), and District 1 will require the most new demand-response vehicles (17). See Figure 24 for a summary by district.

Figure 24 Forecast Transit Provider Needs for Additional Vehicles by 2028, by District

District	Additional Revenue Hours		Additional Vehicles	
	Fixed-Route	Demand-Response	Fixed-Route	Demand-Response
1	28,474	2,193	18	17
2	38,201	82	23	1
3	1,672	8,821	2	10
4	11,557	4,753	8	7
5	-	3,023	-	3
6	5,965	7,902	7	10
Total	**85,869**	**26,774**	**58**	**48**

5 STRATEGIC DIRECTION FOR PUBLIC TRANSPORTATION IN IDAHO

Community Input

Goals, Objectives, and Strategies for Idaho's Public Transportation Network

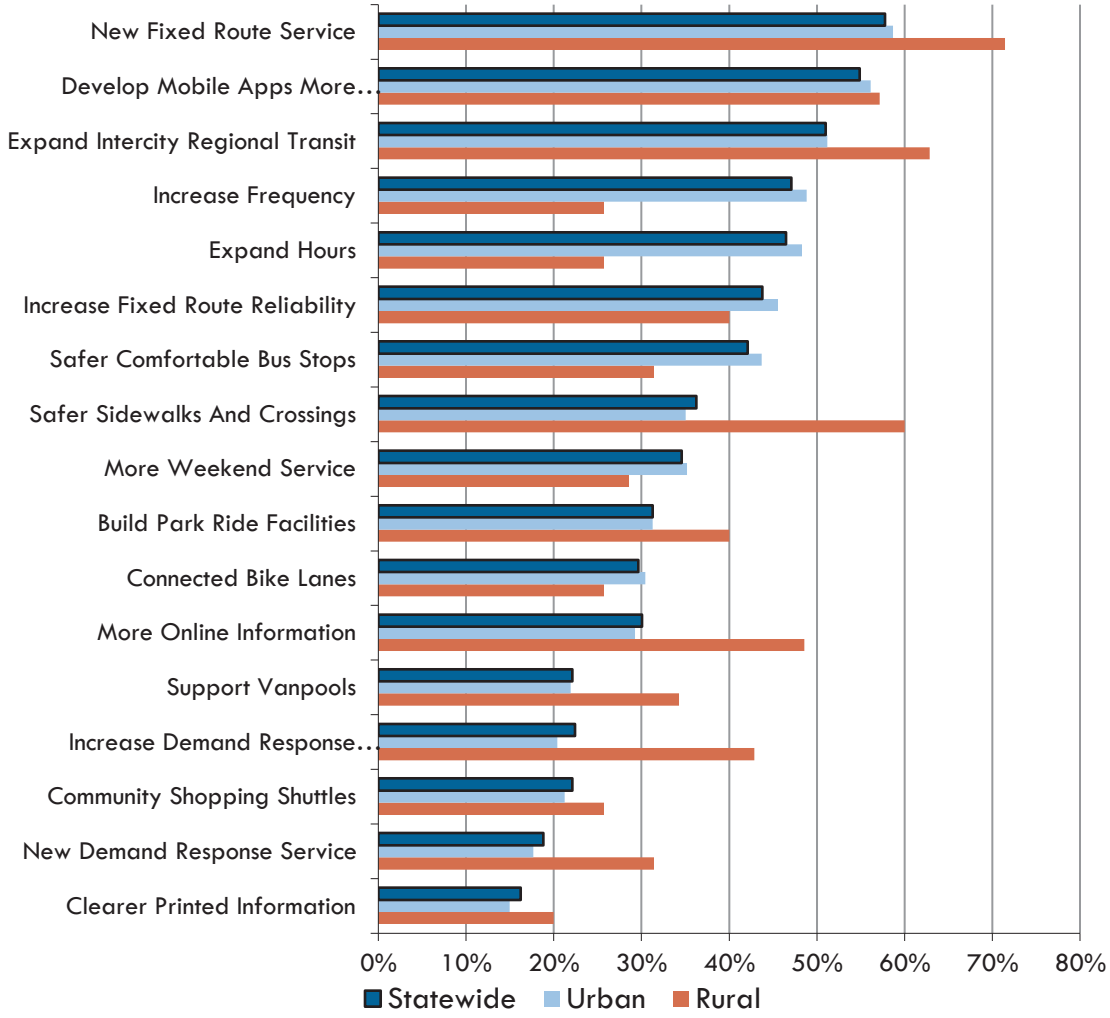
5 STRATEGIC DIRECTION FOR PUBLIC TRANSPORTATION IN IDAHO

This chapter sets forth goals to guide the work of transit providers, ITD-PT, stakeholders, and elected officials in the future as public transportation services are planned, funded, implemented, and operated. Implementation steps toward achievement of each goal are outlined, together with a supporting framework of public transportation tools and recommendations that can be employed to address future needs.

Community Input

As a guide to future transportation system improvements, Figure 25 shows priority service improvements among Design Your Transit System survey respondents.

Figure 25 Service Improvement Priorities, All Design Your Transit System Survey Respondents



Most Popular Priority	New Fixed Route Service	Expand Intercity Regional Transit	Develop Mobile Apps and New Technology	Increase Fixed Route Reliability
District	1,3,4	2	5	6

Opportunities and Potential Solutions

Transportation providers, meeting participants and survey respondents specifically mentioned the following types of solutions to service gaps and other needs Figure 26.

Figure 26 – Opportunities and Potential Solutions

Solutions and Opportunities	District 1	District 2	District 3	District 4	District 5	District 6
Path of travel improvements	X			X		
Bus shelters	X					
Bus park and ride facilities					X	
Expanded service areas	X	X	X			X
Extended hours of service	X	X	X	X	X	X
Expand weekend service		X	X	X	X	X
Increased service frequency		X	X	X	X	X
More funding	X		X	X		
Intercity or out of county services	X	X	X			X
Mobile apps for information, reservations, real time vehicle location	X					X
Technologies: AVL, reservations/scheduling software, power and Wifi on vehicles	X					
Volunteer driver services	X					
Centralized transportation information	X			X	X	X
Travel training		X				
Branding/marketing/outreach		X	X	X	X	X
Coordination and mobility management	X	X	X	X	X	X
Local option transit taxing ability			X			
TNC partnerships			X			
Flexible transportation voucher program					X	

Highlighted Solutions

Potential solutions that were mentioned repeatedly throughout the outreach activities are described in more detail below.

- **Coordination and mobility management:** Creating better linkages between offered services and optimizing resources within a community to improved specialized transportation for a variety of customer groups was mentioned in conversations in all districts.
- **Branding and marketing:** Creating recognizable brands and better informing communities of their transportation options was rated highly as a way to increase ridership.
- **Centralized transportation information:** allowing easy access to information was mentioned frequently in conversations with providers and riders. Respondents identified difficulties navigating the disjointed information regarding area services. This is particularly true in areas where people may have to chain together transit options to reach a destination.
- **Expanded hours and weekend service:** expanded weekend service was rated as one of the top priority improvements in five of the six districts in the open house survey. Additionally, students and workers frequently mentioned the need to travel outside of the 9-to-5 weekday/workday time period.
- **Increased service frequency:** more frequent service routes and options was a priority in most of the districts.
- **Regional travel:** There was a strong desire for more intercity and inter-county travel. This connectivity was highlighted as a need for patients seeking medical services, people with disabilities, and for veterans.

Goals for Idaho's Public Transportation Network

As outlined below, the goals to be addressed by ITD-PT, its partners, and public transportation providers as they implement the Plan have their foundation in the three pillars of ITD's s mission: Your Safety. Your Mobility. Your Economic Opportunity. The goals also reflect the preferences and priorities of public transportation stakeholders, the public, and the advisory groups that provided input to this Plan. Objectives and strategies for achieving them are associated with each goal.

Several themes run through the strategies that can help meet multiple goals or objectives. They provide a policy framework to support the work of ITD-PT and its partner agencies toward achievement of the state's public transportation goals. Cross-cutting issues include:

- **Coordination and Partnerships**
  - Maintaining, developing, and encouraging partnerships among stakeholders for planning and implementation of transportation solutions at the state, regional, and local levels, across transportation modes, will expand the number of effective transportation options available to Idahoans and maximize use of available resources
- **Customer Focus**:
  - Ensure that the customer's experience with public transportation services is at the forefront of service planning and implementation through ongoing public outreach, consideration of the diverse transportation needs of Idahoans, inclusion of a wide range of services and solutions in the public transportation toolbox, and addition of safety/security and service quality measures in the performance monitoring system

- **Education and Promotion**
  - Creation and implementation of a campaign to inform the public and other stakeholders about the availability and benefits of public transportation services throughout the state will be key to developing support for the maintenance, use, and enhancement of the public transportation network
- **Training and Technical Assistance**
  - Provide support and tools for transportation providers as they plan, implement, and deliver services through training and technical assistance from ITD-PT staff and opportunities to receive training from outside sources when possible
- **Invest in Public Transportation Services within the Constraints of Available Funding**
  - Make maximum use of available funding—which may include additional sources in the future—by prioritizing maintenance of the existing public transportation network and expanding or enhancing services as resources allow, and utilizing an enhanced performance monitoring system to inform funding decisions

Goal: Ensure the Safety and Security of Public Transportation

Goal: Encourage Public Transportation as an Important Element of an Effective Multi-Modal Transportation System in Idaho

Goal: Preserve the Existing Public Transportation Network

Goal: Provide a Transportation System that Drives Economic Opportunity

6 FINANCIAL PLAN

Methodology

Resources Needed to Meet Future Needs

Resources Needed to Maintain Existing Services

6 FINANCIAL PLAN

For the 17 providers included in the peer review and agency assessment process, the costs of future service (additional revenue hours) and capital needs (vehicles) were calculated in order to estimate necessary expenditures to maintain service in line with projected ridership growth. The methods and results of these growth calculations are described in Chapter 4, using a population baseline model. Note that estimated vehicle needs are based on the estimated number of future trips to be served, and not on the condition of vehicles currently used in service.

Methodology

For those providers whose future ridership will exceed current service capacity, costs for the additional revenue hours that will be needed to serve those trips were calculated using each provider's 2015 operating cost per revenue hour.

Chapter 4 provides an estimate of the minimum number of fixed-route and demand-response vehicles by provider that will need to be added in order to serve the estimated level of future ridership. Cost estimates for each provider's future vehicle needs were calculated using estimated average prices for a standard 40-foot large urban transit vehicle such as those typically used by Large and Medium urban transit providers, and of smaller transit vehicles such as those typically used for Small Urban and Small Rural providers who offer demand-response and fixed-route service. Idaho's public transportation providers currently use a wider range of vehicle types. However, rather than attempt to estimate the number of each specific type of vehicle that will be needed to serve estimated future ridership, only those two types were factored into this analysis. The number of additional future vehicles needed by service type for each provider was multiplied by these average vehicle costs.

Several key assumptions guided the estimates for total future vehicle expenditures by provider. First, it was assumed that providers in the Large and Medium size categories would purchase standard 40-foot vehicles for future fixed-route service, at an average price of $470,000 per vehicle. Second, it was assumed that Small Urban and Small Rural providers would purchase 26-foot vehicles for future fixed-route service, at an average price of $76,000 per vehicle. Vehicles of this size are currently in use on fixed-route service by Small Urban providers. Third, it was assumed that all providers of demand-response service would purchase the smaller 26-foot vehicles in the future, as is standard practice today.

Resources Needed to Meet Estimated Future Needs

Additional operating and capital resources needed by providers to serve estimated 2028 trips by district are detailed below (Figure 39--Figure 44). Statewide financial needs are summarized by district in Figure 45.

Figure 27 Additional Resources Needed to Serve Estimated 2028 Ridership—District 1

Provider	Operating Budget (2015)	Operating Cost Per Hour (2015)		Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR*	DR**	FR	DR	FR	DR				FR	DR		
CDA (CityLink)	$1,491,247	$57	$71	15,116	2,193	$868,534	$155,134	$2,514,914	62%	$154,679	10	17	$5,992,000	$6,146,679
Shoshone County - Silver Express	$158,448	$52	$27	2,814	0	$145,206	$0	$303,654	67%	n/a[7]	2	0	$152,000	$152,000
Valley Vista Care - Benewah Area Transit	$143,555	$0	$33	0	0	$0	$0	$143,555	0%	n/a	0	0	$0	$0
SPOT (Dover)	$421,642	$36	$21	10,543	0	$382,375	$0	$804,017	131%	$116,830	6	0	$456,000	$572,830
District 1 Total	**$2,214,892**			**28,474**	**2,193**	**$1,396,115**	**$155,134**	**$3,766,141**	**71%**	**$271,509**	**18**	**17**	**$6,600,000**	**$6,871,509**

Figure 28 Additional Resources Needed to Serve Estimated 2028 Ridership—District 2

Provider	Operating Budget (2015)	Operating Cost Per Hour (2015)		Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR	DR	FR	DR	FR	DR				FR	DR		
Nez Perce Tribe (NPT), Appaloosa Express	$230,921	$24	$35	0	0	$0	$0	$230,921	0%	n/a	0	0	$0	$0
Lewiston Transit	$692,326	$55	$194	7,237	0	$395,666	$0	$1,087,992	55%	n/a	6	0	$456,000	$456,000
Regional Public Transportation (SMART)	$562,816	$66	$59	30,964	82	$2,042,278	$4,822	$2,609,916	289%	n/a	17	1	$1,368,000	$1,368,000
District 2 Total	**$1,486,063**			**38,201**	**82**	**$2,437,944**	**$4,822**	**$3,928,829**	**135%**	**n/a**	**23**	**1**	**$1,824,000**	**$1,824,000**

[7] 2015 capital budget figures were not available for all providers

Figure 29 Additional Resources Needed to Serve Estimated 2028 Ridership—District 3

Provider	Operating Budget (2015)	Operating Cost Per Hour (2015)		Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR	DR	FR	DR	FR	DR				FR	DR		
Valley Regional Transit	$9,364,214	$83	$59	1,672	8,821	$138,098	$524,683	$10,026,995	7%	n/a	2	10	$1,700,000	$1,700,000
Treasure Valley Transit	$2,208,939	$73	$41	0	0	$0	$0	$2,208,939	0%	n/a	0	0	$0	$0
District 3 Total	$11,573,153			1,672	8,821	$138,098	$524,683	$12,235,933	6%	n/a	2	10	$1,700,000	$1,700,000

Figure 30 Additional Resources Needed to Serve Estimated 2028 Ridership—District 4

Provider	Operating Budget (2015)	Operating Cost Per Hour (2015)		Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR	DR	FR	DR	FR	DR				FR	DR		
Mountain Rides Transportation Authority	$1,910,288	$68	$48	11,557	24	$785,130	$1,135	$2,696,553	33%	$1,219,889	8	1	$3,836,000	$5,055,889
Trans IV-College of Southern Idaho	$658,971	$0	$49	0	4,729	$0	$232,144	$891,115	34%	n/a	0	6	$456,000	$456,000
District 4 Total	$2,569,259			11,557	4,753	$785,130	$233,279	$3,587,668	33%	$1,219,889	8	7	$4,292,000	$5,511,889

Figure 31 Additional Resources Needed to Serve Estimated 2028 Ridership—District 5

Provider	Operating Budget (2015)	Operating Cost Per Hour (2015)		Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR	DR	FR	DR	FR	DR				FR	DR		
Pocatello Regional Transit	$2,396,523	$43	$42	0	3,023	$0	$127,412	$2,523,935	6%	$54,238	0	3	$228,000	$282,238
District 5 Total	$2,396,523			0	3,023	$0	$127,412	$2,523,935	6%	$54,238	0	3	$228,000	$282,238

Figure 32 Additional Resources Needed to Serve Estimated 2028 Ridership—District 6

Provider	Operating Budget (2015)	Operating Cost Per Hour (2015)		Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR	DR	FR	DR	FR	DR				FR	DR		
Targhee Regional Public Transportation Authority	$1,636,354	$29	$36	0	7,277	$0	$259,331	$1,895,685	21%	n/a	0	8	$608,000	$608,000
Driggs, City of	$132,868	$38	$0	5,302	0	$200,908	$0	$333,776	151%	n/a	5	0	$380,000	$380,000
Lemhi County	$133,791	$0	$126	0	625	$0	$78,866	$212,657	26%	n/a	0	2	$152,000	$152,000
Southern Teton Area Rapid Transit (START)	$320,202	$105	n/a	663	n/a	$69,698	n/a	$389,900	22%	n/a	2	n/a	$940,000	$940,000
Valley Vista Care - Lost River Area Transit	$153,110	$0	$57	0	0	$0	$0	$153,110	0%	n/a	0	0	$0	$0
District 6 Total	$2,376,143			5,965	7,902	$270,606	$338,197	$2,985,128	26%	n/a	7	10	$2,080,000	$2,080,000

Figure 33 Statewide Additional Resources Needed to Serve Estimated 2028 Ridership, by District

Provider	Operating Budget (2015)	Additional Revenue Hours Needed (2028)		Additional Operating Cost		Total Operating Cost (2028)	% Increase over 2015	Capital Budget (2015)	Additional Vehicles Needed (2028)		Additional Capital Cost	Total Capital Needs (2028)
		FR	DR	FR	DR				FR	DR		
District 1 Total	$2,214,892	28,474	2,193	$1,396,115	$155,134	$3,766,141	71%	$271,509	18	17	$6,600,000	$6,871,509
District 2 Total	$1,486,063	38,201	82	$2,437,944	$4,822	$3,928,829	135%	n/a	23	1	$1,824,000	$1,824,000
District 3 Total	$11,573,153	1,672	8,821	$138,098	$524,683	$12,235,933	6%	n/a	2	10	$1,700,000	$1,700,000
District 4 Total	$2,569,259	11,557	4,753	$785,130	$233,279	$3,587,668	33%	$1,219,889	8	7	$4,292,000	$5,511,889
District 5 Total	$2,396,523	0	3,023	$0	$127,412	$2,523,935	6%	$54,238	0	3	$228,000	$282,238
District 6 Total	$2,056,123	5,302	7,902	$200,908	$338,197	$2,595,228	28%	n/a	5	10	$1,140,000	$1,140,000
Statewide Total	**$22,616,214**	**85,869**	**26,774**	**$5,027,893**	**$1,383,526**	**$29,027,634**	**28%**	**$1,545,636**	**58**	**48**	**$16,724,000**	**$18,269,636**

District 1 shows the greatest need for additional capital investment over the next ten years, driven primarily by the projected need for 27 new vehicles to be added to the CDA (CityLink) fleet (Figure 46). District 4 is projected to require additional capital investments of over $4 million due to the need to expand the fleets of both Mountain Rides Transportation Authority and Trans IV – College of Southern Idaho (Figure 49). The greatest need for investment in additional revenue hours is in District 2 (Figure 47); Regional Public Transportation (SMART) will need to add 18 additional vehicles in order to provide enough service to meet future demand.

Statewide, nearly 113,000 additional revenue hours will be needed by 2028 to meet future demand, totaling over $6 million in additional annual operating expenses. The statewide fleet will need to expand by 58 fixed-route vehicles and 48 demand-response vehicles, requiring nearly $17 million in additional capital expenditures.

Resources Needed to Maintain Existing Network of Services

The public transportation providers that receive federal transit funding, either directly from FTA or through ITD-PT, received a total $25.6 million in operating assistance from federal, state, and local sources in 2015, and a total of $2.2 million in capital assistance. These providers represent the majority of the organizations that provide public transportation services in Idaho, but a number of other public and nonprofit entities operate transportation services and are not included in those totals. The total of $27.8 million in annual operating and capital funding is therefore a conservative estimate of the amount of support that will be needed to maintain the existing level of public transportation services in the future.

7 IMPLEMENTATION PLAN

Timeframe

Roles and Responsibilities

7 IMPLEMENTATION PLAN

Timeframe

The implementation timeframe for the Idaho Public Transportation Plan is estimated around five years, or until such time as an updated version of the Plan is developed, and will be used as a living document.

During that time, ITD-PT, providers of public transportation services, advisory groups such as PTAC and IWG, partner organizations, and other stakeholders will work together to address the suggested goals and objectives identified in the Plan.

Roles and Responsibilities

Recommended roles among Idaho's public transportation stakeholders related to the action items associated with each of the Plan's goals and objectives are presented in Figure 34. Implementation of specific action items will be supported by a focus on the cross-cutting themes discussed in Chapter 5, including:

- Coordination and Partnerships
- Customer Focus
- Education and Promotion
- Training and Technical Assistance
- Investment in Public Transportation Services within the Constraints of Available Funding

Figure 34 Action Plan Roles and Responsibilities

Deliverables	ITD Mission	Roles and Responsibilities				
	SAFETY	**ITD-PT Office**	**Transit Providers**	**Advisory Groups**	**Partner Organizations**	**Stakeholders**
Goal	**Ensure the safety and security of public transportation**					
Objective	***Promote the safety of transit and its riders by utilizing performance measures and funding as it relates to safety and security.***					
Action Item	Capital investments for bus stops, transit centers, and paths of travel	X	X	X	X	X
Action Item	Funding to support state of good repair/TAM	X	X	X		
Action Item	ISP partnership for vehicle inspections	X	X			
Action Item	Funding and technical assistance for technology to support passenger and operational safety	X	X			
Action Item	Safety and security performance measures	X	X	X		
	MOBILITY					
Goal	**Encourage public transportation as an important element of an effective multi-modal transportation system in Idaho**					
Objective	***Promote and help educate on what public transportation is***					
Action Item	Share information about public transportation performance and value	X	X	X	X	X
Action Item	Incorporate performance measures into funding decisions	X	X	X		

Deliverables	ITD Mission	Roles and Responsibilities				
	MOBILITY	**ITD-PT Office**	**Transit Providers**	**Advisory Groups**	**Partner Organizations**	**Stakeholders**
Action Item	Using the Transit Toolbox outlined in the Plan (Appendix E), identify and implement the most appropriate types of public transportation service for different areas and types of transit needs	X	X	X	X	X
Action Item	Develop and implement ongoing processes to obtain input from the public and other state agencies on needs, services, strategies, and solutions	X	X	X	X	X
Action Item	Encourage and support coordination and partnerships between providers and stakeholders at all levels	X	X	X	X	X
Action Item	Encourage better linkages between services and optimizing resources to improve specialized transportation services	X	X		X	X
Goal	**Preserve the Existing Public Transportation Network**					
Objective	***Provide support and tools to enable providers to maintain existing levels of service***					
Action Item	Distribute federal and state funding to enable providers to maintain current levels of safe, reliable, convenient, accessible, and affordable mobility options	X	X	X		

Deliverables	ITD Mission	Roles and Responsibilities				
	MOBILITY	**ITD-PT Office**	**Transit Providers**	**Advisory Groups**	**Partner Organizations**	**Stakeholders**
Action Item	Build upon and enhance existing performance measures to identify strengths and weaknesses of the existing network, document use, and demonstrate value	X	X	X		
Action Item	Create recognizable brands and provide easy access to information about transportation options in communities	X	X		X	
Action Item	Consider investing in technology systems that contribute to more efficient and sustainable service delivery	X	X	X		X
Action Item	Monitor the performance of current and future public transportation services	X	X	X		
Action Item	Use ITD-PT's TAM plan to monitor the condition of vehicles and facilities	X	X			
Objective	***Enhance or expand services as resources become available***					
Action Item	Identify and seek out opportunities to apply for available federal, state, and local funds to address identified unmet needs	X	X			
Action Item	Establish performance standards for new or expanded services	X	X	X		
Action Item	Use the Transit Toolbox to identify the most appropriate new or expanded service for an area	X	X	X	X	X

	ECONOMIC OPPORTUNITY	ITD-PT Office	Transit Providers	Advisory Groups	Partner Organizations	Stakeholders
Goal	**Provide a Transportation System that Drives Economic Opportunity**					
Objective	***Take advantage of public transportation's ability to provide access to jobs for current and future employees***					
Action Item	Work with Idaho Department of Commerce, economic development organizations, and partners to ensure that public transportation is considered as part of efforts to attract employers	X	X	X	X	
Action Item	Highlight public transportation as a safe, affordable, reliable option for work travel	X	X	X	X	X

WHEREAS, the Idaho Code 40-312(6) requires the Idaho Transportation Department to maintain a comprehensive statewide plan for public transportation; and

WHEREAS, Board Policy 4038 tasks the Public Transportation Office to maintain the comprehensive public transportation statewide plan; and

WHEREAS, in April 2016 the Idaho Transportation Department and contractor Nelson\Nygaard began the development of an updated statewide plan for public transportation; and

WHEREAS, Nelson\Nygaard, ITD, and the Public Transportation Advisory Council, with stakeholder recommendations, developed a guiding plan outlining the current transit environment and anticipated future public transportation needs across the state; and

WHEREAS, the Public Transportation Advisory Council provided concurrence on the final content and goals within the Statewide Public Transportation Plan;

NOW THEREFORE BE IT RESOLVED, that the Idaho Transportation Board approves the Idaho Statewide Public Transportation Plan with the outlined goals and objectives, and approves the plan for Board adoption.

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☐ Information Item ☒ Amount of Presentation Time Needed 30 minutes

Presenter's Name	Presenter's Title	Initials
Amy Schroeder	GARVEE Program Manager	ALS
Preparer's Name	**Preparer's Title**	**Initials**
Amy Schroeder	GARVEE Program Manager	ALS

Reviewed By
TCM

Subject

Status of GARVEE-Managed Projects		
Key Number	District	Route Number

Background Information

Provide the Transportation Board with an update on the GARVEE-managed projects in approved corridors:

I-84 Caldwell to Meridian Corridor
I-84, Karcher to Franklin Blvd - Design, Right-of-Way and Construction
I-84, Caldwell to Nampa - Traffic Study and Environmental Evaluation

US-95 Garwood to Sagle
US-95, SH-53, UPRR, Garwood Road Grade Separation & Frontage Roads - Design, Right-of-Way and Construction
US-95, Granite North - Design, Right-of-Way and Construction

ID-16 Jct I-84 to SH-44
ID-16, Jct I-84 to US-20/26 - Preliminary Engineering

Recommendations

Informational presentation – no action requested.

Board Action

☐ Approved ☐ Deferred _____

☐ Other _____

Board Agenda Item

ITD 2210 (Rev. 10-13)

Meeting Date April 18, 2018

Consent Item ☐ Information Item ☐ Amount of Presentation Time Needed 15 minutes

Presenter's Name	Presenter's Title	Initials	Reviewed By
Randi Bristol-Hogue	Modernization Program Manager	RB	
Preparer's Name	Preparer's Title	Initials	
Randi			

Subject

Modernization

Key Number	District	Route Number

Background Information

I will provide the Board an update on the Modernization project and related schedule.

Recommendations

For information.

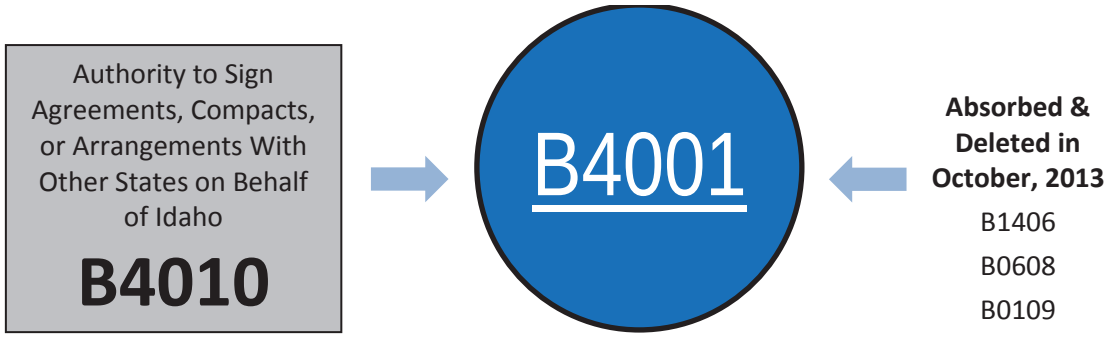
Board Action

☐ Approved ☐ Deferred _____

☐ Other _____ 148A

B4001 and A4001 Policy Changes

April 2018 Board Meeting



Absorb & Delete:

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8000 • itd.idaho.gov

AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS AND REQUIREMENT TO REPORT CERTAIN CONTRACTS

Purpose

This policy delegates Idaho Transportation Board authority for signing and executing contracts to the Director, thereby allowing for the day to day operation of the Idaho Transportation Department. This policy also designates limits and controls for staff authority regarding contracts, agreements, and grants. Additionally, this policy establishes reporting requirements for the award of construction contracts and non-construction professional service agreements so the Board can monitor contract performance.

Legal Authority

The Department shall be responsible for managing contracts, agreements, and grants in accordance with:

Idaho Code 21-108 – Authority of the Board to enter into contract for Aeronautic facilities as prescribed by the federal authorities.

~~Idaho Code 40-309(1) – Board authority to contract fully in the name of the state with respect to the rights, powers and duties vested in the Board by Title 40.~~

Idaho Code 40-310(7) – ~~Assigning the~~ Board authority to approve the final plans, specifications, and estimates for state highways and cause contracts for state highways work to be let by contract in the manner provided by law.

Idaho Code 40-312(2) – ~~Assigning the~~ Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.

Idaho Code 40-505 – ~~The Director has such authority as is delegated by the Board. Director shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.~~ The director shall be the technical and administrative officer of the board and under the board's control, supervision and direction, shall have general supervision and control of all activities, functions and employees of the department. He shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.

Idaho Code 40-902 – Procedure for letting typical contracts (not design-build contracts) for the construction of state highways and bridges.

Idaho Code 40-904 – Statutory requirements for design-build contracts for the construction of state highways and bridges.

Idaho Code 40-905 – Procedure for the department to select construction manager/general contractor firms to award contracts for highway projects.

~~Idaho Code 67-2320 – Professional service contracts with design professionals, construction managers, and professional land surveyors must be based upon a qualifications-based selection.~~

Idaho Code 49-201(1)(2) – Board authority to enter into agreements, compacts or arrangements with other jurisdictions on behalf of Idaho for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

Idaho Code 67-5711 – Construction, Alternations, Equipping, Furnishing and Repairing of Public Buildings and Works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars ($100,000) for labor, materials and equipment (not including design costs, bid advertising and related bidding expenses).

~~Idaho Code 67-5717- Powers and duties of the administrator of the Division of Purchasing (Department of Administration) which shall acquire all services for state agencies by competitive bid awarded to the lowest responsible bidder.~~

~~Idaho Code 67-5716 thru 5718 – Definitions and powers and duties of the administrator of the Division of Purchasing (Department of Administration) and Requisition for Property - Notice - Form - Guarantee - Procedure for Bidding.~~

Idaho Code 67-9203 – Definition of terms used in contracts and agreements in the State Procurement Act as administered by the Department of Administration.

Idaho Code 67-9205 – Powers and duties of the Administrator for the Division of Purchasing (Department of Administration) regarding state purchases and contracts not made under the Board's contracting authority.

Idaho Code 67-9206 – Division of Purchasing Administrator may delegate Title 67 state contract and purchasing authority to an agency employee who demonstrates sufficient competence in procurement to satisfy the administrator.

Idaho Code 67-9208 through 9224 – Uniform procurement and contracting procedures and processes to acquire all services and property not procured by the Board under Title 40 of the Idaho Code. The statutes require competitive bidding and that contracts be awarded to the lowest responsible bidder.

40 U.S.C. sections 1101 through 1104 – Commonly referred to as The Brooks Act (formerly 40 USC 541 through 544) – Requires qualification-based selection for contracting engineering and architectural services to include definitions, selection procedures and negotiations to contract for architectural and engineering services.

2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards – In the absence of specific federal requirements, procurement will follow normal competitive bidding and award to lowest responsible bidder procurement laws.

23 CFR Part 172 – Defines methods of procurement when federal funds are involved; need to use qualifications-based selection matters for engineering and design related services in the same manner as a contract for architectural and engineering services under the Brooks Act (formerly 40 United States Code sections 541 thru 544).

23 CFR Part 230 – External Programs, Subpart A: Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including Supportive Services).

48 CFR Part 31 – Federal acquisitions regulations system governing procurement when federal funding is involved.

~~49 CFR Part 18 – U.S. Dept. of Transportation subtitle – Uniform Administration Requirements for Grants and Cooperative Agreements to State and Local Governments. Reserved by 79 FR 76050.~~

Delegated Authority

The Director or delegate shall approve contracts, agreements, and grants, and is authorized to sign all contracts, agreements, and grants required for the proper functioning of the Idaho Transportation Department. Signing authority may be delegated to Executive Officers, Division Administrators, District Engineers, and Section Managers when acting within their jurisdictional duties. Any authority so delegated shall conform to all applicable laws, rules, and regulations. Such authority shall not be exercised by the delegate in the event of a conflict of interest or if apparent personal gain is evidenced.

Legal Review

All Department documents of a contractual nature must be in accordance with federal and state laws, and must be ~~approved~~ reviewed by the Department's Legal section. The Legal section shall ~~approve~~ review all negotiated contracts or agreements, except for right of way agreements and standard formatted agreements that have been previously reviewed by the Legal section. Standard Department contract templates ~~shall be approved "as to form" before being printed and~~ need not be re-submitted, unless the standard contract template is revised.

Log or Register of Contracts, Agreement and Grants

The Director shall instruct originating offices to maintain a log or register of their respective contracts, agreements, or grants.

Professional Service Agreements

The Director is authorized to seek necessary professional services outside the Idaho Transportation Department when the required services are not available within the Department.

Selection of professional service firms shall follow federal guidelines when the services involve federal funds. The Department shall establish internal procedures to ensure complete compliance. Procedures for non-federal-aid professional service agreements shall also conform to state statutes and fiscal controls.

The Director or a delegate is authorized to approve:

- Routine engineering and right of way agreements between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of $1,000,000. Supplemental agreements, including the original agreement, that would bring the Department's obligation to more than $1,000,000 require Board approval.

~~Routine engineering agreements between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, the total amount identified in the Idaho Transportation Investment Program for professional services.~~

- Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of $50,000. Supplements that would bring the Department's obligation to more than $50,000 require Board approval.

Term agreement procedures allow consultants to be pre-qualified and approved to perform services on immediate notice. Task agreements are initiated as part of a term agreement, and are for specific, well-defined, and narrow-focused work. The Director or a delegate is authorized to approve task agreements that do not exceed, nor are expected to exceed, $500,000. Task agreements that exceed $500,000 and task agreements whose cumulative costs relating to a specific project or two-year term agreement that would bring the Department's obligation to more than $1,500,000 require Board approval.

All agreements and supplemental agreements shall conform with the other provisions of this policy.

Requirement to Report Construction Contracts

The Director, or a delegate, shall approve plans, specifications, estimates, advertisements, and awards for current-year construction projects listed in the Board-approved Idaho Transportation Investment Program (ITIP).

The Board shall be advised monthly of:

- all ITIP professional services that were used during the preceding month;
- all ITIP project advertisement and bid opening dates;
- the obligation status for the current fiscal year program ~~in the monthly financial statement~~; and
- the bid status of highway projects;

The Board shall approve

- the justification for awarding or rejecting contracts when the bid exceeds the engineer's estimate by more than ten percent (10%); or
- bids that exceed the Engineer's estimate by more than 2 million dollars.

Requirement to Report Non-Construction Professional Service Agreements

Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month. The report may be included in the monthly consent items reviewed by the Board.

Approved by the Board on:

_____ Date _____

Jerry Whitehead
Board Chairman

IDAHO TRANSPORTATION DEPARTMENT
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(208) 334-8000 • itd.idaho.gov

AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS AND REQUIREMENT TO REPORT CERTAIN CONTRACTS

Purpose

This policy delegates Idaho Transportation Board authority for signing and executing contracts to the Director, thereby allowing for the day to day operation of the Idaho Transportation Department. This policy also designates limits and controls for staff authority regarding contracts, agreements, and grants. Additionally, this policy establishes reporting requirements for the award of construction contracts and non-construction professional service agreements so the Board can monitor contract performance.

Legal Authority

The Department shall be responsible for managing contracts, agreements, and grants in accordance with:

Idaho Code 21-108 – Authority of the Board to enter into contract for Aeronautic facilities as prescribed by the federal authorities.

Idaho Code 40-310(7) – Board authority to approve the final plans, specifications, and estimates for state highways and cause contracts for state highways work to be let by contract in the manner provided by law.

Idaho Code 40-312(2) – Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.

Idaho Code 40-505 – The director shall be the technical and administrative officer of the board and under the board's control, supervision and direction, shall have general supervision and control of all activities, functions and employees of the department. He shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.

Idaho Code 40-902 – Procedure for letting typical contracts (not design-build contracts) for the construction of state highways and bridges.

Idaho Code 40-904 – Statutory requirements for design-build contracts for the construction of state highways and bridges.

Idaho Code 40-905 – Procedure for the department to select construction manager/general contractor firms to award contracts for highway projects.

Idaho Code 49-201(1)(2) – Board authority to enter into agreements, compacts or arrangements with other jurisdictions on behalf of Idaho for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

Idaho Code 67-5711 – Construction, Alternations, Equipping, Furnishing and Repairing of

Public Buildings and Works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars ($100,000) for labor, materials and equipment (not including design costs, bid advertising and related bidding expenses).

Idaho Code 67-9203 – Definition of terms used in contracts and agreements in the State Procurement Act as administered by the Department of Administration.

Idaho Code 67-9205 – Powers and duties of the Administrator for the Division of Purchasing (Department of Administration) regarding state purchases and contracts not made under the Board's contracting authority.

Idaho Code 67-9206 – Division of Purchasing Administrator may delegate Title 67 state contract and purchasing authority to an agency employee who demonstrates sufficient competence in procurement to satisfy the administrator.

Idaho Code 67-9208 through 9224 – Uniform procurement and contracting procedures and processes to acquire all services and property not procured by the Board under Title 40 of the Idaho Code. The statutes require competitive bidding and that contracts be awarded to the lowest responsible bidder.

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2 CFR 200 – Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards – In the absence of specific federal requirements, procurement will follow normal competitive bidding and award to lowest responsible bidder procurement laws.

23 CFR Part 172 – Defines methods of procurement when federal funds are involved; need to use qualifications-based selection matters for engineering and design related services in the same manner as a contract for architectural and engineering services under the Brooks Act (formerly 40 United States Code sections 541 thru 544).

23 CFR Part 230 – External Programs, Subpart A: Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including Supportive Services).

48 CFR Part 31 – Federal acquisitions regulations system governing procurement when federal funding is involved.

Delegated Authority

The Director or delegate shall approve contracts, agreements, and grants, and is authorized to sign all contracts, agreements, and grants required for the proper functioning of the Idaho Transportation Department. Signing authority may be delegated to Executive Officers, Division Administrators, District Engineers, and Section Managers when acting within their jurisdictional duties. Any authority so delegated shall conform to all applicable laws, rules, and regulations. Such authority shall not be exercised by the delegate in the event of a conflict of interest or if apparent personal gain is evidenced.

Legal Review
All Department documents of a contractual nature must be in accordance with federal and state laws, and must be reviewed by the Department's Legal section. The Legal section shall review all negotiated contracts or agreements, except for right of way agreements and standard formatted agreements that have been previously reviewed by the Legal section. Standard Department contract templates need not be re-submitted, unless the standard contract template is revised.

Log or Register of Contracts, Agreement and Grants
The Director shall instruct originating offices to maintain a log or register of their respective contracts, agreements, or grants.

Professional Service Agreements
The Director is authorized to seek necessary professional services outside the Idaho Transportation Department when the required services are not available within the Department.

Selection of professional service firms shall follow federal guidelines when the services involve federal funds. The Department shall establish internal procedures to ensure complete compliance. Procedures for non-federal-aid professional service agreements shall also conform to state statutes and fiscal controls.

The Director or a delegate is authorized to approve:

- Routine engineering and right of way agreements between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of $1,000,000. Supplemental agreements, including the original agreement, that would bring the Department's obligation to more than $1,000,000 require Board approval.

- Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of $50,000. Supplements that would bring the Department's obligation to more than $50,000 require Board approval.

Term agreement procedures allow consultants to be pre-qualified and approved to perform services on immediate notice. Task agreements are initiated as part of a term agreement,-and are for specific, well-defined, and narrow-focused work. The Director or a delegate is authorized to approve task agreements that do not exceed, nor are expected to exceed, $500,000. Task agreements that exceed $500,000 and task agreements whose cumulative costs relating to a specific project or two-year term agreement that would bring the Department's obligation to more than $1,500,000 require Board approval.

All agreements and supplemental agreements shall conform with the other provisions of this policy.

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The Board shall be advised monthly of:

- all ITIP professional services that were used during the preceding month;
- all ITIP project advertisement and bid opening dates;

- the obligation status for the current fiscal year; and
- the bid status of highway projects;

The Board shall approve

- the justification for awarding or rejecting contracts when the bid exceeds the engineer's estimate by more than ten percent (10%); or
- bids that exceed the Engineer's estimate by more than 2 million dollars.

Requirement to Report Non-Construction Professional Service Agreements
Each month the Chief Administrative Officer shall report to the Board all non-construction professional service agreements entered into by the Department during the previous month. The report may be included in the monthly consent items reviewed by the Board.

Approved by the Board on:

_____ Date _____
Jerry Whitehead
Board Chairman

AUTHORITY TO SIGN AGREEMENTS, COMPACTS, OR ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO

Purpose

The purpose of this policy is to distinguish Division of Motor Vehicles (DMV) agreements with other states from the other types of agreements that Idaho Transportation Department (ITD) enters into during the course of business. This policy establishes the subjects that are appropriate for DMV agreements and authorizes the Director or a designee to sign such agreements.

Legal Authority

Idaho Code 49-201(2). The Board may enter into agreements with other jurisdictions for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

The Department Director or a designee is authorized to sign agreements, compacts or arrangements on behalf of Idaho for vehicle reciprocity, disability parking reciprocity, driver license reciprocity, over-legal permits, and other reciprocal agreements relating to the movement of vehicles if the agreement provides for equitable treatment of the citizens of Idaho by the other participating jurisdiction(s).

Approved by the Board on:

Signed Date February 20, 2013

Jerry Whitehead
Board Chairman

IDAHO TRANSPORTATION DEPARTMENT
P.O. Box 7129 • Boise, ID 83707-1129
(208) 334-8000 • itd.idaho.gov

AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS AND REQUIREMENT TO REPORT CERTAIN CONTRACTS

Purpose

This policy implements Board Policy 4001 concerning the authority to sign contracts, agreements, and grants, and the requirement to report certain contracts.

Legal Authority

The Department shall be responsible for managing contracts, agreements, and grants in accordance with:

Idaho Code 21-108 – Authority of the Board to enter into contract for Aeronautic facilities as prescribed by the federal authorities.

Idaho Code 40-309(1) – Board authority to contract fully in the name of the state with respect to the rights, powers and duties vested in the Board by Title 40.

Idaho Code 40-310(7) –Board authority to approve the final plans, specifications, and estimates for state highways and cause contracts for state highways work to be let by contract in the manner provided by law.

Idaho Code 40-312(2) –Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.

Idaho Code 40-505 –The director shall be the technical and administrative officer of the board and under the board's control, supervision and direction, shall have general supervision and control of all activities, functions and employees of the department. He shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.

Idaho Code 40-902 – Procedure for letting typical contracts (not design-build contracts) for the construction of state highways and bridges.

Idaho Code 40-904 – Statutory requirements for design-build contracts for the construction of state highways and bridges.

Idaho Code 40-905 – Procedure for the department to select construction manager/general contractor firms to award contracts for highway projects.

Idaho Code 49-201(1)(2) – Board authority to enter into agreements, compacts or arrangements with other jurisdictions on behalf of Idaho for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

Idaho Code 67-5711 – Construction, Alterations, Equipping, Furnishing and Repairing of Public buildings and works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars ($100,000) for labor, materials and equipment (not including design costs, bid advertising and related bidding expenses).

Idaho Code 67-9203 - Definition of terms used in contracts and agreements in the State Procurement Act as administered by the Department of Administration.

Idaho Code 67-9205 – Powers and duties of the Administrator for the Division of Purchasing (Department of Administration) regarding state purchases and contracts not made under the Board's contracting authority.

Idaho Code 67-9206 – Division of Purchasing Administrator may delegate Title 67 state contract and purchasing authority to an agency employee who demonstrates sufficient competence in procurement to satisfy the administrator.

Idaho Code 67– 9208 through 9224 – Uniform procurement and contracting procedures and processes to acquire all services and property not procured by the Board under Title 40 of the Idaho Code. The statutes require competitive bidding and that contracts be awarded to the lowest responsible bidder.

40 U.S.C. sections 1101 through 1104 – Commonly referred to as the Brooks Act (formerly 40 USC 541 through 544) – Requires qualification-based selection for contracting engineering and architectural services to include definitions, selection procedures and negotiations to contract for architectural and engineering services.

2 CFR 200– Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards. In the absence of specific federal requirements, procurement will follow normal competitive bidding and award to lowest responsible bidder procurement laws.

23 CFR Part 172 – Regulations governing the procurement, management, and administration of engineering and design related services in the same manner as procurement for architectural and engineering services under the Brooks Act (formerly 40 United States Code sections 541 thru 544).

23CFR Part 230 – External Programs, Subpart A: Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including Supportive Services).

48 CFR Part 31 – Contract cost principals and procedures for determination of allowable costs of commercial, for-profit entities.

I. GENERAL CONDITIONS

All contracts, agreements, or grants shall conform to department policies and procedures for federal and state laws. Executive Officers, Division Administrators, District Engineers, and Section Managers, by the stipulations of this policy, may sign contracts, agreements, or grants that are in the best interests of the public, and for the proper functioning of the Idaho Transportation Department. The Chief Administrative Officer is responsible for department conformance procedures.

All contracts, agreements, or grants require:

Financial Review and Approval

Before signing a department contract or agreement that expends funds, the signing authority shall confirm that funds are available to meet the terms of agreement. Charges and cost distribution for payments shall be according to instructions issued by the Financial Services section. When the contract or agreement is completed, Financial Services shall also be notified of all capital leases and proper budgetary approval shall be obtained.

Prior to applying for grants over $10,000, approval from the Division of Financial Management (DFM) shall be obtained. This approval shall be coordinated through the Financial Planning and Analysis Office.

Equal Opportunity/Affirmative Action

All contracts, agreements, or grants shall ensure that all persons are treated fairly and equitably, with no regard to race, color, religion, sex, national origin, age, or disability. Good faith efforts shall be made to achieve Idaho's annual participation goals for qualified disadvantaged business enterprises (DBE).

Changes to the Provisions or Terms

Changes to the provisions or terms should be handled similar to establishing a new contract, agreement, or grant or in accordance with applicable procedures.

II. IDAHO TRANSPORTATION INVESTMENT PROGRAM (ITIP) CONTRACTS AND AGREEMENTS

Project Construction Work

Plans, Specifications and Estimate (PS&E) shall be approved by District Engineer or delegate prior to bidding and advertisement by the Contracting Services section. Project advertisement and award shall be approved by Contracting Services Engineer. The Appropriate Division Administrator or a delegate may sign contracts for construction work on State Highway System projects and Local Public Agency projects approved by the Transportation Board.

Professional Service Agreements and Right of Way Agreements

Professional services are defined as engineering (i.e. material inspection, bridge inspection, construction inspection, design, environmental, archaeological, geotechnical engineering, transportation planning, research, public involvement, and information technology engineering), architectural, legal, accounting, claim analysis, auditing, and right of way services where negotiating the price is the accepted practice of the profession.

All professional service agreements are required to be procured through Qualifications Based Selection Procedures (excluding Right of Way services) . Professional service agreements shall be processed through Consultant Services in the Contracting Services section. Professional service agreements for local public agency (LPA) federal-aid projects shall be processed according to the Guidelines for Local Public Agency Projects and noted legal authority within this policy.

All right of way agreements shall be initiated by and processed through the headquarters Right of Way section.

Routine engineering between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of $1,000,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplemental agreements, including the original agreements, that would bring the Department's obligation to more than $1,000,000 require Board approval. Routine right of way agreements must follow these agreement limits however approval for agreements totaling up to $1,000,000 is limited to appropriate Division Administrator or delegate.

Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of $50,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplements that would bring the Department's obligation to more than $50,000 require Board approval.

State/Local Agreements

Agreements with local government entities for projects off the State Highway System shall be called State/Local Agreements. They shall be initiated and administered by the Districts or LHTAC and processed by the Contracting Services section.

Agreements for the Transportation Alternatives projects, Scenic Byways projects, and other projects administered by the district shall be recommended by the District Engineer or a delegate and approved by the appropriate Division Administrator or a delegate. Agreements for projects administered by the Local Highway Technical Assistance Council (LHTAC) and Ada County Highway District (ACHD) shall be approved by the appropriate Division Administrator or a delegate.

Cooperative Agreements

Agreements with local government entities for projects or activities other than locally sponsored projects shall be called Cooperative Agreements. These agreements shall be initiated by Districts or at the headquarters offices and shall be processed by the Contracting Services section. The agreements shall be approved by the District Engineer or appropriate HQ Section Manager or a delegate. Cooperative agreements for construction of state highways shall be in accordance with Board Policy 4029 and Administrative Policy 5029 - Cooperative Agreements for Construction of State Highways.

Railroad and Utility Agreements

Agreements with railroads and utility companies shall be initiated, administered, and processed by the District in cooperation with the Contracting Services section. These agreements shall be approved by the District Engineer or a delegate.

Road Closure and Maintenance Agreements

A Road Closure and Maintenance Agreement with local government entities shall be required for projects where there is a change in maintenance responsibility, or a road closure. The agreement shall be prepared by the Districts, and processed through the Contracting Services section. The agreement shall be recommended by the District Engineer and approved by the Chief Engineer. If the agreement is specific to a System adjustment, it must be in accordance with Board Policy 4061- State Highway System Adjustments.

III. GOODS AND SERVICES CONTRACTS AND AGREEMENTS

Contracts or Agreements for goods and services that are NOT directly connected to a highway project or activity listed in the Idaho Transportation Investment Program (ITIP) shall be approved and executed by the Purchasing Agent in the Business and Support Management section. These contracts or agreements shall be administered and managed in partnership with the requesting Districts or Divisions. Goods and services contracts or agreements shall be in compliance with procedures established by the Idaho Department of Administration, Division of Purchasing.

Goods and services may include but are not limited to, activities such as training, information technology systems, commodities, routine and preventative maintenance services, equipment, non-construction professional services, highway maintenance sand and salt acquisition and staging, highway striping paint, highway signs, and other highway non-professional services under the authority of Idaho Statute Title 40 Highway and Bridges etc.

IV. NON-PROJECT HIGHWAY RELATED CONTRACTS AND AGREEMENTS

All contracts or agreements for non-project, highway-related public works shall be initiated, executed, administered, and project-managed by the Districts in partnership with the Business and Support Management section. All contracts or agreements shall be executed and administered by the Business and Support Management Facilities Program manager. This may include, but is not limited to, project service-related activities, such as: rest area repair, right-of-way maintenance, non-project equipment rental, and right-of-way noxious weed control.

V. BUILDING FACILITY PUBLIC WORKS CONTRACTS AND AGREEMENTS

All contracts or agreements for building facility public works shall be initiated, executed, administered, and project-managed by the Districts in partnership with the Business and Support Management section. All contracts or agreements shall be executed and administered by the Business and Support Management Facilities Program Manager. This may include, but is not limited to, administrative building repairs less than $100,000, non-administrative buildings construction and repair, landscaping, or any other building non-professional services, etc. under the authority of Idaho Statute 67-5711. Qualification Based

Selection for building facility Architectural and Engineering services for design professionals shall be procured through Business and Support Management.

VI. GRANT PROGRAM AGREEMENTS

The appropriate Division Administrator, HQ Section Manager, or a delegate, that oversee a grant program for the department are authorized to sign agreements and documents necessary for the grant programs administered by their respective Division or Section.

VII. INFORMATION TECHNOLOGY AND COMPUTER PURCHASE AND SERVICE CONTRACTS OR AGREEMENTS

Contracts or agreements for information technology and computer purchases or service shall be obtained through Business and Support Management and approved by Enterprise Technology Services and technology governance. In addition, the contract or agreement shall be cleared through the Idaho Department of Administration, Office of Information Resource Management, and the Division of Purchasing. The contracts or agreements shall be executed as outlined in Section III, GOODS AND SERVICES CONTRACTS AND AGREEMENTS.

VIII. SPECIAL EVENT AGREEMENTS

Division Administrators, District Engineers or delegate, may sign agreements for use of highways or other department facilities for special events. The approval shall be as designated in Administrative Policy 5546, Special Events on Highways.

IX. MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT

Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) are agreements with federal agencies, Idaho state agencies, local governments, other nations, and non-governmental organizations. The approval shall be as designated in Administrative Policy 5007, Memorandum of Understanding or Memorandum of Agreement.

X. AGREEMENTS, COMPACTS, OR ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO

The Motor Vehicles Administrator or delegate is authorized to sign agreements, compacts, or arrangements on behalf of Idaho for vehicle reciprocity, motor carrier enforcement, handicap parking reciprocity, overlegal permitting reciprocity, proportional registration of commercial vehicles, and other reciprocal agreements relating to driver licensing and the movement of vehicles, if the agreement provides for equitable treatment of the citizens of Idaho by the other participating jurisdiction(s).

Approved by the Director on:

_____ Date: _____

Brian W. Ness
Director

IDAHO TRANSPORTATION DEPARTMENT
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AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS AND REQUIREMENT TO REPORT CERTAIN CONTRACTS

Purpose

This policy implements Board Policy 4001 concerning the authority to sign contracts, agreements, and grants, and the requirement to report certain contracts.

Legal Authority

The Department shall be responsible for managing contracts, agreements, and grants in accordance with:

Idaho Code 21-108 – Authority of the Board to enter into contract for Aeronautic facilities as prescribed by the federal authorities.

Idaho Code 40-309(1) – Board authority to contract fully in the name of the state with respect to the rights, powers and duties vested in the Board by Title 40.

Idaho Code 40-310(7) –Board authority to approve the final plans, specifications, and estimates for state highways and cause contracts for state highways work to be let by contract in the manner provided by law.

Idaho Code 40-312(2) –Board authority to make rules and regulations for the expenditure of all moneys appropriated or allocated to it. Board authority to cooperate with counties and highway districts to establish a uniform system of accounting in the expenditure and allocate funds to counties and highway districts as necessary in the construction and maintenance of respective highways.

Idaho Code 40-505 –The director shall be the technical and administrative officer of the board and under the board's control, supervision and direction, shall have general supervision and control of all activities, functions and employees of the department. He shall enforce all provisions of the laws of the state relating to the department, the rules and regulations of the board, and shall exercise all necessary incidental powers.

Idaho Code 40-902 – Procedure for letting typical contracts (not design-build contracts) for the construction of state highways and bridges.

Idaho Code 40-904 – Statutory requirements for design-build contracts for the construction of state highways and bridges.

Idaho Code 40-905 – Procedure for the department to select construction manager/general contractor firms to award contracts for highway projects.

Idaho Code 49-201(1) (2)– Board authority to enter into agreements, compacts or arrangements with other jurisdictions on behalf of Idaho for the purpose of conforming procedures for proportional registration of commercial vehicles and other types of reciprocal agreements.

Idaho Code 67-5711 – Construction, Alterations, Equipping, Furnishing and Repairing of Public buildings and works. The Director of the Department of Administration is authorized to secure all plans and specifications for, to let all contracts for, and to have charge of and supervision of the construction, alteration, equipping and furnishing, repair, maintenance (other than preventative maintenance) of all state buildings when such work exceeds the sum of one hundred thousand dollars ($100,000) for labor, materials and equipment (not including design costs, bid advertising and related bidding expenses).

Idaho Code 67-9203 - Definition of terms used in contracts and agreements in the State Procurement Act as administered by the Department of Administration.

Idaho Code 67-9205 – Powers and duties of the Administrator for the Division of Purchasing (Department of Administration) regarding state purchases and contracts not made under the Board's contracting authority.

Idaho Code 67-9206 – Division of Purchasing Administrator may delegate Title 67 state contract and purchasing authority to an agency employee who demonstrates sufficient competence in procurement to satisfy the administrator.

Idaho Code 67– 9208 through 9224 – Uniform procurement and contracting procedures and processes to acquire all services and property not procured by the Board under Title 40 of the Idaho Code. The statutes require competitive bidding and that contracts be awarded to the lowest responsible bidder.

40 U.S.C. sections 1101 through 1104 – Commonly referred to as the Brooks Act (formerly 40 USC 541 through 544) – Requires qualification-based selection for contracting engineering and architectural services to include definitions, selection procedures and negotiations to contract for architectural and engineering services.

2 CFR 200– Uniform Administrative Requirements, Cost Principles and Audit requirements for Federal Awards. In the absence of specific federal requirements, procurement will follow normal competitive bidding and award to lowest responsible bidder procurement laws.

23 CFR Part 172 – Regulations governing the procurement, management, and administration of engineering and design related services in the same manner as procurement for architectural and engineering services under the Brooks Act (formerly 40 United States Code sections 541 thru 544).

23CFR Part 230 – External Programs, Subpart A: Equal Employment Opportunity on Federal and Federal-Aid Construction Contracts (including Supportive Services).

48 CFR Part 31 – Contract cost principals and procedures for determination of allowable costs of commercial, for-profit entities.

I. GENERAL CONDITIONS

All contracts, agreements, or grants shall conform to department policies and procedures for federal and state laws. Executive Officers, Division Administrators, District Engineers, and Section Managers, by the stipulations of this policy, may sign contracts, agreements, or grants that are in the best interests of the public, and for the proper functioning of the Idaho Transportation Department. The Chief Administrative Officer is responsible for department conformance procedures.

All contracts, agreements, or grants require:

Financial Review and Approval

Before signing a department contract or agreement that expends funds, the signing authority shall confirm that funds are available to meet the terms of agreement. Charges and cost distribution for payments shall be according to instructions issued by the Financial Services section. When the contract or agreement is completed, Financial Services shall also be notified of all capital leases and proper budgetary approval shall be obtained.

Prior to applying for grants over $10,000, approval from the Division of Financial Management (DFM) shall be obtained. This approval shall be coordinated through the Financial Planning and Analysis Office.

Equal Opportunity/Affirmative Action

All contracts, agreements, or grants shall ensure that all persons are treated fairly and equitably, with no regard to race, color, religion, sex, national origin, age, or disability. Good faith efforts shall be made to achieve Idaho's annual participation goals for qualified disadvantaged business enterprises (DBE).

Changes to the Provisions or Terms

Changes to the provisions or terms should be handled similar to establishing a new contract, agreement, or grant or in accordance with applicable procedures.

II. IDAHO TRANSPORTATION INVESTMENT PROGRAM (ITIP) CONTRACTS AND AGREEMENTS

Project Construction Work

Plans, Specifications and Estimate (PS&E) shall be approved by District Engineer or delegate prior to bidding and advertisement by the Contracting Services section. Project advertisement and award shall be approved by Contracting Services Engineer. The Appropriate Division Administrator or a delegate may sign contracts for construction work on State Highway System projects and Local Public Agency projects approved by the Transportation Board.

Professional Service Agreements and Right of Way Agreements

Professional services are defined as engineering (i.e. material inspection, bridge inspection, construction inspection, design, environmental, archaeological, geotechnical engineering, transportation planning, research, public involvement, and information technology engineering), architectural, legal, accounting, claim analysis, auditing, and right of way services where negotiating the price is the accepted practice of the profession.

All professional service agreements are required to be procured through Qualifications Based Selection Procedures (excluding Right of Way services). Professional service agreements shall be processed through Consultant Services in the Contracting Services section. Professional service agreements for local public agency (LPA) federal-aid projects shall be processed according to the Guidelines for Local Public Agency Projects and noted legal authority within this policy.

All right of way agreements shall be initiated by and processed through the headquarters Right of Way section.

Routine engineering between the Department and any public agency or private firm that do not exceed, nor are expected to exceed, a total amount to be paid of $1,000,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplemental agreements, including the original agreements, that would bring the Department's obligation to more than $1,000,000 require Board approval. Routine right of way agreements must follow these agreement limits however approval for agreements totaling up to $1,000,000 is limited to appropriate Division Administrator or delegate.

Non-routine professional agreements that do not exceed, nor are expected to exceed, a total amount to be paid of $50,000 shall be approved by the District Engineer, appropriate Division Administrator or delegate. Supplements that would bring the Department's obligation to more than $50,000 require Board approval.

State/Local Agreements

Agreements with local government entities for projects off the State Highway System shall be called State/Local Agreements. They shall be initiated and administered by the Districts or LHTAC and processed by the Contracting Services section.

Agreements for the Transportation Alternatives projects, Scenic Byways projects, and other projects administered by the district shall be recommended by the District Engineer or a delegate and approved by the appropriate Division Administrator or a delegate. Agreements for projects administered by the Local Highway Technical Assistance Council (LHTAC) and Ada County Highway District (ACHD) shall be approved by the appropriate Division Administrator or a delegate.

Cooperative Agreements

Agreements with local government entities for projects or activities other than locally sponsored projects shall be called Cooperative Agreements. These agreements shall be initiated by Districts or at the headquarters offices and shall be processed by the Contracting Services section. The agreements shall be approved by the District Engineer or appropriate HQ Section Manager or a delegate. Cooperative agreements for construction of state highways shall be in accordance with Board Policy 4029 and Administrative Policy 5029 - Cooperative Agreements for Construction of State Highways.

Railroad and Utility Agreements

Agreements with railroads and utility companies shall be initiated, administered, and processed by the District in cooperation with the Contracting Services section. These agreements shall be approved by the District Engineer or a delegate.

Road Closure and Maintenance Agreements

A Road Closure and Maintenance Agreement with local government entities shall be required for projects where there is a change in maintenance responsibility, or a road closure. The agreement shall be prepared by the Districts, and processed through the Contracting Services section. The agreement shall be recommended by the District Engineer and approved by the Chief Engineer. If the agreement is specific to a System adjustment, it must be in accordance with Board Policy 4061- State Highway System Adjustments.

III. GOODS AND SERVICES CONTRACTS AND AGREEMENTS

Contracts or Agreements for goods and services that are NOT directly connected to a highway project or activity listed in the Idaho Transportation Investment Program (ITIP) shall be approved and executed by the Purchasing Agent in the Business and Support Management section. These contracts or agreements shall be administered and managed in partnership with the requesting Districts or Divisions. Goods and services contracts or agreements shall be in compliance with procedures established by the Idaho Department of Administration, Division of Purchasing.

Goods and services may include but are not limited to, activities such as training, information technology systems, commodities, routine and preventative maintenance services, equipment, non-construction professional services, highway maintenance sand and salt acquisition and staging, highway striping paint, highway signs, and other highway non-professional services under the authority of Idaho Statute Title 40 Highway and Bridges etc.

IV. NON-PROJECT HIGHWAY RELATED CONTRACTS AND AGREEMENTS

All contracts or agreements for non-project, highway-related public works shall be initiated, executed, administered, and project-managed by the Districts in partnership with the Business and Support Management section. All contracts or agreements shall be executed and administered by the Business and Support Management Facilities Program manager. This may include, but is not limited to, project service-related activities, such as: rest area repair, right-of-way maintenance, non-project equipment rental, and right-of-way noxious weed control.

V. BUILDING FACILITY PUBLIC WORKS CONTRACTS AND AGREEMENTS

All contracts or agreements for building facility public works shall be initiated, executed, administered, and project-managed by the Districts in partnership with the Business and Support Management section. All contracts or agreements shall be executed and administered by the Business and Support Management Facilities Program Manager. This may include, but is not limited to, administrative building repairs less than $100,000, non-administrative buildings construction and repair, landscaping, or any other building non-professional services, etc. under the authority of Idaho Statute 67-5711. Qualification Based

Selection for building facility Architectural and Engineering services for design professionals shall be procured through Business and Support Management.

VI. GRANT PROGRAM AGREEMENTS

The appropriate Division Administrator, HQ Section Manager, or a delegate, that oversee a grant program for the department are authorized to sign agreements and documents necessary for the grant programs administered by their respective Division or Section.

VII. INFORMATION TECHNOLOGY AND COMPUTER PURCHASE AND SERVICE CONTRACTS OR AGREEMENTS

Contracts or agreements for information technology and computer purchases or service shall be obtained through Business and Support Management and approved by Enterprise Technology Services and technology governance. In addition, the contract or agreement shall be cleared through the Idaho Department of Administration, Office of Information Resource Management, and the Division of Purchasing. The contracts or agreements shall be executed as outlined in Section III, GOODS AND SERVICES CONTRACTS AND AGREEMENTS.

VIII. SPECIAL EVENT AGREEMENTS

Division Administrators, District Engineers or delegate, may sign agreements for use of highways or other department facilities for special events. The approval shall be as designated in Administrative Policy 5546, Special Events on Highways.

IX. MEMORANDUM OF UNDERSTANDING OR MEMORANDUM OF AGREEMENT

Memorandums of Understanding (MOU) and Memorandums of Agreement (MOA) are agreements with federal agencies, Idaho state agencies, local governments, other nations, and non-governmental organizations. The approval shall be as designated in Administrative Policy 5007, Memorandum of Understanding or Memorandum of Agreement.

X. AGREEMENTS, COMPACTS, OR ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO

The Motor Vehicles Administrator or delegate is authorized to sign agreements, compacts, or arrangements on behalf of Idaho for vehicle reciprocity, motor carrier enforcement, handicap parking reciprocity, overlegal permitting reciprocity, proportional registration of commercial vehicles, and other reciprocal agreements relating to driver licensing and the movement of vehicles, if the agreement provides for equitable treatment of the citizens of Idaho by the other participating jurisdiction(s).

Approved by the Director on:

_____ Date: _____

Brian W. Ness
Director

AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, OR GRANTS AND THEIR REGISTRATION

I. GENERAL CONDITIONS

All contracts, agreements, or grants shall conform to established department policies and procedures for federal and state laws — specifically, Sections 67-5716 and 5717, Idaho Code, and the rules issued by the Department of Administration, Division of Purchasing. Section Managers, District Engineers or higher authorities, by the stipulations of this policy, may sign contracts, agreements, or grants that are in the best interests of the public, and for the proper functioning of the Idaho Transportation Department. The Chief Administrative Officer is responsible for department conformance procedures. All documents must show the amount, or applicable cost rates, and an expiration date, except for State/Local, railroad, and utility agreements that do not have an expiration date.

All contracts, agreements, or grants require:

Approval by the Legal Section

The Legal section shall approve all negotiated contracts or agreements, except for right of way agreements and standard formatted agreements that have been previously approved by the Legal section. Standard department contracts or forms shall be approved "as to form" before being printed and need not be re-submitted, unless the standard contract or form is revised.

Non-Approval by Legal Section

If the contract or agreement is not approved by the Legal section, the Director shall resolve any differences.

Grants - Prior to Applying for Grant Funds

Approval from the Division of Financial Management (DFM) shall be obtained prior to applying for any grant over $10,000 that results in the department receiving funds that were not previously appropriated by the Legislature.

The DFM Grant Approval form can be obtained from the Budget Office. The applicant section completes the form and returns the form and accompanying documentation (when needed) to the Budget Office to submit to the Division of Financial Management.

Budget Confirmation

Before signing a department contract or agreement that expends funds, the signing Section Manager, District Engineer, or higher authority shall determine that funds are available to meet the terms of payment.

Charges and Cost Distribution

Charges and cost distribution for payments shall be according to instructions issued by the Financial Services section.

Business and Support Management Requirements

Department contracts or agreements, other than public works contracts, that are advertised for bids shall be approved by the Business and Support Management section.

Internal Review Pre-Award Review

A pre-award review by Internal Review shall be required for Qualifications Based Selection (QBS) agreements as follows:

- Local government agreements and supplemental agreements, that exceed $100,000, and
- All other professional service agreements and supplemental agreements, that exceed $200,000.

Other audits of professional service agreement documents or procedures may be requested at any time by a Section Manager, District Engineer, Division Administrator, or higher authority.

Equal Opportunity/Affirmative Action

All contracts, agreements, or grants shall ensure that all persons are treated fairly and equitably, with no regard to race, color, religion, sex, national origin, age, or non-job related handicap. Good faith efforts shall be made to achieve Idaho's annual participation goals for qualified disadvantaged business enterprises (DBE).

Changes to the Provisions or Terms

Changes to the provisions or terms should be handled similar to establishing a new contract, agreement, or grant or in accordance with applicable procedures.

II. REGISTRATION OF CONTRACTS OR AGREEMENTS

Each agreement shall be assigned an agreement number. To coordinate and record agreement numbers, an Agreement Number Entry Log shall be kept in a format easily accessible to all appropriate ITD employees. The agreement number shall appear on all payment documents and other documents associated with the contract or agreement. In addition, each originating office shall keep a fiscal year sequential log or register of contracts or agreements.

A copy of all Department contracts, agreements, or grants having monetary considerations shall be provided to Financial Services.

When the contract or agreement is completed, Financial Services shall be notified.

III. STATE HIGHWAY SYSTEM CONTRACTS, AGREEMENTS, OR GRANTS

Project Construction Work

The Highways Program Oversight Engineer or higher authorities may sign contracts for construction work on State Highway System projects and Local Public Agency projects approved by the Transportation Board. Bidding and administration of the contracts shall be according to Administrative Policy A-14-06, Approval of Plans/Specifications/ Estimates and the Award of Construction Projects.

Professional Service Agreements

Professional Service Agreements shall be developed in accordance with Board Policy B-06-08 and Administrative Policy A-06-08, Professional Services Agreements. All professional service agreements for the State Highway System or other types of capital improvements connected to a project or activity listed in the Statewide Transportation Improvement Program that are initiated by the Districts or Sections (except the Right of Way section) shall be processed through the Consultant Administration Unit (CAU) in the Highways Program Oversight section. Upon request, the CAU can provide assistance to other sections for various types of professional agreements.

Routine engineering agreements or right of way agreements shall be approved by the appropriate Executive Officer, District Engineer, Division Administrator, Highway Program Oversight Engineer or a delegate. Routine engineering agreements totaling less than $50,000 may be signed by the Resident Engineer or Project Development Engineer.

Right of Way Agreements

All agreements for right of way activities that are initiated in the Districts or at the headquarters offices shall be processed through the Right of Way section. Agreements for rental of surplus properties shall also be processed by the Right of Way section.

State/Local Agreements

Agreements with local government entities for projects off the State Highway System shall be called State/Local Agreements and shall be initiated, administered and processed by the Highways Program Oversight Section in cooperation with the Districts and other headquarters sections. Safe Routes to School and Scenic Byways agreements shall be recommended either by the District Engineer or Program Coordinator and approved by the Division of Transportation Performance Administrator. Agreements for projects administered by the Districts shall be recommended by the District Engineer, and approved by the Highways Program Oversight Engineer. Agreements for projects administered by either ACHD or LHTAC shall be recommended by an appropriate administrator with the respective agency and approved by the Highway Program Oversight Engineer.

Railroad Agreements

Agreements with railroads, known as Railroad Agreements, shall be initiated, administered, and processed by the District in cooperation with the Resource Center. These agreements shall be approved by the District Engineer.

Utility Agreements

Agreements with utility companies, known as Utility Agreements, shall be initiated, administered, and processed by the District in cooperation with the Resource Center. These agreements shall be approved by the District Engineer.

Cooperative Agreements

Agreements with local government entities for projects on the State Highway System shall be called Cooperative Agreements. These agreements shall be initiated and administered by the Districts, and processed by the Highways Program Oversight Section. The agreements shall be approved by the District Engineer.

Road Closure and Maintenance Agreements

A Road Closure and Maintenance Agreement with local government entities shall be required for projects where there is a change in maintenance responsibility, or a road closure. The agreement shall be prepared by the Districts, and processed through the Highways Program Oversight Section. The agreement shall be recommended by the District Engineer, and approved by the Chief Engineer.

IV. GRANT PROGRAM ADMINISTRATION

The Division of Transportation Performance Administrator, the Aeronautics Administrator, the Chief Engineer, and any other delegated authority that oversees a grant program for the department are authorized to sign agreements and documents necessary for the grant programs administered by their respective Division or Section.

V. MISCELLANEOUS SERVICES CONTRACTS OR AGREEMENTS

Miscellaneous services contracts or agreements are contracts or agreements that are **not** directly connected to a project or activity listed in the Statewide Transportation Improvement Program. Miscellaneous services include, but are not limited to, activities such as training, building maintenance, rest area cleanup, non-project equipment rental, noxious weed control, etc. The miscellaneous services contracts or agreements shall be in compliance with procedures established by the Idaho Department of Administration, Division of Purchasing. Headquarters offices shall work through the Business and Support Management section when bids are requested. District offices shall develop their own miscellaneous service agreements or contracts within the guidelines of this policy. Applicable portions of Administrative Policy A-06-08, Professional Service Agreements, shall also apply to procuring miscellaneous service contracts or agreements.

VI. DATA PROCESSING AND COMPUTER CONTRACTS OR AGREEMENTS

Contracts or agreements for data processing and computer purchases or service shall be obtained through Business and Support Management in consultation with Enterprise Technology Services. In addition, the contract or agreement shall be cleared through the Idaho Department of Administration, Office of Information Resource Management, and the Division of Purchasing. The documents may be signed by the Business and Support Management Manager, or a delegate, in concert with the appropriate District Engineer, Section Manager, or higher authority. The Division of Purchasing identification number shall be shown on all expenditure vouchers and other papers relating to data processing and computer purchases.

VII. OFFICE EQUIPMENT AND SERVICE CONTRACTS

Leasing or Buying Equipment through Installment Payments

In the headquarters offices, agreements to lease equipment or that provide installment payments to purchase equipment shall be developed under the direction of the Business and Support Management Manager and in accordance with procedures established by the Division of Purchasing. All expenditure vouchers shall show the Division of Purchasing identification number.

The agreements or contracts may be signed by the Business and Support Management Manager, or a delegate, in concert with the appropriate Section Manager or higher authority. Similar agreements at the District level shall be handled by the District Business Manager. Financial Services shall also be notified of all capital leases and proper budgetary approval shall be obtained.

Service Agreements for Electronic Equipment

In the headquarters offices, agreements for servicing photocopiers, telephones, facsimile machines, and postal or printing equipment shall be developed, signed, and administered by the Business and Support Management Manager in concert with the Chief Administrative Officer.

Similar service agreements in the Districts shall be developed, signed, and administered by the District Business Manager in concert with the District Engineer.

VIII. NON FUNDED CONTRACTS, AGREEMENTS, OR GRANTS

Volunteer Services and Special Events

District Engineers, Section Managers, or higher authorities may sign agreements with volunteer groups for Board-approved activities such as airport or highway cleanup, holiday refreshments at rest areas, etc. The same officials may also sign agreements for use of highways or other department facilities for special events, following approval as designated in Administrative Policy A-05-27, Volunteer Activities and A-12-02, Special Events on Highways.

Agreements with Tax-Supported Entities

Section Managers and District Engineers or higher authorities may sign reciprocal agreements, generally known as memorandums of understanding (MOU), with other Idaho state agencies and local governments, including libraries, colleges, and universities, when reciprocal activities are mutually beneficial. The office of record for an MOU shall be the Office of Governmental Affairs, regardless of where the MOU was originally written.

Other Agreements

Other personnel may be designated to sign agreements after conferring with the Director or with Board approval.

signed Date June 02, 2012

Brian W. Ness
Director

This policy based on:

- Sections 21-108; 67-2405, 5716, 5717, and 5718, Idaho Code
- Civil Rights Act of 1964, Title VI, as amended; Civil Rights references in CFR Title 49, Part 21 and Title 23, 710.405 (b)
- Board Policy B-01-09, AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, OR GRANTS AND THEIR REGISTRATION
- Governor's Memorandum dated 3/7/95
- Statewide Transportation Improvement Program

Department-wide supervision and coordination assigned to:

- Chief Engineer and Chief Administrative Officer

Direction of activity and results delegated to:

- Division Administrators, District Engineers, Section Managers, Legal, Business and Support Management, and Internal Review

Department procedures contained in:

- Roadway Design Manual
- Financial Accounting Manual

- Business and Support Management Procedures Manual
- Idaho Department of Administration, Division of Purchasing, and Office of Information Resource Management, current regulations and procedures

Former dates of A-01-09:

9/06/73, 11/15/74, 3/13/78, 12/28/93, 7/1/94, 5/20/96, 1/25/99, 8/30/00, and 3/26/09

Cross-reference to related Administrative Policies:

- A-03-01, ACQUISITION AND DISPOSAL OF REAL PROPERTIES AND THEIR IMPROVEMENTS
- A-04-02, STANDARD SPECIFICATIONS FOR CONSTRUCTION PROJECTS
- A-05-05, ROADSIDE VEGETATION PROGRAM
- A-05-15, STATE INSTITUTION ROAD IMPROVEMENT
- A-05-16, MAINTENANCE OF STATE HIGHWAYS
- A-05-27, VOLUNTEER ACTIVITIES
- A-06-02, DEPARTMENT CORRESPONDENCE
- A-06-08, PROFESSIONAL SERVICE AGREEMENTS
- A-09-08, BICYCLE/PEDESTRIAN FACILITIES
- A-12-02, SPECIAL EVENTS ON STATE HIGHWAYS
- A-12-16, TRAFFIC CONTROL DEVICES
- A-14-06, APPROVAL OF PLANS/SPECIFICATIONS/ESTIMATES AND THE AWARD OF CONSTRUCTION PROJECTS
- A-18-04, GRATUITIES AND CONFLICT OF INTEREST
- A-18-07, CODE OF FAIR PRACTICES
- A-19-01, FINANCING CONSTRUCTION OF STATE HIGHWAYS IN CITIES
- A-19-02, SALES TO OTHER JURISDICTIONS
- A-29-01, PURCHASE, INVENTORY, AND DISPOSAL OF PERSONAL PROPERTY

PROFESSIONAL SERVICE AGREEMENTS

The Deputy Director, Division Administrators, and Bureau Chiefs may approve professional service agreements with providers outside the department if time or work force constraints do not permit accomplishment by department employees. Professional services are defined as engineering (i.e., material inspection, bridge inspection, construction inspection, design, environmental, archaeological, geotechnical engineering, transportation planning, public involvement, and information technology engineering), architectural, legal, accounting, claim analysis, auditing, and right of way services where negotiating the price is the accepted practice of the profession.

All agreements shall:

- Be approved as to form by the Legal section, except for right of way agreements and standard formatted agreements that have been previously approved by the Legal section.
- Have budgeted funds available to meet payment terms.
- Conform with federal procurement and state purchasing regulations as described in the Professional Service Agreement Procedures (except materials testing and claim analysis contracts — see first paragraph on page 2).
- Be registered in the automated agreements file by Financial Services when there are monetary considerations.
- Record charges and cost distribution for payments according to instructions from Financial Services.
- Have a pre-award review completed by Internal Review when the cost, including supplementals, is in excess of $100,000 on local agreements and $200,000 on all other agreements.
- Ensure that Equal Opportunity/Affirmative Action requirements are addressed and, whenever possible, make good faith efforts to achieve Idaho's annual utilization goals for qualified disadvantaged business enterprises (DBE).
- Be for less than a 24-month period, unless otherwise specified.
- Handle changes to the provisions or terms similar to establishing a new agreement.

An employee shall be designated as the Agreement Administrator to ensure that the consultant's performance fulfills the agreement specifications, to monitor payments, and to submit written reports as required.

A proposal solicitation process based on performance requirements shall be followed. A committee, established by the appropriate Bureau Chief, higher authority, or an appointed delegate, shall evaluate all proposals on the same basis. When federal funds are involved, selection must follow federal guidelines.

Materials testing and claim analysis contracts are authorized to use an abbreviated selection process to meet project time-lines. Material testing contracts are normally awarded to firms that are already qualified and licensed. A letter of justification detailing quoted cost compared to estimated cost, manpower availability, etc. is used to evaluate the contracted choice.

Professional service agreements for local public agency (LPA) federal-aid projects shall be processed according to the Local Public Agency Guidelines manual and must comply with the requirements in the Common Rule, 49 CFR, Part 18.

Routine engineering or right of way agreements exceeding $1,000,000 and non-routine agreements exceeding $25,000 must be approved by the Board before inviting consultant proposals. Routine engineering agreements exceeding the total amount identified in the STIP for professional services must be approved by the Board. Routine engineering agreements or right of way agreements totaling less than $1,000,000 but exceeding $500,000 shall be approved by the appropriate Division Administrator, or a delegate. Routine agreements totaling less than $500,000 or other agreements totaling less than $25,000 may be signed by the Bureau Chief, higher authority, or an appointed delegate.

Revised agreement proposals must be resubmitted to the Board when the cost is 10% higher than the amount originally approved or the project significantly changes in scope. Supplemental and subsequent supplemental agreements, including the original agreement, that would bring the department's obligation to more than $1,000,000 for routine engineering and right of way agreements or $25,000 for non-routine agreements must also be approved by the Board. The Director, or a delegate, shall sign Board-approved agreements.

Term agreement procedures allow consultants to be pre-qualified and approved to perform services on immediate notice. Task agreements, initiated as part of a term agreement, should be for specific, well-defined, and narrow-focused work and shall not exceed $250,000. The accumulated amount of tasks relating to a specific project or term agreement should not exceed $750,000, except with prior approval of the Board.

Each month, the Director, or a delegate, shall report to the Board all professional services that were used during the preceding month.

signed Date: 8-30-2000
DWIGHT M. BOWER
Director

This policy based on:

- Sections 21-108, 40-309(1) and 312(2), 67-2320, 67-2405, 5716 and 5717, Idaho Code
- Board Policy B-06-08, PROFESSIONAL SERVICE AGREEMENTS
- Federal-aid Policy Guide, Part 172
- 23 CFR Part 172, 48 CFR Part 31 and 49 CFR Part 18
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Chief Engineer and Division Administrators

Direction for activity and results delegated to:

- District Engineers, Bureau Chiefs, Section Managers, and the Roadway Design Engineer

Department procedures contained in:

- Professional Service Agreement Procedures
- P&MM Manual
- Accounting Manual
- Standard Specifications for Highway Construction, 105.17
- Title VI Assurance Plan
- Statewide Transportation Improvement Plan (STIP)

Former dates of A-06-08:

2/22/74, 11/15/74, 7/3/78, 1/15/81, 7/10/81, 7/20/82, 7/9/83, 8/1/85, 3/4/88, 11/12/93, 7/1/94, 7/15/96, 1/20/98, and 10/13/98

Cross-reference to related Administrative Policies:

- A-01-09, AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, OR GRANTS AND THEIR REGISTRATION
- A-14-06 APPROVAL OF PLANS/SPECIFICATIONS/ESTIMATES AND THE AWARD OF CONSTRUCTION PROJECTS
- A-18-07, CODE OF FAIR PRACTICES

APPROVAL OF PLANS/SPECIFICATIONS/ESTIMATES AND THE AWARD OF CONSTRUCTION PROJECTS

The Director, or a delegate, shall approve plans, specifications, estimates, advertisements and awards for current-year construction projects listed in the board-approved Idaho Transportation Improvement Program.

All bids shall be retained in a secure location until the date and time bids are opened and must remain sealed until the time of the bid opening. The plan holder list may be used to advise sub-contractors and suppliers of bidder interest. The identity of bidders cannot be released until the time of the bid opening.

Information contained in the engineer's estimate shall not be announced before or at the time of bid opening. Only those employees whose duties require knowledge of the engineer's estimate shall be allowed access to the information. Requests for the engineer's estimate by unauthorized employees or persons outside the department shall be referred to the Chief Engineer or appropriate Division Administrator.

The Design/Materials/Construction Engineer shall advise the board of:

- all project advertisement and bid opening dates,
- the bid status of highway projects for the current fiscal year on a monthly basis, and
- the justification for awarding or rejecting contracts when the bid exceeds the engineer's estimate by more than ten percent (10%).

signed Date: January 24, 2012

Brian W. Ness
Director

This policy is based on:

- Sections 21-108, 40-120 and 2206, 67-2405, 5716, and 5717, Idaho Code
- Federal-Aid Highway Program Manual, Volume 6, Chapter 3, Section 3
- Board Policy B-14-06, APPROVAL OF PLANS/SPECIFICATIONS/ESTIMATES AND THE AWARD OF CONSTRUCTION PROJECTS

Department-wide supervision and coordination assigned to:

- Aeronautics Administrator and Chief Engineer

Direction for activity and results assigned to:

- Highways Program Oversight Engineer, DMC Engineer, District Engineers, and Central Files

Department procedures contained in:

- Design manual, Section 900

Former date of A-14-06:

2/20/73, 11/15/74, 1/24/86, 2/21/86, 3/31/89, 5/5/93, 6/16/97, 12/17/98, and 8/2/06
(combined with A-04-01, DETAILED CONSTRUCTION COSTS AND CONTRACT AWARDS 6/16/97)

Cross-reference to related Administrative policies:

- A-01-09, AUTHORITY TO SIGN CONTRACTS, AGREEMENTS, AND GRANTS AND THEIR REGISTRATION
- A-04-02, STANDARD SPECIFICATIONS FOR CONSTRUCTION PROJECTS
- A-18-04, GRATUITIES AND CONFLICT OF INTEREST
- A-20-01, RELEASE OF DEPARTMENT INFORMATION TO THE MEDIA

AUTHORITY TO SIGN AGREEMENTS, COMPACTS, OR ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO

The Motor Vehicles Administrator or designee is authorized to sign agreements, compacts, or arrangements on behalf of Idaho for vehicle reciprocity, handicap parking reciprocity, overlegal permitting reciprocity, and other reciprocal agreements relating to the movement of vehicles, if the agreement provides for equitable treatment of the citizens of Idaho by the other participating jurisdiction(s).

Signed Date: July 09, 2009

Pamela K. Lowe, P.E.
Director

This policy based on:

- Sections 49-201 (2), Idaho Code
- Board Policy B-30-02, AUTHORITY TO SIGN AGREEMENTS, COMPACTS, OR ARRANGEMENTS WITH OTHER STATES ON BEHALF OF IDAHO
- Decision by the Director

Department-wide supervision and coordination assigned to:

- Motor Vehicles Administrator

Direction for activity and results assigned to:

- Motor Vehicles Administrator

Department procedures contained in:

- This policy

Former dates of A-30-02:

8/27/92

Cross-reference to related Administrative Policies:

- A-01-09, AUTHORITY TO SIGN CONTRACTS AND AGREEMENTS AND THEIR REGISTRATION