



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

### Recommended Motion:

Motion 1: “Council recommends approval of the contract with HRD Engineering to preform the Ketchum Stop Sign Study”

### Reasons for Recommendation:

- Staff presented to council and in our Mobility Workshop meetings, the concept of preforming a City wide Stop Sign Study to get a comprehensive assessment on needed stop sign layout changes to the network.
- Under this scope of work (SOW), HDR will evaluate intersections in Ketchum’s downtown core to evaluate their potential for two-way stop, four-way stop or no intersection control.
- The study will create a report that will guide the City in implementing a traffic control scheme that meets the needs of the residents.

### Policy Analysis and Background (non-consent items only):

### Sustainability Impact:

### Financial Impact:

None OR Adequate funds exist in account:	Adequate funds exist in our CIP to cover the services for this study.
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### Attachments:

1. HDR Stop Sign Study Task Order
2. PO 25121

## **TASK ORDER**

This Task Order pertains to an Agreement by and between City of Ketchum, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated January 2, 2024, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 02  
PROJECT NAME: Stop Sign Study

PART 1.0      PROJECT DESCRIPTION: See Attachment A

PART 2.0      SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE  
PROJECT: See Attachment A

PART 3.0      OWNER’S RESPONSIBILITIES: See Attachment A

PART 4.0      PERIODS OF SERVICE: See Attachment A

PART 5.0      ENGINEER’S FEE: See Attachment B

PART 6.0      OTHER: N/A

This Task Order is executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

City of Ketchum  
“OWNER”

HDR ENGINEERING, INC.  
“ENGINEER”

BY: \_\_\_\_\_

BY: \_\_\_\_\_

NAME: \_\_\_\_\_

NAME: Jon Osier

TITLE: \_\_\_\_\_

TITLE: Vice President

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

ADDRESS: 412 E Parkcenter Blvd Ste 100  
Boise, ID 83706



## SCOPE OF SERVICES

### Project Description

The purpose of this project is to evaluate and develop a traffic control scheme in Downtown Ketchum, Idaho (City). Under this scope of work (SOW), HDR will evaluate intersections in Ketchum's downtown core to evaluate their potential for two-way stop, four-way stop or no intersection control. The study will create a report that will guide the City in implementing a traffic control scheme that meets the needs of the residents.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Data Collection
- Task 300 Signing Analysis
- Task 400 Additional Improvements
- Task 500 Report

### Key Understandings

1. The City is the agreement administrator, and the project is funded by the City. State and Federal funds will not be used.
2. The SOW assumes a ten (10) month duration for budgeting purposes based on an NTP of April 15, 2025.
3. The City will provide public outreach activities, develop the necessary public outreach materials and conduct any in person or virtual meetings.
4. In providing opinions of probable construction cost for the project, HDR has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate cost or schedule. HDR, therefore, will not warranty project costs will not vary from HDR's opinions, analyses, projections, or estimates.
5. No traffic operations evaluation will be conducted with this SOW.
6. All deliverables are in PDF format unless noted otherwise.

## 100 PROJECT MANAGEMENT

### 110 Project Initiation and Project Management Plan

HDR will set up the project files and accounting system, as well as prepare a Project Management Plan for use by the project team, including the City. The plan will include key project information such as communication protocols, contact information for key team members, project schedule, project delivery process, quality control procedures and will be updated as needed during the project development process.

#### Deliverables

- Project Management Plan (information only, no review)



## **120 Project Team Meetings**

One (1) kick-off meeting will be held in person at a location determined by the City. Four (4) project team meetings will be conducted throughout the duration of the project. Team meetings will be held via conference call to review project status and address questions with the City.

HDR will create the agenda for the meetings and provide meeting minutes to the City for distribution to the project team and key stakeholders.

### **Assumptions**

- For budgeting purposes two (2) HDR staff members will attend the kick-off meeting, and the travel day is assumed to be eight (8) hours for each HDR staff member.
- Project Team meetings are anticipated to be virtual and last one (1) hour, including preparing meeting minutes.
- For budgeting purposes four (4) team meetings are assumed for the project duration and two (2) HDR staff members will attend each project team meeting.

### **Deliverables**

- Kick off meeting's agenda and minutes
- Project Team meetings agendas and minutes

## **130 Status Calls**

Status calls between the HDR PM and the City PM will be scheduled as needed throughout the duration of the project to coordinate project status and needs. The HDR PM will coordinate the necessary updates and action items for the calls.

### **Assumptions**

- Status calls will be scheduled as necessary.
- For budgeting purposes one (1) status call is assumed each month of the project and each call will last one hour (1).

### **Deliverables**

- Action Item List - via email, if necessary

## **140 Project Administration, Progress Reports and Invoicing**

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. Monthly progress reports and invoices will meet the City's requirements. HDR will submit invoices to the City.

### **Deliverables**

- Ten (10) Monthly Invoice and Progress Reports - including labor and expense backup

## **150 City Council and Traffic Authority Meetings**

HDR will attend up to two (2) Ketchum Traffic Authority (KTA) meetings to present findings or seek feedback from that committee. HDR will attend up to two (2) City Council meetings to support City staff in getting feedback, and achieving approval of the Final Report, Signing Scheme and other deliverables outlined in the tasks below.



### **Assumptions**

- KTA meetings will be attended virtually by two (2) HDR staff members, the project manager and analysis staff member.
- One (1) City Council Meeting will be attended virtually, and one (1) City Council Meeting will be attended in person. For budgeting purposes, one (1) HDR staff member will attend the meetings.
- HDR will make up to two (2) PowerPoint presentations to support staff, one (1) for a KTA meeting and one (1) for a City Council meeting.

### **Deliverables**

- PowerPoint Presentations

## **200 Data Collection**

### **210 Initial Data Collection**

HDR will collect, review and summarize for each intersection the following data in a technical memo:

- Roadway functional classifications
- Posted speeds
- Curb-to-curb widths at crosswalks
- Number of travel lanes
- Distance to nearest stop-controlled intersection
- Reported crashes
- Adjacent land use
- Adjacent parking presence and configuration
- Description of the vertical approach geometry

### **Assumptions**

- Up to sixty (60) intersections are assumed to be analyzed with this scope of work.
- The City will provide the following
  - Current right-of-way information in GIS
  - Current stop sign and speed limit locations in GIS
  - Current aerial images for area of study
  - Any planned development in the area
- The City will deliver the draft existing conditions memo to the project team and gather comments into one (1) consolidated set of comments.
- All conflicting comments will be resolved by the City's project manager.
- One (1) concurrent review of the draft memo will be completed by project team members.

### **Deliverables**

- Draft Existing Conditions Memo

### **220 Secondary Data Collection**

HDR will review the existing stop sign configuration and identify locations where all-way stop control exists and where potential all-way stop control could be implemented. HDR will provide the City the list of intersections and the City will acquire traffic counts at the identified intersections for use in Task 300.



HDR will revise the Draft Existing Conditions Memo based on comments received. HDR will then add the secondary data collection to the memo and submit a Final Existing Conditions Memo.

### **Assumptions**

- For budgeting purposes, thirty (30) intersections are assumed to be identified for further data collection.
- Traffic counts will be twelve (12) hour directional counts at each intersection. The counts will summarize the combined motor vehicle, bicycle and pedestrian volumes entering the intersections from both the minor and major street approaches.
- Traffic count bins will be no larger than one (1) hour and no less than fifteen (15) minutes for ease of analysis.
- At a minimum, the City will collect traffic counts during the summer peak period and, at the City's discretion, during off-peak times.
- The City will collect traffic counts using City owned traffic counters and will provide the post processing to summarize the counts into bins.

### **Deliverables**

- Final Existing Conditions Memo

## **300 Signing Analysis**

### **310 Stop Sign Analysis**

HDR will develop a matrix and scoring criteria to evaluate each intersection in the Study Area. HDR will share the matrix and criteria with the City for comment and acceptance prior to beginning the analysis. The study intersections will then be evaluated against the matrix for potential modification of the intersection traffic control. HDR will evaluate the existing and potential all-way stop control intersections identified in the previous tasks using MUTCD all-way stop control warrants found in Section 2B of the 2023 MUTCD.

HDR will then develop a graphic showing proposed stop sign schemes based on the results of the intersection evaluation.

### **Assumptions**

- The study area is shown in **Figure 1** below.
- Intersections on Main Street (SH-75) are not included in this evaluation.
- The additional intersections identified in Task 220 will be analyzed for all-way stop control warrants
  - MUTCD Section 2B.12: "The satisfaction of an all-way stop control warrant or warrants shall not in itself require the installation of all-way stop control at an unsignalized intersection."
- HDR will evaluate all-way stop control locations during the peak season. If budget allows and at the discretion of the City, HDR may evaluate select intersections with off-peak counts. HDR and the City will coordinate the remaining budget and schedule after the all-way stop control intersections have been evaluated using peak period counts.

### **Deliverables**

- Draft Evaluation Matrix
- Final Evaluation Matrix (To be included in Final Report)





**Figure 1. Study Area**

### **320 Proposed Stop Sign Scheme**

Using the information analyzed in previous tasks, HDR will develop up to three (3) stop sign scheme graphics in GIS for evaluation by the project team: one (1) No Build and up to two (2) build alternatives. The No Build alternative will show the existing locations with no modifications. The other alternatives will be developed using the data collected in the previous tasks. HDR will develop a qualitative screening methodology that the project team will use to jointly score the alternatives. The project team will meet to select the preferred alternative, with modifications if necessary. HDR will finalize the stop sign scheme graphic for inclusion into the final report.

#### **Assumptions**

- The City will deliver the stop sign scheme graphics to the project team and gather scores and comments into one (1) consolidated set.

#### **Deliverables**

- Draft Stop Sign Scheme Graphic (To be included in Draft Report)
- Final Stop Sign Scheme Graphic (To be included in Final Report)

## **400 Additional Improvements**

### **410 Additional Improvements**

HDR will review the projects map from the 2021 City of Ketchum Master Transportation Plan and update where potential bulb-outs could be beneficial for improving pedestrian crossings at the study intersections. HDR will attend a coordination meeting with the City and the consultant conducting the bike infrastructure study for the City. HDR and the City will work jointly to identify intersection locations where additional improvements to improve pedestrian/bicyclist and transit mobility, and safety could be evaluated. Potential improvements include:

- Rectangular Rapid Flashing Beacons (RRFB's) crossings
- Signing and pavement marking modifications
- Bulb-outs or pedestrian islands
- Raised intersections
- Improved bus stops



### **Assumptions**

- HDR will investigate up to ten (10) intersections for additional improvements
- HDR will use criteria developed by the Ada County Highway District (ACHD) to evaluate RRFB placement as no national standards exist for the RRFB warrants.
- Only intersection improvements will be considered, no improvements between intersections or network evaluations will be considered.
- One (1) coordination meeting will be held to coordinate improvements with the bike study consultant. Two (2) HDR staff are assumed to attend a virtual meeting assumed to last one (1) hour.

### **Deliverables**

- Draft locations of additional improvements (To be included in the Draft Report)
- Final locations of additional improvements (To be included in the Final Report)

## **500 Report**

### **510 Report**

HDR will prepare a Draft Study Report for the stop sign study documenting the process and results of the previous project tasks leading to the development of the preferred Stop Sign Scheme alternative and list of additional improvement projects. The City will provide comments on the draft report and provide one (1) consolidated set of comments to HDR. HDR will develop a comment response matrix and resolve the comments with the City prior to developing a final study report.

### **Assumptions**

- The City will deliver the draft report to the project team and gather comments into one (1) consolidated set of comments.
- All conflicting comments will be resolved by the City's project manager.
- One (1) concurrent review of the draft Report will be completed by project team members.

### **Deliverables**

- Draft Study Report
- Comment Response Matrix
- Final Study Report



# Attachment B

CONSULTANT NAME: HDR Engineering, Inc.

PROJECT NAME: Stop Sign Study

PROJECT NO.: N/A

KEY NO. N/A

## DESIGN

### A. SUMMARY ESTIMATED MAN-DAY COSTS

	Staff-Hours		Rate		Labor Cost
1 Principal in Charge	= 1.00	@	\$366.00	=	\$366.00
2 Quality Control	= 22.00	@	\$247.00	=	\$5,434.00
3 Project Manager/Traffic	= 169.00	@	\$190.00	=	\$32,110.00
5 EIT	= 223.00	@	\$115.00	=	\$25,645.00
6 GIS/CAD Tech	= 58.00	@	\$124.00	=	\$7,192.00
7 Quality Manager	= 2.00	@	\$188.00	=	\$376.00
8 Accounting	= 19.00	@	\$125.00	=	\$2,375.00
<hr/>					
<b>TOTAL =</b>	494.00			<b>TOTAL =</b>	<b>\$73,498.00</b>

### B. OUT-OF-POCKET EXPENSES

**HDR TOTAL ESTIMATED EXPENSE\* = \$414.00**

\* See attached Direct Expenses for HDR

### C. ESCALATION

Anticipated Agreement Date: April 15, 2025

Project Duration: 10 Months

Escalation Period: 1 Months

Total Labor Cost		Esc Ratio		Annual Esc	
\$73,498.00	X	10%	x	4.0%	=
					<b>\$293.99</b>

**HDR Subtotal = \$74,205.99**

**TOTAL = \$74,205.99**

CONSULTANT NAME: HDR Engineering, Inc.  
 PROJECT NAME: City of Ketchum Bike and Ped Cost Estimate  
 PROJECT NO.: N/A  
 KEY NO. N/A

F. OUT-OF-POCKET EXPENSES SUMMARY

Expense	Unit	Estimated Amount		Unit Cost		Estimated Expense	Comment
1 Printing (8.5x11)	Sheets	200	@	\$ 0.05	=	\$ 10.00	
2 Printing (8.5x11 Color)	Sheets	50	@	\$ 0.16	=	\$ 8.00	
3 Printing (11x17)	Sheets	100	@	\$ 0.10	=	\$ 10.00	
4 Printing (11x17 Color)	Sheets	50	@	\$ 0.32	=	\$ 16.00	
5 Postage & Shipping	LS		@	\$ 100.00	=	\$ -	
6 Postcards/Shipping Postcards	Each	-	@		=	\$ -	
7 Display Boards (16)	sq ft	-	@	\$ 7.00	=	\$ -	
8 Roll Plot - Color	sq ft	-	@	\$ 0.90	=	\$ -	
9 Display Ad	Each	-	@	\$ 210.00	=	\$ -	
10 Meeting Refreshments	LS	-	@	\$ 50.00	=	\$ -	
11 Mileage	Miles	-	@	\$ 0.700	=	\$ -	
12 Meals	Day	4	@	\$ 30.00	=	\$ 120.00	
13 Lodging	Each	-	@	\$ 138.00	=	\$ -	
14 Lodging Tax	Each	-	@	\$ 20.70	=	\$ -	
15 Airfare - Denver to Boise	Each	-	@	\$ 350.00	=	\$ -	
16 Airfare - Spokane to Boise	Each	-	@	\$ 250.00	=	\$ -	
17 Rental Car	Each	2	@	\$ 75.00	=	\$ 150.00	
18 Fuel	Gals	20	@	\$ 5.00	=	\$ 100.00	
HDR Engineering, Inc. Total Estimated Expenses						\$414.00	

HDR Engineering, Inc.  
Stop Sign Study

		HDR							
		TOTAL	Principal in Charge	Quality Control	Project Manager/Traffic Engineer	EIT	GIS/CAD Tech	Quality Manager	Accounting
<b>100</b>	<b>Project Management</b>	<b>96</b>	<b>1</b>	<b>4</b>	<b>48</b>	<b>22</b>	<b>0</b>	<b>2</b>	<b>19</b>
110	Project Initiation and Project Management Plan	8	1		1			2	4
120	Project Team Meetings	28			16	12			
130	Status Calls	10			10				
140	Project Administration, Progress Reports and Invoicing	20			5				15
150	City Council and Traffic Authority Meetings	30		4	16	10			
<b>200</b>	<b>Data Collection</b>	<b>161</b>	<b>0</b>	<b>6</b>	<b>36</b>	<b>107</b>	<b>12</b>	<b>0</b>	<b>0</b>
210	Initial Data Collection	141		4	30	95	12		
220	Secondary Data Collection	20		2	6	12			
<b>300</b>	<b>Signing Analysis</b>	<b>154</b>	<b>0</b>	<b>7</b>	<b>50</b>	<b>57</b>	<b>40</b>	<b>0</b>	<b>0</b>
310	Stop Sign Analysis	90		3	30	57			
320	Proposed Stop Sign Scheme	64		4	20	0	40		
<b>400</b>	<b>Additional Improvements</b>	<b>32</b>	<b>0</b>	<b>0</b>	<b>7</b>	<b>25</b>	<b>0</b>	<b>0</b>	<b>0</b>
410	Additional Improvements	32			7	25			
<b>500</b>	<b>Report</b>	<b>51</b>	<b>0</b>	<b>5</b>	<b>28</b>	<b>12</b>	<b>6</b>	<b>0</b>	<b>0</b>
510	Report	51		5	28	12	6		
	<b>Total:</b>	<b>494.0</b>	<b>1.0</b>	<b>22.0</b>	<b>169.0</b>	<b>223.0</b>	<b>58.0</b>	<b>2.0</b>	<b>19.0</b>
	<b>Total Check:</b>	<b>494.0</b>	<b>1.0</b>	<b>22.0</b>	<b>169.0</b>	<b>223.0</b>	<b>58.0</b>	<b>2.0</b>	<b>19.0</b>
	<b>Percent of Project Total:</b>	<b>100.0%</b>	<b>0.2%</b>	<b>4.5%</b>	<b>34.2%</b>	<b>45.1%</b>	<b>11.7%</b>	<b>0.4%</b>	<b>3.8%</b>



# CITY OF KETCHUM

PO BOX 2315 \* 191 5TH ST. \* KETCHUM, ID 83340  
Administration 208-726-3841 (fax) 208-726-8234

## PURCHASE ORDER

BUDGETED ITEM? \_\_\_\_ Yes \_\_\_\_ No

PURCHASE ORDER - NUMBER: 25121

<b>To:</b> 2319 HDR ENGINEERING, INC. BOX 74008202 CHICAGO IL 60674-8202	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
05/12/2025	KCHOMA	KCHOMA			

Quantity	Description	Unit Price	Total
1.00	Stop Sign Study 01-4193-9930	74,206.00	74,206.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		74,206.00

\_\_\_\_\_  
Authorized Signature