



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

"I move to approve Task Order 4 – 2025 Main St 4t to 6th Street for Jacobs Engineering that provides Design and Planning Services for finishing the Main St project."

Reasons for Recommendation:

- Task Order 4 is a continuation of Jacob's services rendered from Main St 2024 phase. Includes but not limited to the following:
 - Project Management
 - Design Services
 - Public Involvement Support
 - Construction Management Services
 - Periodic Project Financial Tracking

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

Sustainability Impact:

No direct impact.

Financial Impact:

None OR Adequate funds exist in account:	Main St: Sufficient funds exist within Capital Fund reserves as previously presented. Cost included in authorized budget increase for the Main St Project approved by Council on March 17 th
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Attachments:

1. Jacobs Task Order 4 – Planning and Design – 2025 Main St 4t to 6th Street

Task Order 4

Scope of Services

DESIGN AND CONSTRUCTION MANAGEMENT SERVICES for 2025 Main Street Rehabilitation from 4th St to 6th

Task Order 4 covers the effort necessary to provide Conformed Drawings, Specs, and Estimate, Public Involvement Support, and Construction Management (CM) Services for the 2025 Roadway Rehabilitation of Main Street from 4th St to 6th Street. It incorporates revised Streetscape plans from GGLO (scope attached), and additional Traffic Support from HDR (scope attached). This task order also covers Construction Management Services for the Warm Springs Preserve project. These projects are being conducted under the Master Professional Services Agreement, #22841, signed April 12, 2023, between Jacobs Engineering Group, Inc., (Jacobs) and the City of Ketchum (City).

Task Order Team:

Program Manager: Betsy Roberts
Program Construction Manager: Travis Casch
Design Quality Manager: Heather Carroll
Project Manager: Mateo Franzoia
Design Engineer/Resident Engineer: Mateo Franzoia
Financial Support: Corey Glassey
Sr. Construction Manager: Dale Wilson
On-Site Construction Observation: Clint Kisler
Construction Support: Steven Peters

Overall Project Assumptions:

1. The Construction Contractor will be responsible for developing, applying for, and submitting a final Stormwater Pollution and Prevention Plan (SWPPP) to the Idaho DEQ, as necessary.
2. Specifications for trees, Silva cells, tree grates, light poles, and other street furnishings will be specified by GGLO and incorporated into the construction documents.
3. Technical specifications will follow ITDs standard specification and format. Additional specifications will be provided as needed for special engineering construction items (Jacobs) and streetscape portion of work (GGLO).
4. All work will be located within existing right-of-way or within an easement secured by the City.

TASK 1 – Project Management for Main Street Rehabilitation

Objective: Successful management of the Main St portion of this Task Order and successful coordination of invoicing with City of Ketchum.

Activities:

- Lead completion of the Conformed Drawings and Construction Management Services for 2025 Main Street Rehabilitation from 4th Street to 6th to ensure Scope of Work is reflective of decisions made and is prepared in a timely manner for Council approval.
- Facilitate the 2025 Partnering Meeting including ITD, City of Ketchum, IMC and Jacobs staff and subs.
- The Program Manager will work closely with City Project Manager (PM) to support overall successful design.
- The Jacobs PM will coordinate closely with the City PM to monitor outstanding issues, schedule impacts, design concerns, and construction challenges.
- Jacobs PM will provide updates for the Monthly Progress as part of the invoice.

Assumptions:

1. Duration of this project from 4th – 6th Streets is assumed to be: 24 weeks (November through mid-July)
2. Partnering Meeting will be up to 2 hours long and include up to 6 Jacobs staff; it is anticipated that up to 3 will be in person and others will be virtual. Meeting is anticipated to occur by mid-February.
3. Weekly internal team meetings will be needed requiring up to 3 Jacobs staff per meeting.
4. Weekly external team meetings with City of Ketchum will be needed requiring up to 3 Jacobs staff per meeting.
5. Monthly invoice coordination with Program Manager to ensure invoicing is in alignment with different tasks.

Deliverables:

1. Final Scope of Work.
2. Invoice information provided as part of Program Manager overall invoices.
3. Information for Monthly Progress Reports.
4. Notes from meetings or decision points as appropriate.

TASK 2 – Design Services for Main Street Rehabilitation

SUBTASK 2.1. Design for 4th Street to 6th Street

Objective: Prepare Conformed Drawings for Main St from 4th St to 6th St for Contractor and City final review. Produce 100% final stamped sheet set following the review meeting with the City.

Activities:

- Incorporate modifications, input, and information gathered over past year's work, including Bike Network intel.
- Incorporate City revisions to previous plans that are being reused, and new comments received.

- Consider Contractor recommendations from 2024 construction experience.
- Perform and address comments following Jacobs Internal QC Review process.
- Coordinate with HDR to design and produce additional sheets for 5th St Signal (HDR scope attached).
- Include portion of pathway along SH-75, north of 6th St, to where the roadway tapers to a smaller width.

Assumptions:

1. Duration of this subtask is assumed to be approximately 10 weeks (start in November through February, with reduction for holiday time away).
2. The plans produced for 4th St to 6th St will be added as revised sheets.
3. Deliverables will include GGLO sheets.
4. Additional traffic effort will only be performed for 5th St signal on Main St. Any other traffic-related requests will need to be carried out in a separate task order.
5. All major revisions from the City and business owners to be collected by January 1st, 2025.
6. City will have one (1) week of review time prior to production of final stamped sheets for 4th St to 6th St.

Deliverables:

1. Electronic (PDF) of Draft Revised sheets (Conformed Drawings) for Main St from 4th St to 6th St including:
 - a. Unstamped Sheets (See Figure 1 below)
 - b. Draft Construction Estimate
 - c. Updated and new Supplemental Special Provisions

Figure 1: Proposed Plans Sheet List from 4th St to 6th St

Sheet Type	Sheet Count
Typical Sections	1
Removal Sheets	9
Plan and Profile Sheets	14
Grading/Staking Sheets	12
Drainage Plan and Profile Sheets	8
ITS & Illumination Sheets	2
Traffic Signal Sheets	10
Striping/Signing Sheets	6
Detail Sheets	3
Total Sheets	65

2. Electronic (PDF) of Final Revised sheets (Conformed Drawings) for Main St from 4th St to 6th St including:
 - a. Stamped Sheets
 - b. Construction Estimate
 - c. Final updated and new Supplemental Special Provisions

TASK 3 – Public Involvement Support for Main Street Rehabilitation

Activities:

- Develop necessary exhibits to show business improvements and traffic sequencing.
- Create a simplified construction schedule for use in public meetings.
- Support City staff for presentations to Council and public.

Assumptions:

1. Duration of this subtask is assumed to occur February-April.
2. Two separate occasions of Public Involvement meetings with business owners: each occasion will include one evening meeting and a lunch time meeting. Up to 3 Jacobs engineering staff will participate for each occasion.

Deliverables:

1. One (1) Overall Roll Plot Figure
2. Up to four (4) Construction Phasing Exhibits on Poster Board (36"x54")
3. Expected Construction Schedule Milestone Dates

TASK 4 – Construction Management Services for Main Street Rehabilitation from 4th Street to 6th Street

Objective: This will cover the effort necessary to provide Construction Management services and project Financial Tracking for the Main Street from 4th St to 6th St construction work.

SUBTASK 4.1. Preconstruction Meeting for 4th Street to 6th Street

Objective: Purpose of the meeting is to provide all construction team stakeholders with a summary-level understanding of the upcoming project and identify critical coordination items.

Activities:

- Develop agenda, invite attendees, facilitate meeting, and prepare notes for distribution.
- The Preconstruction Meeting generally includes project-focused City staff, Jacobs Design and Construction Management teams, Contractor Superintendents and Foreman, and utility representatives.

Assumptions:

1. This meeting will occur in April.
2. Meeting will take place on site and is estimated to be 2 hours.
3. Jacobs' Project Manager will facilitate the meeting. Up to 4 Jacobs staff will attend in person (others may attend virtually); anticipated attendees include Design Engineer, Sr. Construction Manager, Program Manager, and Resident Engineer.
4. Meeting notes will be prepared and shared with all in attendance.
5. Jacobs to provide draft list of attendees, City to review and confirm attendees.

Deliverables:

1. Draft Attendee List

2. Meeting Invitation and Agenda
3. Meeting Notes

SUBTASK 4.2 Construction Management Support for 4th Street to 6th Street

Objective: Provide Resident Engineering support during construction consisting of interpretation of drawings, response to differing field conditions requiring design modification, successful administration of the Quality Management and Observation process, proper and efficient project documentation, and timely resolution of issues.

Activities:

- Manage the Construction Project, including activities such as:
 - RE lead Weekly Construction Meetings with participation from up to 2 other Jacobs staff as needed. Provide notes to file and team.
 - Provide Daily Roadwork Activities email to City of Ketchum, Project Team, and other important stakeholders in the community.
 - Manage communications and issue escalation process. Resident Engineer will work closely with Sr. Construction Manager, Design Engineers, and Program Manager to ensure communication is fluid between all parties.
- Coordinate and facilitate documentation process, including items such as:
 - RFIs – Initiate, and respond to, Requests for Information (RFIs) and clarifications to the Contract Documents as appropriate. Provide drawings or sketches to support both when needed.
 - Manage the submittal process, including reviewing and tracking submittals.
 - Create and distribute Work Change Directives and Change Orders. Recommend to the City PM Change Orders, as appropriate, and coordinate with Design Engineers.
 - Review and provide Pay Applications to City. City PM responsible to submit Pay Applications to the City Finance Department.
 - Coordination of record drawings during construction with Contractor.
 - Review and evaluate materials testing data; will provide a reaction or change of direction as needed.
- Coordination of construction activities, including items such as:
 - Construction easement coordination.
 - Coordination with Contractor's surveyor (providing electronic drawing files when needed).
 - Review Contractor schedules and track progress relative to Contract Milestones.
 - Promptly after Contractor considers the Work ready for its intended use, Jacobs will facilitate a walkthrough, in company with City of Ketchum and Contractor, to determine whether the Work is substantially complete based on the Contract Documents. If the Work to be substantially complete, a certificate of Substantial Completion will be delivered to City of Ketchum and Contractor.
 - Coordinate with utilities to understand their projects, to secure their input, and to schedule work most efficiently.
 - Coordination with City and developers regarding their work progress in the City's construction zone.
- Construction Observation activities include items such as:

- Administer consistent, methodical, and proactive approach to observation and monitoring of quality requirements, resulting in Contractor's work generally meeting project's technical requirements.
- Observations are not intended to be exhaustive or to involve detailed inspections of the Work in progress, but rather are to be limited to spot checking and general observation of the Work based on professional judgment to confirm general compliance with design.
- Sr. Construction Manager and Resident Engineer to recommend Work be rejected if such Work is defective under the standards set forth in the Contract Documents. Defective work being either unable to produce a completed Project that conforms to the Contract Documents or jeopardizing the integrity of the Project as a whole.
- Respond to Contractor in field to provide construction document clarification where possible or elevate question/issue to Sr. Construction Manager and Design Engineers.
- Work with Contractor to resolve potential quality challenges in the field. Identify issues pertaining to quality, timing, public interaction, or other potential issues and elevate to Resident Engineer for timely resolution.
- Support City staff with outreach and response to businesses and public.

Assumptions:

1. Duration of this subtask is assumed to be 16 weeks (April through July).
2. Jacobs is proposing to provide one part-time Resident Engineer on-site (estimated at 20 hr/wk), and one part time Sr. Construction Manager, remote, to cover on-site observation and Contract Administration. This construction team will be supported in the Boise office mainly by 2 Jacobs staff – the Design Engineer (Engineer of Record) and Program Manager.
3. City will assign a Construction PM to act as single point of contact to expedite decision-making throughout construction duration.
4. Submittals will be collected and maintained by the Resident Engineer. RE will review submittals for general conformance with contract documents and distribute to Design Engineer. Design Engineer will review Submittals to determine if they are:
 - Approved and meet contract document requirements or,
 - Rejected and do not meet contract documents. Initiating a Revise and Resubmit.
5. Estimated number of submittals is up to 30. RE will review, log, track, and distribute submittals at 0.75 hour per submittal. Design Engineers will review up to 20 submittals at 1 hour each and 10 submittals at 30 minutes each (total of 25 hours). Below is a list of anticipated submittals:
 - Aggregates – concrete, asphalt (est. 4)
 - Asphalt mix designs (est. 2)
 - Concrete mix designs (est. 2)
 - Catch Basins – boxes & grates (est. 2)
 - Pipe Material (est. 2)
 - Pipe Fittings (est. 5)
 - Trench Backfill (est. 2)
 - Import Material (est. 2)

- CLSM (est. 1)
 - Drain Rock (est. 2)
 - Drywell Materials (est. 3)
 - Truncated Domes (est. 1)
- 6. Estimated number of RFIs is 20. Assume 1 hour per RFI for Design Engineer.
- 7. Sr. Construction Manager will provide lead effort on change orders, work change directives, and requests for quotation such that the effort for Design Engineers does not exceed 90 hours and 15 hours for CADD tech and Document Control Lead. Program Manager time will be included at 10 hours total.
- 8. Review of all shop drawings, samples, and submittals will be for general conformance with the design concept and general compliance with the requirements of the contract for construction. Such review will not relieve the Contractor from their responsibility for performance in accordance with the contract for construction, nor is such review a guarantee that the work covered by the shop drawings, samples, and submittals is free of errors, inconsistencies, or omissions.
- 9. Develop Record Drawings:
 - RE will coordinate the development and maintenance of project notes throughout construction process and will coordinate with Contractor's notes to provide final mark-up set to Design Engineers for use in Record Drawing development.
 - Electronic as-built/record drawings will be created by Design Engineers. Record drawings will be produced by the end of the calendar year and assumes 1 hour/sheet for plan views and 15 min for general and typical section sheets – for a total anticipated effort of 80 hours.
 - Record drawings will be prepared based on information compiled and furnished by others, and may not always represent the exact location, type of various components, or exact way the project was constructed. Jacobs is not responsible for any errors or omissions in the information provided by others incorporated into the record drawings.
 - Record drawings will include the entire project from River through 6th Street.
- 10. Coordination with Contractor's surveyor is limited to answering questions and providing electronic information for construction staking only.
- 11. Travel, per diem, and housing expenses are included in the Task Order costs.
- 12. Services are subject to Article 9 in the MSA
- 13. The use of the term "inspection" in relation to Jacobs services is synonymous with "construction observation" and means performing on-site observations of the progress and quality of the Work and determining, in general, if the Work is being performed in general conformance with the Contract Documents; and notifying the City if Work does not generally conform to the Contract Documents or requires special inspection or testing.
- 14. The presence or duties of Jacobs' personnel at a construction site, whether as onsite representatives or otherwise, do not make Jacobs or Jacobs' personnel in any way responsible for those duties that belong to City and/or the construction contractors or other entities, and do not relieve the construction contractors or any other entity of their obligations, duties, and responsibilities, including, but not limited to, all construction methods, means, techniques, sequences, and procedures necessary for coordinating and completing all portions of the

construction work in accordance with the construction contract documents and any health or safety precautions required by such construction work.

15. City to provide office space, as required, for Construction Management team with:

- Secure location for storage of project equipment
- Internet Access and connection to functioning printers and copiers.

Deliverables:

1. Submittal review logs and documentation.
2. RFIs and Clarification Drawings.
3. Change Orders.
4. Pay Applications.
5. Weekly Meeting notes.
6. Record Drawings.

SUBTASK 4.3. Financial SDC for 4th Street to 6th Street

Objective: Develop cost forecasting on the Main St project to ensure current and best understanding of finances.

Activities:

- Coordinate with Construction and Design team to incorporate current, accurate cost information in formatted spreadsheet.
- Manage communications and issue escalation process.
- Share information and coordinate with City PM

Assumptions:

1. Duration is assumed to be 15 weeks (April through mid-July) at 1 hours/week.
2. Use existing Forecast Spreadsheet
3. Jacobs will not be including City actual costs, but will provide Contractor, Engineer, and other costs directly under Jacobs management.
4. Establish Monthly check in meeting with City PM

Deliverables:

1. Updated Finance Report on Sharepoint Site on Monthly basis

PERIOD OF PERFORMANCE: February 2025 through October 2025

COMPENSATION:

Total Project Fee Design: \$224,100

4th – 6th Street

Jacobs: \$184,100

GGLO: \$40,000

This is a Time & Materials, Not-to-Exceed Amount.

CONTINGENCY RECOMMENDATION

Subconsultant HDR has a contract on the 2024 project that will extend into the 2025 season. Additional traffic support may be required from HDR. Consideration of additional contingency of up to \$10,000 is recommended. The Warm Springs Preserve project also have some unknowns with respect to scope, and Ketchum PM availability (if Jacobs needs to fill in more as Ketchum PM gets pulled into other work).