



Our vision of Coeur d'Alene is of a beautiful safe city
that promotes a high quality of life and sound economy
through excellence in government

GENERAL SERVICES/PUBLIC WORKS COMMITTEE

with

Council Members Wood, Evans, English

May 9, 2022, 12:00 p.m.

Library Community Room

702 Front Avenue

AGENDA

*****ITEMS LISTED BELOW ARE CONSIDERED TO BE ACTION ITEMS**

- Item 1 Request Approval of the Destruction of Records in Accordance with the City's Records Retention Schedule– Director Renata McLeod, Municipal Services Department
- Item 2 Request Approval of a Public Comment Policy– Director Renata McLeod, Municipal Services Department, and City Attorney Randy Adams.
- Item 3 Request Approval of the Purchase of a Lemur S Drone– Captain Dave Hagar, Police Department
- Item 4 Request Approval of Change Orders #1, and #3-5, with Petra, Inc., for the New Sewer Collections Building, in the Amount of \$196,027.86 – Capital Programs Manager Mike Becker, Wastewater Department

The City of Coeur d'Alene will make reasonable accommodations for anyone attending this meeting who requires special assistance for hearing, physical or other impairments. Please contact Juanita Knight, Senior Legal Assistant, at (208) 769-2348 at least 24 hours in advance of the meeting date and time.

**GENERAL SERVICES/PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: **MAY 9, 2022**

FROM: **RENATA MCLEOD, MUNICIPAL SERVICES DIRECTOR/CITY CLERK**

SUBJECT: **REQUEST THE DESTRUCTION OF RECORDS**

DECISION POINT:

Should Council authorize the destruction of certain public records in accordance with the City's records retention schedule?

HISTORY:

The Police Department is requesting the destruction of temporary records that have surpassed the retention period. Records to be destroyed include vehicle sale logs from 2015 through 2019 and electronic records requests from 2018 and 2019. The Municipal Services Department is requesting the destruction of video redaction records, which are temporary records, created prior to 2020. The destruction of these files will also free up needed storage space. Documentation from the departments is attached.

PERFORMANCE ANALYSIS:

Because of the limits on storage space, records are routinely reviewed to determine if retaining the record is warranted. The records on the attached list are classified as temporary records and are only required to be retained for two-years. These records have been retained in excess of the required time frame and they are no longer useful for public purposes. In addition, it is necessary to purge these files in order to free up storage space for future records. This request is in accordance to the approved Records Retention Policy approved pursuant to Resolution No. 16-056.

DECISION POINT:

Council should authorize staff to proceed with the destruction of records from the Police and Municipal Services Departments, as listed, pursuant to I.C. 50-907 and the City's adopted Records Retention Schedule.

**GENERAL SERVICES/PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: MAY 9, 2022

FROM: RENATA MCLEOD, CITY CLERK/MUNICIPAL SERVICES DIRECTOR
RANDY ADAMS, CITY ATTORNEY/LEGAL SERVICES DIRECTOR

SUBJECT: APPROVAL OF A POLICY FOR PUBLIC COMMENTS AND MOTIONS

DECISION POINT: Should Council approve a policy for governing public comment at meetings of Council and other City commissions and committees? Should Council establish a policy of procedure that every motion made at City meetings requires a second in order to move it forward for further discussion and a vote?

HISTORY: In December 2020, staff presented a proposed policy for public comment to both Council sub-committees (minutes attached). Feedback at that time requested additional clarity in the policy that comments be focused on current meeting agenda items or matters of public interest, confirmation of a 3-minute maximum, and application to all public meetings where public comments are allowed. At the second sub-committee meeting, requests were made to remove the requirement that public comment must be related to the current agenda, and that proposed rules relating to back and forth discussions and complaints be further developed. Concern was expressed about preventing relevant public comment. Council took no final action on the proposed policy. Mayor Hammond has requested a policy be brought back for discussion. He has requested that public comment may only be offered by residents of Coeur d'Alene and that the public comment period at each meeting be limited to no more than 30 minutes.

In looking back in the City records, no policy regarding public comments has ever been adopted. In consultation with the City Attorney's office, it is recommended that the City should have a formal policy if the City wants to impose any restrictions and/or limitations on public comment. There were no examples of such a policy in other communities in north Idaho. However, there are several examples throughout the United States. Attached is a draft policy that attempts to encompass the Mayor's request and Council's comments, and that is legally defensible.

Additionally, the Mayor would like Council to have a formal rule of procedure that a motion requires a second to move it forward for further discussion and a vote. Currently, there is no City rule or State law which requires a second in order to move a motion forward for discussion and a vote. The Council has traditionally followed such procedure, but it currently is not legally required.

FINANCIAL: There is no financial impact to these actions.

DECISION POINT/RECOMMENDATION: Council should approve a policy regulating public comments. Council should approve a rule of procedure that a motion requires a second in order to move it forward for further discussion and a vote.

The Mayor and City Council have determined that public comment during City Council meetings and meetings of City commissions, boards, and committees is beneficial to the City and members of the public as it facilitates the sharing of information and promotes the transparency of government. Therefore, a period for public comment will set aside as indicated on the agenda for each meeting, subject to the following rules and conditions.

- Rule 1. While, as a general rule, a period of public comment shall be provided during meetings of the City Council and City commissions, boards, and committees, such period may be canceled for any specific meeting in the discretion of the Mayor or the chair. The City will endeavor to inform the public prior to a meeting if there will be no public comment period, but lack of notice does not require that public comment be accepted.
- Rule 2. A Public Comment period shall be no longer than 30 minutes per meeting. The Mayor or chair may allow additional time.
- Rule 3. Public comment will only be accepted from City of Coeur d'Alene residents.
- Rule 4. Public comment may also be accepted on matters of current City business. Public comment is not allowed on matters of personal or commercial business.
- Rule 5. Public comment during the period of public comment shall not be accepted on matters scheduled for a public hearing before that body.
- Rule 6. Individuals in need of interpreters or other special accommodations must contact the City Clerk at least three (3) business days in advance of the meeting. Reasonable accommodations, if available, will be provided free of charge.
- Rule 7. No person shall make public comment until recognized by the Mayor or chair.
- Rule 8. No person shall make public comment except at the podium and using the microphone, or through a telecommunications program made available by the City. Public comment shall be addressed to the Mayor or the chair.
- Rule 9. Prior to speaking, a member of the public shall state his/her true name and address for the record. Refusal to provide the name or address shall be grounds for denying an opportunity to address Council.
- Rule 10. Each speaker shall have a maximum of three (3) minutes to make public comment. The Mayor or chair may grant additional time.
- Rule 11. Repetitive comments can be unnecessarily disruptive and unduly time-consuming. The Mayor or chair may limit repetitive comments.
- Rule 12. Questions from the public should not be addressed by Council or the commission, board, or committee members without the permission of the Mayor or the chair. It

is not the purpose of public comment to engage in a back-and-forth exchange. Members of the public with questions should direct their questions to the City Administrator or the appropriate department during the City's regular business hours.

- Rule 13. No vulgar, profane, obscene, abusive, or slanderous language will be allowed during the public comment period.
- Rule 14. Complaints about staff or others constitute a disruption of the orderly and fair conduct of a meeting by virtue of their irrelevance, tone, and/or manner, and will not be allowed. Complaints about City staff should be addressed privately, through either a written letter, complaint, or phone call to the City Administrator.
- Rule 15. If the speaker wishes to offer documents, sufficient copies must be provided to the City Clerk for distribution to the Mayor or chair, the Council or members of the body, the City Attorney, and for the public record.
- Rule 16. No speakers will be accommodated after the Public Comment Session is closed by the Mayor or chair.
- Rule 17. Persons violating these rules and disrupting the meeting may be ejected from the meeting room by the Mayor or chair after being given a warning.

**GENERAL SERVICES/PUBLIC WORKS COMMITTEE
STAFF REPORT**

DATE: MAY 9, 2022

FROM: DAVE HAGAR, POLICE DEPARTMENT

SUBJECT: PURCHASE OF AN INDOOR DRONE FOR SWAT USE

DECISION POINT: Should Council approve a Police Department request to purchase a Lemur S drone?

HISTORY: The Police Department utilizes “slow and deliberate” tactics when contacting potentially armed suspects inside of structures. These tactics limit dynamic interactions between officers and suspects by using means other than rushing into a structure. “Slow and deliberate” tactics have proven to be safer for officers and less likely to result in a use of force than other barricade response tactics. When we are able, we will deploy a robot into a structure to locate a suspect and communicate with them in an attempt to get them to surrender. In many cases, disarray in the home and obstacles on the floor will render the robot useless to conduct the search which then forces the need to put officers into the structure, which leads to a higher risk for both the officers and the suspect. The Lemur S Drone was developed for law enforcement use for the sole purpose of searching structures and avoiding ground level obstacles. It is not designed to fly very far in an outdoor setting because it is not governed by GPS location like a traditional drone, but can be flown indoors and is even recommend to be flown while touching a wall without having a negative impact on performance. This device provides for video and two-way audio communication. This drone is not intended for general use and observation, but for specific interior tasks. The drone was developed in a partnership with a private entity and a municipal SWAT Team and has proven to be very effective.

FINANCIAL ANALYSIS: The total cost of the drone and the accessories to make it operational is \$14,995. The Police Department has adequate budget capacity due to savings from vacancies in officer positions to cover the cost of this purchase.

PERFORMANCE ANALYSIS: The drone requested could have been deployed on at least three (3) incidents already in 2022, that would have reduced the risk to both the officers and the suspects alike. This tool can be used to reduce liability to the City of Coeur d’Alene.

DECISION POINT: Council should approve the Police Department request to purchase the Lemur S Drone.

**GENERAL SERVICES/PUBLIC WORKS
STAFF REPORT**

DATE: MAY 9, 2022

**FROM: MIKE BECKER, CAPITAL PROGRAMS MANAGER, WW
DEPARTMENT**

SUBJECT: NEW SEWER COLLECTIONS BUILDING – CHANGE ORDERS

DECISION POINT:

Should City Council approve Change Orders 1, and 3-5 for the New Sewer Collection Building Contract with Petra, Inc., in the amount of \$196,027.86?

HISTORY:

Last June, the City approved a bid to construct the new Sewer Collections Building at the north end of Julia Street and adjacent to the new Water Department Building. This building is intended to facilitate the Sewer Collections offices, apparatus vehicles, equipment storage, and workshop.

As shown in the table below, Petra, Inc., has presented the following five (5) Change Orders to the City:

CO #1	Additional Site Clearing (Undocumented Fill)	\$ 56,928.19
CO #2	Additional Concrete Work (REJECTED BY CITY)	\$ 0
CO #3	Material and Labor Escalation Costs	\$ 126,422.30
CO #4	Additional Unsuitable Material Removal	\$ 1,241.96
CO #5	Additional Security Gate Access Conduits (Future)	\$ 10,435.41
Change Order Total:		\$ 196,027.86

Justifications for CO #1 and #4 is the excavation and removal of additional undocumented fill material across the entire improvements site beyond that defined in the Site's Geotechnical Report. This CO should minimize differential settlement across the project site. CO #3 Material and Labor Escalations account for the increased costs associated with the scarcity of materials, fluctuating steel prices, increased shipping costs, unstable fuel prices, local labor shortages and additional administration time. CO #5 is for a City request for conduits for future security devices

located at our gates prior to asphaltting the site. Since CO #2 is not a Certificate of Occupancy issue and can be done for less internally (City work), it was rejected and the work deferred to a later date.

FINANCIAL ANALYSIS:

The following is a financial breakdown of the WW Department’s multi-year budget for this project.

Architect’s Construction Estimate:	\$ 1,755,725
Contractor (Petra, Inc.) Bid with Add Alt #1:	\$ 1,787,900
City Management Reserve (contingency):	\$ 218,929
A/E Fees:	\$ 124,038
City Fees:	\$ 32,133
Total Project Cost:	\$ 2,163,000

This project is a multi-year project and will extend into FY 2022/2023. Under #031-022-4352-7310, WW has budgeted \$1,600,000 and plans to remain within this budget for this fiscal year. WW will budget the remaining \$563,000 next year (FY 22/23) for a total project cost of \$2,163,000. Based on this Budget Plan, WW has budget to cover this first set of change orders.

PERFORMANCE ANALYSIS:

Since the Project Start-up on March 14th and despite numerous manufacturer/supplier delays, Petra has aggressively adjusted their schedule to accommodate the WW Department’s amended substantial completion date of December 31, 2022. Their performance to date has been satisfactory.

DECISION POINT/RECOMMENDATION:

City Council should approve Change Orders 1, and 3-5 for the New Sewer Collection Building Contract with Petra, Inc., for \$196,027.86.



PCO #001

Idaho
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642
Phone: (208) 323-4500

Project: 21-21-0038 - Coeur d'Alene Collection Bldg
3500 N Julia
Coeur d'Alene, Idaho 83814

Prime Contract Potential Change Order #001: CE #009 - Additional Site Excavation

TO:	City of Coeur D'Alene 765 W. Hubbard Ave. Coeur d'Alene, Idaho 83814	FROM:	Petra, Inc. 1097 North Rosario Street - Suite 200 Meridian, Idaho 83642
PCO NUMBER/REVISION:	001 / 0	CONTRACT:	21-21-0038 - WW Dept New Collections Bldg
REQUEST RECEIVED FROM:		CREATED BY:	Gabrielle Palazzolo (Petra, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	4/8/2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$56,928.19

POTENTIAL CHANGE ORDER TITLE: CE #009 - Additional Site Excavation

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #009 - Additional Site Excavation

Strata Geotechnical Report, dated 12/22/20, indicates potential removal of undocumented fill. In order to provide the Owner with the lowest cost possibility, a conservative assumption was made for undocumented fill removal. Per Geotech direction included within Architect's Field Report dated 3.23.22, an additional 12" of material removal throughout the entire site was requested. In addition to removal of trash throughout the site footprint. The additional material removal was not accounted for within establishment of the original project budget.

Due to the volatile fuel industry, there was also an increase in the price of fuel and aggregate effective 4/1/22. The additional pricing is captured within the change order.

As calculated in the attached document titled 'PCO #01 – Additional Site Excavation Pricing Calculation', Petra is requesting additional compensation to cover the cost of undocumented soil and trash removal, as well as fuel/aggregate escalation.

ATTACHMENTS:

PCO #01 - Added Site Excavation Pricing Calculation.pdf

#	Budget Code	Description	Amount	Contractor Fee (7.00% Applies to all line item types.)	Insurance (0.27% Applies to all line item types.)	Bond (0.92% Applies to all line item types.)	Procure (≈ 0.12% Applies to all line item types.)	Subtotal
1	31-2000.S Earthwork & Clearing.Subcontract	Additional Site Excavation	\$52,520.00	\$3,676.40	\$151.73	\$518.40	\$61.66	\$56,928.19
Subtotal:			\$52,520.00	\$3,676.40	\$151.73	\$518.40	\$61.66	\$56,928.19
Grand Total:								\$56,928.19

Scott Fischer (Architects West)
210 E Lakeside Ave.
Coeur d'Alene, Idaho 83814

City of Coeur D'Alene
765 W. Hubbard Ave.
Coeur d'Alene, Idaho 83814

Petra, Inc.
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642

 04.29.22
SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

CdA Wastewater - Additional Site Excavation Cost

MACHINES	RATES PER HR	TOTAL HRS	
MEDIUM EXCAVATOR	\$200	40	\$8,000
MINI EXCAVATOR	\$150	8	\$1,200
SKID STEER	\$150	8	\$1,200
DOZER	\$150	24	\$3,600
OPERATOR COST	\$80	80	\$6,400
TOTAL			\$20,400

Onsite Stockpiling Credit				
Yardage/Load	Loads	Total CY	\$/truck	Total Credit
13	40	520	\$ 104.00	\$ 4,160.00

VEHICLES	ON SITE DROP	NUMBER OF LOADS		
DUMP TRUCK EXPORT 1334YDS	\$50	75	\$3,750	\$3,750

MATERIAL DELIVERED	QUANTITY	COST PER YD		
SUITABLE IMPORT GSB	1334 CU YDS	\$6,363.00	\$6744+TAX	\$6,744
TRUCKING 24YD SUPERDUMP	88	\$160	\$14,080	\$14,080
COMPACTION	30,000 SQ FT.	PLATE COMPACTOR	\$3,000	\$3,000
COMPACTION	30,000 SQ FT.	VIB ROLLER	\$5,000	\$5,000
			TOTAL	\$28,824.00
April 1st possible pr increase		fuel & GSB	\$3,706	\$3,706
			Total Cost	\$56,680.00
			Less Credit	\$52,520.00

Idaho
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642
Phone: (208) 323-4500

Project: 21-21-0038 - Coeur d'Alene Collection Bldg
3500 N Julia
Coeur d'Alene, Idaho 83814

Prime Contract Potential Change Order #002: CE #007 - Added Bollards & Curb

TO:	City of Coeur D'Alene 765 W. Hubbard Ave. Coeur d'Alene, Idaho 83814	FROM:	Petra, Inc. 1097 North Rosario Street - Suite 200 Meridian, Idaho 83642
PCO NUMBER/REVISION:	002 / 0	CONTRACT:	21-21-0038 - WW Dept New Collections Bldg
REQUEST RECEIVED FROM:		CREATED BY:	Gabrielle Palazzolo (Petra, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	4/8/2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$7,852.18

POTENTIAL CHANGE ORDER TITLE: CE #007 - Added Bollards & Curb

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #007 - Added Bollards & Curb
Attached pricing for bollards and added curb is in association with WCD's NO 001-A and 001-B.

ATTACHMENTS:

[Waste Water \(Collections Bldg\) Change Event 007 RFQ - Work change directive 01-A.pdf](#) , [_Cd' A - Collection Bldg - Work Change Directive B-1.pdf](#)

#	Budget Code	Description	Amount
1	03-3000.S Slab on Grade- SOG.Subcontract	Added Curb per WCD NO 001-A	\$5,687.00
2	03-3000.S Slab on Grade- SOG.Subcontract	Added Bollards per WCD NO 001-B	\$1,565.30
Subtotal:			\$7,252.30
Contractor Fee (7.00% Applies to all line item types.):			\$507.66
Insurance (0.27% Applies to all line item types.):			\$20.95
Bond (≈ 0.92% Applies to all line item types.):			\$71.27
Grand Total:			\$7,852.18

Scott Fischer (Architects West)
210 E Lakeside Ave.
Coeur d'Alene, Idaho 83814

City of Coeur D'Alene
765 W. Hubbard Ave.
Coeur d'Alene, Idaho 83814

Petra, Inc.
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642

REJECTED MLB

SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____ SIGNATURE _____ DATE _____

Idaho
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642
Phone: (208) 323-4500

Project: 21-21-0038 - Coeur d'Alene Collection Bldg
3500 N Julia
Coeur d'Alene, Idaho 83814

Prime Contract Potential Change Order #003: Escalation Costs

TO:	City of Coeur D'Alene 765 W. Hubbard Ave. Coeur d'Alene, Idaho 83814	FROM:	Petra, Inc. 1097 North Rosario Street - Suite 200 Meridian, Idaho 83642
PCO NUMBER/REVISION:	003 / 0	CONTRACT:	21-21-0038 - WW Dept New Collections Bldg
REQUEST RECEIVED FROM:		CREATED BY:	Gabrielle Palazzolo (Petra, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	4/8/2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$126,422.30

POTENTIAL CHANGE ORDER TITLE: Escalation Costs

CHANGE REASON: Material Price Increase

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

CE #008 - Escalation Costs

Due to metal building material availability, initial delivery of the metal building was pushed to June 24, 2022. The delivery shift subsequently pushed NTP from 8/2/21 to 3/11/22. As the budget was initially finalized for a start date of August 2021, the current volatile market brought forth material and labor escalation not captured in the original budget.

The first tab of the attached spreadsheet outlines subcontractor escalation experienced between budget establishment and subcontractor buy-out accounting for the newly established NTP.

In addition, increased Petra personnel hours were required to account for the extended preliminary planning and coordination period. The attached spreadsheet depicts the logic for calculating incurred GC personnel and meeting costs. With the delay of the metal building, there is now 2 months of Petra management hours not originally captured.

The third tab of the attached spreadsheet summarizes storage container costs. Releasing material and equipment for fabrication and delivery to site immediately minimizes the risk of potential escalation.

As the Contractor entrusted to provide the City of Coeur D'Alene with a product that is on schedule, and at the lowest cost, Petra will continue to provide transparency and educated judgement within the current volatile market.

ATTACHMENTS:

CDA VVW - Escalation CO.xlsx

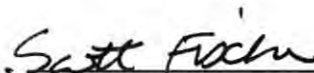
#	Budget Code	Description	Amount	Contractor Fee (7.00% Applies to all line item types.)	Insurance (0.27% Applies to all line item types.)	Bond (0.92% Applies to all line item types.)	Procure (0.12% Applies to all line item types.)	Subtotal
1	09-2100.S Gypsum Board.Subcontract	Metal Framing, Gypsum Board, ACT, and Paint Escalation	\$1,530.00	\$107.10	\$4.42	\$15.10	\$1.99	\$1,658.61
2	10-2800.S Toilet & Bath Accessories.Subcontract	Specialties Escalation	\$1,159.00	\$81.13	\$3.35	\$11.44	\$1.51	\$1,256.43

#	Budget Code	Description	Amount	Contractor Fee (7.00% Applies to all line item types.)	Insurance (0.27% Applies to all line item types.)	Bond (0.92% Applies to all line item types.)	Procure (0.12% Applies to all line item types.)	Subtotal
3	23-0100.S HVAC.Subcontract	HVAC Escalation	\$2,138.00	\$149.66	\$6.18	\$21.10	\$2.78	\$2,317.72
4	03-3000.S Slab on Grade-SOG.Subcontract	Concrete Escalation	\$46,569.39	\$3,259.86	\$134.54	\$459.67	\$60.51	\$50,483.97
5	05-1050.S Steel Erection.Subcontract	Metal Building Erection Escalation	\$44,823.00	\$3,137.61	\$129.49	\$442.43	\$58.24	\$48,590.77
6	01-3003.L Project Manager.Labor	GC cost for additional time required due to extensive metal building delivery delay	\$8,800.00	\$616.00	\$25.42	\$86.86	\$11.43	\$9,539.71
7	01-3004.L Project Engineer.Labor	GC cost for additional time required due to extensive metal building delivery delay	\$6,400.00	\$448.00	\$18.49	\$63.17	\$8.32	\$6,937.98
8	01-3002.L Project Superintendent.Labor	GC cost for additional time required due to extensive metal building delivery delay	\$5,200.00	\$364.00	\$15.02	\$51.33	\$6.76	\$5,637.11
Subtotal:			\$116,619.39	\$8,163.36	\$336.91	\$1,151.10	\$151.54	\$126,422.30
Grand Total:								\$126,422.30

Scott Fischer (Architects West)
 210 E Lakeside Ave.
 Coeur d'Alene, Idaho 83814

City of Coeur D'Alene
 765 W. Hubbard Ave.
 Coeur d'Alene, Idaho 83814

Petra, Inc.
 1097 North Rosario Street - Suite 200
 Meridian, Idaho 83642

 04.27.22
 SIGNATURE DATE

 SIGNATURE DATE

 SIGNATURE DATE

PCO-03 - Escalation Costs Calculation

Coeur D'Alene Wastewater - Subcontractor Escalation Tracking		
Subcontractor	Escalation	Notes
Specialty Construction	\$ 1,530.00	Escalation for: ACT, Gypsum board, paint, and non-structural metal
	\$ 344.00	Toilet Compartment Escalation
Dupree Building Specialties	\$ 790.00	Locker Escalation
	\$ 25.00	Bike Racks Escalation
	\$ 490.00	CU-1 Split System Escalation
	\$ 239.00	Ductless Split Units Escalation
	\$ 725.00	HV-1 Heating and Ventilating Unit Escalation
Airtech	\$ 145.00	Exhaust Fans Escalation
	\$ 112.00	Louvers Escalation
	\$ 89.00	GRD Escalation
	\$ 163.00	Ductwork & Accessories Escalation
	\$ 175.00	Duct Insulation Escalation
A&R Construction	\$ 46,569.39	Escalation due to delayed metal building delivery, between initially budgeted subcontractor (Evan Ferguson) and newly established subcontractor (A&R Construction). Evan Ferguson dropped out of project due to original pricing not holding in the volatile market. Petra had to obtain new pricing from other subcontractors.
West Valley Complex	\$ 44,823.00	Higher demand due to saturated market and labor increases. Due to metal building delivery delay, subcontractors were not agreeable to sign a contract scheduled so far in the future.
	\$ 96,219.39	

GC Cost Calculation					
Personnel	Hours/Day	Hours/mo	Months	Rate	Total
Project Manager	4	80	2	\$ 55.00	\$ 8,800.00
Project Engineer	4	80	2	\$ 40.00	\$ 6,400.00
Superintendent	2	40	2	\$ 65.00	\$ 5,200.00
					\$ 20,400.00

Total Escalation CO Costs	
Subcontractor Escalation Costs	\$ 96,219.39
GC Costs	\$ 20,400.00
TOTAL	\$ 116,619.39

Idaho
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642
Phone: (208) 323-4500

Project: 21-21-0038 - Coeur d'Alene Collection Bldg
3500 N Julia
Coeur d'Alene, Idaho 83814

Prime Contract Potential Change Order #004: Trash Pocket Excavation

TO:	City of Coeur D'Alene 765 W. Hubbard Ave. Coeur d'Alene, Idaho 83814	FROM:	Petra, Inc. 1097 North Rosario Street - Suite 200 Meridian, Idaho 83642
PCO NUMBER/REVISION:	004 / 0	CONTRACT:	21-21-0038 - WW Dept New Collections Bldg
REQUEST RECEIVED FROM:		CREATED BY:	Gabrielle Palazzolo (Petra, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	4/21/2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:	SITE	ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$2,241.96

POTENTIAL CHANGE ORDER TITLE: Trash Pocket Excavation

CHANGE REASON: Client Request

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #010 - Trash Pocket Excavation - 4/15/22

Misc. trash pockets around the job site above and beyond what was provided in the Geo-Tech report.

ATTACHMENTS:

[Trash Pocket Excavation 4.15.22.pdf](#)

#	Budget Code	Description	Amount	Contractor Fee (7.00% Applies to all line item types.)	Insurance (0.27% Applies to all line item types.)	Bond (0.92% Applies to all line item types.)	Procure (≈ 0.12% Applies to all line item types.)	Subtotal
1	31-2000.S Earthwork & Clearing.Subcontract	Trash Vane Excavation	\$2,070.00	\$144.90	\$5.59	\$19.04	\$2.43	\$2,241.96
Subtotal:			\$2,070.00	\$144.90	\$5.59	\$19.04	\$2.43	\$2,241.96
Grand Total:								\$2,241.96

Scott Fischer (Architects West)
210 E Lakeside Ave.
Coeur d'Alene, Idaho 83814

City of Coeur D'Alene
765 W. Hubbard Ave.
Coeur d'Alene, Idaho 83814

Petra, Inc.
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642

 05.04.22
SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Sammies Excavation & Landscape Inc.

10300 E. Howard rd
Athol, ID 83801
208-755-4700

Invoice

Date	Invoice #
4/17/2022	1571

Bill To
Petra Inc. 1097 N.Rosario St Meridian, ID 83642

Description	Amount
Laborer, 9 man hours. Digging out trash holes in front of building foot print	720.00
Mini Excavator, digging out trash holes	450.00
skidsteer, loading dump truck with trash pi.les	450.00
Hauling 12 Yard Dump Truck, hauling off trash from trash piles in front of building	450.00
T & M from chasing trash vanes in front of building foot print. 4/15/2022	
Total	\$2,070.00

Idaho
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642
Phone: (208) 323-4500

Project: 21-21-0038 - Coeur d'Alene Collection Bldg
3500 N Julia
Coeur d'Alene, Idaho 83814

Prime Contract Potential Change Order #005: WCD NO-001C - Revised Site Electrical

TO:	City of Coeur D'Alene 765 W. Hubbard Ave. Coeur d'Alene, Idaho 83814	FROM:	Petra, Inc. 1097 North Rosario Street - Suite 200 Meridian, Idaho 83642
PCO NUMBER/REVISION:	005 / 0	CONTRACT:	21-21-0038 - WW Dept New Collections Bldg
REQUEST RECEIVED FROM:		CREATED BY:	Gabrielle Palazzolo (Petra, Inc.)
STATUS:	Pending - In Review	CREATED DATE:	4/27/2022
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	
		TOTAL AMOUNT:	\$10,435.41

POTENTIAL CHANGE ORDER TITLE: WCD NO-001C - Revised Site Electrical

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)

WCD NO-001C - Revised Site Electrical

Please see attached pricing for WCD NO-001C - Revised Site Electrical with; added handhole, pull box, and conduit for future gate operators.

ATTACHMENTS:

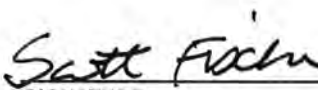
PCO #05 - WCD NO-001C Attachment.pdf

#	Budget Code	Description	Amount	Contractor Fee (7.00% Applies to all line item types.)	Insurance (0.27% Applies to all line item types.)	Bond (0.92% Applies to all line item types.)	Procure (= 0.12% Applies to all line item types.)	Subtotal
1	26-0100.S Electrical Systems.Subcontract	WCD NO-001C - Revised Site Electrical	\$9,635.00	\$674.45	\$26.01	\$88.64	\$11.31	\$10,435.41
Subtotal:			\$9,635.00	\$674.45	\$26.01	\$88.64	\$11.31	\$10,435.41
Grand Total:								\$10,435.41

Scott Fischer (Architects West)
210 E Lakeside Ave.
Coeur d'Alene, Idaho 83814

City of Coeur D'Alene
765 W. Hubbard Ave.
Coeur d'Alene, Idaho 83814

Petra, Inc.
1097 North Rosario Street - Suite 200
Meridian, Idaho 83642

 04.27.22
SIGNATURE DATE

SIGNATURE DATE

SIGNATURE DATE

Gabrielle Palazzolo

From: Heather <Heather@thorcocda.com>
Sent: Wednesday, April 27, 2022 11:59 AM
To: Gabrielle Palazzolo
Cc: Rob Cook
Subject: Conduits for future gate operators CO



P.O. Box 2167
4950 N. Manufacturing Way
Coeur d'Alene, ID 83816
(208) 765-0648
Fax (208) 664-6890
Email: Info@thorcocda.com

TO: Petra, Inc. **DATE:** 04/27/22
ATTN: Gaby Palazzolo **FAX #**
JOB: CDA Wastewater Admin Bldg.
JOB LOCATION:
BID DATE: NA **TIME:** NA
DIVISION OF WORK: **ADDENDA RECEIVED:** NA
SALES TAX INCLUDED: Yes **BOND INCLUDED:** NA
BID ITEMS:

Run 2-1' conduits from new bldg. to two future gate operator locations. Includes conduit, boxes and pull string in this quote.

Material: \$ 4,990.00
Labor: \$ 3,910.00
Equipment: \$ 735.00
TOTAL: \$ 9,635.00

COMMENT QUALIFICATION FORM ATTACHED: YES NO XX
IDAHO ELECTRICAL CONTRACTORS LICENSE 3102-C
IDAHO CONTRACTORS LICENSE RCE-2268
IDAHO PUBLIC WORKS NO. PWC-C-10130-UNLIMITED-1-4
WASHINGTON CONTRACTORS LICENSE-THORCI*182DN

Heather Duff
President

