



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 Gookin, Miller & Gabriel

November 24, 2025, 12:00 p.m.

Library Community Room

702 Front Avenue

AGENDA

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

Item 1 Discussion regarding invocation guidelines that allow non-profit faith-based organizations located within Kootenai County to perform invocations at the City Council meetings.

STAFF REPORT BY: Renata McLeod, Municipal Services Director

Item 2 Approval of Amendment No. 6 to the Solids Building Improvement Contract with HDR Engineering, Inc.

STAFF REPORT BY: Mike Becker, Capital Programs Manager

ADJOURNMENT.

**This meeting is aired live on CDA TV Spectrum Cable Channel 1301, TDS Channel 5,
and on Facebook live through the City's Facebook page.**

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 72 hours in advance of the meeting date and time.

**GENERAL SERVICE/PUBLIC WORKS
STAFF REPORT**

DATE: NOVEMBER 24, 2025
FROM: RENATA MCLEOD, CITY CLERK/MUNICIPAL SERVICES DIRECTOR
RANDY ADAMS, CITY ATTORNEY/LEGAL SERVICES DIRECTOR
SUBJECT: CLARIFICATION TO MOTION ON INVOCATION SYSTEM

DECISION POINT: Should Council invocation system be modified to allow non-profit faith-based organizations within Kootenai County, instead of only within the City limits, to provide invocations at the City Council meetings?

HISTORY: In 2022, Council had several discussions regarding the continuance of the tradition of having an invocation at City Council meetings and determined to continue the tradition. At Council's June 7, 2022, meeting, discussion ensued regarding invocations and a motion was made and approved unanimously as follows: Motion by Gookin, seconded by Wood, to continue the custom of invocations before Council meetings by incorporating a lottery system and allowing all established churches within Kootenai County the opportunity to give an invocation. On July 27, 2022, Councilmember Wood and Gookin hosted a meeting with area members of the faith community to seek input. As a result of that meeting, additional guidance was proposed and, at the August 16, 2022, Council Meeting, Council approved a motion that the invocations guidelines would allow any non-profit faith-based organization within the City of Coeur d'Alene to provide the invocation, allowing for the single exception of the Coeur d'Alene Tribe which has a significant presence in the City.

Mayor-elect Dan Gookin has requested that Council have a discussion regarding the invocation limitation to non-profit faith-based organizations within the City limits as opposed to Kootenai County-wide applicants. Over the past year, the City received 12 qualified registrants, which resulted in needing to run the lottery twice and many applicants provided two invocations this year. The online lottery system is easy and efficient, and can allow for the option of allowing two invocations a year from organizations within the City or to open the system to organizations throughout Kootenai County. Additionally, the online, lottery system meets constitutional muster by not discriminating based on viewpoint.

The electronic registration will continue to be subject to the following guidelines, pursuant to legal precedent:

- Invocations may contain sectarian language---in other words, the prayer can be specific to a specific religion, faith, person, etc.
- An invocation may not seek to proselytize (convert) anyone.
- An invocation may not disparage other faiths.
- An invocation may not refer to punishment, secular or spiritual, for those with different beliefs.
- An invocation may not reflect partisanship or a political bias.
- The invocation will not be edited or approved by the City.

- Invocations should be solemn and respectful in tone.

FINANCIAL: There is no financial impact, other than IT staff time to amend the website registration, run an electronic lottery program, and staff time to publish the list.

DECISION POINT/RECOMMENDATION: Council should decide whether to approve or reject invocation guidelines that allow for non-profit faith-based organizations located within Kootenai County to perform invocations at the City Council meetings, rather than restricting invocations to organizations within the City limits.

PUBLIC WORKS/GENERAL SERVICES STAFF REPORT

DATE: November 24, 2025
FROM: Mike Becker, Capital Programs Manager, WW Department
SUBJECT: Amendment No. 6 to Solids Building Improvements Contract with HDR Engineering, Inc.

DECISION POINT: Should City Council approve Amendment No. 6 to the City's existing Professional Services Agreement (PSA) with HDR Engineering, Inc., for additional Professional Services associated with the Solids Building Improvements Project?

HISTORY: Wastewater Treatment Facility projects are typically long-term and progressive in nature. Because the facility must remain fully operational throughout construction, HDR Engineering, Inc., was engaged to support the City from conceptual design through construction and ultimately project close-out for the Solids Building Improvements Project.

- **August 18, 2020:** The City executed a PSA (**Res. 20-045**) with HDR for preliminary engineering design, including manufacturer prequalification and procurement of a new centrifuge.
- **December 13, 2021:** PSA Amendment No. 1 (**Res. 21-074**) was executed for HDR's final engineering and design of the centrate tank cover, odor control systems, centrate pumping, centrifuge controls, and electrical components.
- **June 27, 2022:** PSA Amendment No. 2 (**Res. 22-029**) was executed for design of the solids building expansion, enlarged biosolids loadout area, conveyors, and a second floor for future dewatering equipment. This amendment also included General Contractor prequalification, culminating in the City's award of a construction agreement to Apollo, Inc. on May 2, 2023.
- **June 6, 2023:** PSA Amendment No. 3 (**Res. 23-042**) provided HDR's professional services for bidding, construction management, and engineering oversight for the entire project.
- **October 15, 2024:** PSA Amendment No. 4 (**Res. 24-082**) authorized HDR's additional engineering and construction-phase services necessitated by a winter shutdown, as well as support for change proposal requests and work change directives.
- **August 5, 2025:** PSA Amendment No. 5 (**Res. 25-040**) was executed for HDR's additional programming work associated with the solids-handling equipment.

PSA Amendment No. 6 is now presented to authorize HDR's additional work to assist the City in developing a new Electronic Operations and Maintenance ("eO&M") Manual Site, replacing the outdated legacy platform and migrating all existing eO&M data and information to the City's new Microsoft cloud-based SharePoint server.

FINANCIAL ANALYSIS: A summary of tasks and costs completed to date are presented in Grey on the following table. Costs for this PSA Amendment #6 are shown below in **Red**.

PUBLIC WORKS/GENERAL SERVICES STAFF REPORT

TASK	SCOPE OF SERVICE DESCRIPTION	COSTS
100	Project Management	\$21,908.00
200	Regulatory Liaison, Permits, and Approvals	\$1,472.00
300	Concepts Development and Evaluation	\$36,580.00
400	Core & Preliminary Design	\$155,296.00
500.A1	Additional Project Elements & Final Design Development (Management Reserve)	\$117,093.00
500.A2	Onsite Lidar Scanning (Survey)	\$6,004.21
500.A2	Solids Building Expansion	\$42,356.93
600	Final Contract Documents	\$14,323.00
600.A3	Final Contract (Conform) Documents (Additional)	\$29,800.00
700	Solids Building Improvements and Centrifuge Installation	\$3,206.00
	Bidding Administration	
700.A2	Contractor Prequalification Evaluation	\$2,402.43
700.A3	Bidding Administration	\$15,000.00
800.A3	Construction Phase Services	\$299,820.00
	Additional Construction Phase Services	\$184,275.00
900.A3	Construction Phase Field Services	\$533,166.00
900.A4	Additional Construction Phase Field Services	\$168,649.00
900.A5	Additional Programming Work	\$48,409.79
1000.A3	Post Construction and Close-out Services	\$121,544.00
1000.A6	Move Existing eO&M to new Cloud Based Server	\$71,044.00

Total PSA with Amendments:

\$ 1,872,349.36

The Wastewater Department has sufficient budget authority for this amendment within the current fiscal year's Wastewater Operating Fund (031-022-4351-4200). A copy of the City's PSA Amendment and HDR's Exhibit A—Amended Scope of Services and Compensation—is attached for review

PERFORMANCE ANALYSIS: The Wastewater Department's existing eO&M Manual is currently hosted on HDR's server using the Legacy platform. This platform is outdated and no longer meets the Department's operational needs. Additionally, the City's discharge permit requires submission of an updated O&M Manual by **April 1, 2026**. As a result, the Department evaluated cloud-based platforms that could be owned and managed by the City rather than by external consultants. SharePoint was identified as the platform that best meets these requirements.

Because HDR is already contracted to complete the eO&M components of the Solids Handling Improvements Project, expanding the scope to include migration of the remaining eO&M data and information to SharePoint is considered a continuation of the existing project. This amendment complies with Idaho Code § 67-2320(4), which permits the City to negotiate a continuation or phased component of an existing project. This amendment meets that statutory allowance.

PUBLIC WORKS/GENERAL SERVICES STAFF REPORT

DECISION POINT/RECOMMENDATION: City Council should approve Amendment No. 6 to the existing Professional Services Agreement (PSA) with HDR Engineering, Inc., for the additional eO&M work associated with the Solids Building Improvements Project in the amount of **\$71,044.00**.

AMENDMENT NO. 6
to
PROFESSIONAL SERVICES AGREEMENT
Between
CITY OF COEUR D’ALENE and HDR ENGINEERING, INC.
For
SOLID HANDLING IMPROVEMENTS PROJECT

This Amendment to the Professional Services Agreement is made and entered into the ____ day of _____, 2025, between the City of Coeur d’Alene, Kootenai County, Idaho, a municipal corporation organized and existing under the laws of the state of Idaho, hereinafter referred to as the “City,” and HDR Engineering, Inc., a Nebraska corporation, with its principal place of business at 412 E. Parkcenter Blvd., Suite 100, Boise, Idaho 83706, hereinafter referred to as the “Consultant,” pursuant to the terms and conditions as set forth herein.

W I T N E S S E T H:

WHEREAS, the Consultant is available and is willing to provide personnel and services to prepare the final design elements, cost estimates, construction sequencing, plans and specifications, additional shop drawings, technical submittals, and additional programming and electronic operations and maintenance manual work for the Solids Handling Improvements Project as described herein within Amendment No. 6, and

WHEREAS, Section 10 of the Professional Services Agreement allows for modifications to the scope of services to be provided by the Consultant for additional reasonable compensation.

NOW, THEREFORE, in consideration of the terms, conditions and covenants of performance contained or incorporated herein, the City and the Consultant agree that the Professional Services Agreement entered into on the 18th day of August, 2020, and Amendment No. 1 – November 15, 2021, and Amendment No. 2 – July 5, 2022, and Amendment No. 3 – June 6, 2023, and Amendment No. 4 – October 15, 2024, and Amendment No. 5 – August 5, 2025, shall be amended as follows:

Section 1. Scope of Services

The scope of services is amended to include the scope of services, schedule, and compensation as described in Exhibit “A” hereto, entitled: Solids Handling Improvements Project at the Coeur d’Alene Advanced Wastewater Treatment Facility (AWTF) for the City of Coeur d’Alene, Idaho, Scope of Services, Schedule, and Compensation, Modified for Amendment No. 06 – November 14, 2025.

Section 2. Compensation

For services described in this Amendment, the Consultant's total compensation for professional services, including labor and overhead costs and expenses, sub-consultant compensation, and sub-consultant mark-up, shall be Seventy-one Thousand Forty-four and no/100 Dollars (\$71,044.00). This brings the total compensation under the Professional Services Agreement, Amendment No. 1, and Amendment No. 2, and Amendment No. 3, and Amendment No. 4, and Amendment No. 5 and Amendment No. 6 to One Million Eight Hundred Seventy-two Thousand Three Hundred forty-nine and 36/100 Dollars (\$1,872,349.36) for the Solids Handling Improvements Project.

CITY OF COEUR D'ALENE

HDR ENGINEERING, INC.

Woody McEvers, Mayor

Kate Eldridge, Vice President

ATTEST:

ATTEST:

Renata McLeod, City Clerk

Zelma Z. Miller, Department Accountant

Amendment No. 6

EXHIBIT A

SOLIDS HANDLING IMPROVEMENTS PROJECT AT THE COEUR D'ALENE ADVANCED WASTEWATER TREATMENT FACILITY (AWTF)

FOR THE

CITY OF COEUR D'ALENE, IDAHO

SCOPE OF SERVICES, SCHEDULE, AND COMPENSATION

ORIGINAL CONTRACT – AUGUST 18, 2020

MODIFIED FOR AMENDMENT 01 – NOVEMBER 15, 2021

MODIFIED FOR AMENDMENT 02 – JUNE 3, 2022

MODIFIED FOR AMENDMENT 03 – JUNE 6, 2023

MODIFIED FOR AMENDMENT 04 – AUGUST 30, 2024

MODIFIED FOR AMENDMENT 05 – JUNE 27, 2024

MODIFIED FOR AMENDMENT 06 – NOVEMBER 14, 2025

ADDITIONAL PROGRAMMING WORK

Introduction – Scope of Services

The Scope of Services is for HDR Engineering, Inc. ("HDR") to provide preliminary engineering design, detailed design, bidding, and construction services to the City of Coeur d'Alene, Idaho ("CITY") related to improvements to the solids handling system at the Coeur d'Alene Advanced Wastewater Treatment Facility (AWTF). Currently, the City operates a single centrifuge with a belt filter press as a standby dewatering unit. The improvements will include the replacement of the existing belt filter press with a new dewatering centrifuge, manufacturer control panel and associated polymer and odor control equipment, as well as planning for other Solids Handling Building improvements that may, or may not, be implemented in conjunction with provision of the new dewatering equipment depending upon decision making in the course of project development.

The scope of services identified below is based on the 2019 partial condition assessment of the wastewater treatment plant that was completed as an initial step of the 2018 Wastewater Treatment Facility Plan Update, the 2018 Wastewater Treatment Facility Plan Update, the January 2018 Evaluation of Solids Handling Facilities conducted at the partial condition assessment, and discussions with the City Management and Operations Staff.

The project is further defined as facilities to replace the existing belt press and associated system components with a new high solids dewatering centrifuge system including new emulsion polymer feed from the City's new emulsion polymer feed system. It is anticipated that these facilities will generally include the following:

- Core Project Item— Demolition of the existing belt press, solids feed, and polymer feed in the existing belt press area of the Dewatering Room on the upper level of the Solids Handling Building.
- Core Project Item— Installation of one (1) new City pre-qualified and pre-purchased centrifuge.
- Core Project Item— Installation of new electrical and control equipment in a new conditioned area of the electrical room, or if additional space is needed an extension of the electrical room or use of the existing dry polymer (aging tank) storage room.
- Core Project Item— Connection of exhaust air from the centrifuge and liquid/solids discharges to the existing odor control and ventilation system.
- Core Project Item— Connection of the new dewatering equipment to the existing emulsion polymer feed system.
- Core Project Item – Evaluation of the electrical and structural requirements for the condition when both centrifuges are running simultaneously in parallel.
- Management Reserve Item— Evaluation of additional building space to allow for a larger electrical room on the upper level of the Solids Handling Building and addition of emulsion polymer storage. The building addition and storage facilities will be an additive item to the centrifuge purchase and installation project.
- Management Reserve Item – Design of additional odor control collection and treatment to support the Solids Handling Building addition and solids loadout facilities.
- Management Reserve Item - Additional assistance with the procurement of the centrifuge, including coordination with the City and centrifuge manufacturers on equipment testing requirements. Review, scoring, and responding to qualification statements, bench scale testing reports, and bid proposals from centrifuge manufacturers. Held discussions and provided recommendation information for selection of centrifuge equipment.
- Management Reserve Item - Additional services associated with the centrifuge pre-construction services including review City pre-purchased centrifuge mechanical and electrical shop drawings for compliance with the requirements of the procurement documents. Up to 2 resubmittals for each submittal is assumed, distribute reviewed submittals to the City and centrifuge manufacturer, evaluate and respond to up to three (3) RFIs from the centrifuge manufacturer.

- Management Reserve Item - Evaluation of modifications to the existing solids loadout room to include a full enclosure of the loadout facility to enable odor control for this area.
- Management Reserve Item - Evaluation of odor control alternatives for the centrate storage tank and selection of the preferred alternative for potential addition of odor control for the facility.
- Management Reserve Item - Evaluation of the Solids Handling Building odor control facilities alternatives, including the solids loadout and centrate storage, for adding odor control to the new and existing systems at the Solids Handling Building as an additive item to the centrifuge purchase and installation project.
- Management Reserve Item – Onsite Lidar Scanning of Centrate Storage Tank and Solids Handling Building and post-processing of data as further described below.
- Management Reserve Item – Additional Design for Solids Building Expansion to house future dewatering equipment as further described below.
- Contractor Pre-Qualification Evaluation as further described below.
- Additional Design Item via Addendum – Design of new Odor Control Fan for Digester 5 overflow box, associated ductwork, electrical components, and necessary demolition.

Assumptions

The Scope of Services for design and bidding services is based on the following assumptions:

- The design and bidding services are based on the preparation of one (1) construction pre-qualification package, one (1) centrifuge pre-qualification package, one (1) pre-purchase package for procurement of a single centrifuge via pre-procurement and one (1) construction installation package for removal of the existing belt filter press in the Solids Handling Building upper level and installation of the City-supplied centrifuge system in the same location as the demolished belt filter press.
- The results from the Concepts Development and Evaluation Task Series 300 may result in changes to the scope and fee necessary if the Project scope changes.
- HDR standard AutoDesk CADD format and 6-digit specifications standards will be used for drawings and technical specifications.
- The City's standard Agreement and HDR developed pre-qualification and bidding documents will be utilized for this project. HDR will assist in the development of these documents.
- HDR's Master Specification system will be used for all technical specification sections.
- The centrifuge pre-purchase will be expedited on a fast-track basis immediately following the completion of the Concepts Development and Evaluation Task.

- A preliminary structural analysis of the Solids Handling Building will be completed to determine whether the new centrifuge will require additional structural modifications. A more thorough analysis will be completed as part of the detailed design scope. This scope assumes the detailed analysis will confirm no significant issues will be associated with the installation of the centrifuge.
- A preliminary electrical evaluation will be conducted to determine whether the new centrifuge equipment can be connected to the existing electrical service equipment at the Solids Handling Building. A new Centrifuge switchboard and Control Panel will be added on the upper level either in a new electrical room addition or existing electrical room.
- The new centrifuge equipment will be provided with a vendor-furnished PLC. A new City PLC will not be required. The City's existing SCADA system will communicate to the vendor-furnished PLC via a network connection.
- Notice of Award will be provided to the Contractor no later than May 4, 2023.
- Construction will occur from mid-June 2023 through mid-June 2024.

A summary list of the tasks and task descriptions are presented below.

- Task Series 100 – Project Management
- Task Series 200 – Regulatory Liaison, Permits, and Approvals
- Task Series 300 – Concepts Development and Evaluation
- Task Series 400 – Core Project Preliminary and Final Design
- Task Series 500 – Additional Project Elements Preliminary and Final Design (Management Reserve)
- Task Series 600 – Final Contract Documents
- Task Series 700 – Solids Building Improvements and Centrifuge Installation Bidding Administration
- Task Series 800 – Construction Phase Services
- Task Series 900 – Construction Phase Field Services
- Task 1000 – Commissioning and Close-out Services

Scope of Services

Task Series 100 – Project Management

Objective:

Provide project management activities over project duration, including planning, organizing and monitoring project team activities, preparing and monitoring bidding document production standards, attending meetings, budget management, and liaison with City.

ACTIVITY 101.1 ACTIVITY TEAM MANAGEMENT AND PROJECT CONTROL

- Budget and invoice management.
- Schedule monitoring and update for project development.
- Resource management and allocation based on project schedules and activities.
- Production coordination.
- Monthly progress report submitted to City with each payment request.

Key Understandings and Assumptions:

The following is understood or assumed:

- Work for this amendment will be completed by April 1, 2026. We have budgeted 21 hours for Project Management.
- Direct expenses incurred by engineering/office staff for travel, subsistence, printing, photocopying, and telephone conferences will be billed to City.

Task 1000 – Commissioning and Close-out Services

ACTIVITY 1001.2 ELECTRONIC O&M MANUAL UPDATE

Upgrade eOM Manual Software

HDR will provide technical support to upgrade the existing eOM system to the SharePoint software platform as the current platform is no longer supported. CDA will stand up a cloud-based Microsoft SharePoint site to house the new eOM manual. This new platform will require CDA to obtain an MS 360 on-line subscription for the server site. HDR's software deployment team will help CDA develop a new eOM on the SharePoint site. This site will house all eOM Manual information once created.

- HDR will provide technical guidance assisting CDA IT in creating the new SharePoint eOM manual site.

Move existing eOM data to new cloud-based server

After the eOM manual software is upgraded, HDR will stand up the new SharePoint eOM Manual on the new cloud-based server. HDR will assist CDA IT personnel in creating a copy of the current Legacy eOM Manual. This task will include assisting IT in obtaining copies of the following information:

- All SQL Server information pertaining to the eOM manual in Word format.
- A copy of the Uploads folder which houses all existing eOM Manual linked materials.

HDR will utilize this information to populate templates and import these templates into the new eOM manual housed on the MS cloud server.

HDR will develop navigational tools to match the existing legacy manual.

Key Understandings and Assumptions:

The following is understood or assumed:

- CDA IT will allow HDR to access the eOM manual servers as required to import the eOM content and supporting documents.
- There are no additional Software license or fees required for this work. CDA will obtain the MS 360 on-line subscription.
- New eOM manual training is included. Training will consist of a two-hour presentation for eOM users/developers and for IT personnel.
- No new content is provided in this upgrade other than new content developed for the Solids Improvements project.
- Owner and Consultant will work together to schedule the work effort including eOM Manual site creation, downloading and uploading of content to the required servers.
- During the upgrade process, the Owner will be able to view the progress of the project within their SharePoint platform.
- Owner will not be able to edit the eOM manual during the update process. These permissions must be controlled by Owners IT staff.
- Additional assistance updating the eOM manual content may be provided by the Consultant on a time and materials basis. This fee is in addition to the estimates below.
- Budget for this effort includes 20 hours of Senior Operations support, 268 hours of operations and EIT support, and 30 hours of Sharepoint IT support.

Compensation

Consultant's total compensation for professional services provided pursuant to this amendment, including labor and overhead costs and expenses, sub-consultant compensation, sub-consultant mark-up, and Consultant's additional fixed fee for services in Amendment No. 6 shall be **\$71,044.00** and the amended Total Fixed Fee shall be **\$1,872,349.36**

Total compensation for services in Amendment No. 6, shall be **\$71,044.00** and the total Agreement shall be amended not exceed **\$1,872,349.36** written authorization by City.