



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- HDR previously completed a strategic assessment of Warm Springs Road as well as the intersection of Saddle and Warm Springs.
- The city retained Holst Architects to review five city-owned properties for potential future development of community housing. The analysis concluded the south parking lot was the most logical for future housing development. The city would move the existing public parking to a combination of new on-street spots (Warm Springs and Saddle Roads) as well as the Lewis Street lot (the current recycling center). The new cardboard compacter at that location is almost online, which will greatly reduce the footprint of recycling equipment in the area and open space for development.
- City staff held two sessions with the YMCA Board to receive their feedback. The Board requested further engineering analysis be completed at the locations outlined above to ensure they will accommodate current and future parking needs.

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	This amendment authorizes an amount not to exceed \$19,800. Adequate funds are contained in the approved budget's contingency account.
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Attachments:

- | |
|---------------|
| 1. PO #24058 |
| 2. Task Order |



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: 24058

To: 2319 HDR ENGINEERING, INC. BOX 74008202 CHICAGO IL 60674-8202	Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
12/28/2023	KCHOMA	KCHOMA		0	

Quantity	Description	Unit Price	Total
1.00	YMCA PARKING LOT EXPANSION - TASK OR 01-4193-9930	19,717.16	19,717.16
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		19,717.16

 Authorized Signature

EXHIBIT A
TASK ORDER

This Task Order pertains to an Agreement by and between City of Ketchum, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated December ___, 2023, (“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: 01
PROJECT NAME: YMCA Parking Expansion

- 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 December, 2023.

_____	HDR ENGINEERING, INC.
“OWNER”	“ENGINEER”
BY: _____	BY: _____
NAME: _____	NAME: <u>Jon Osier</u>
TITLE: _____	TITLE: <u>Vice President</u>
ADDRESS: _____	ADDRESS: <u>412 E. Parkcenter Blvd.,</u>
_____	<u>Suite 100</u>
_____	<u>Boise, ID 83706</u>



SCOPE OF SERVICES

Project Description

The purpose of this project is to evaluate and design parking improvements on Warm Springs Road, Saddle Road and two parking lots owned by the City of Ketchum (City). This Scope of Services (SOS) includes conceptual layouts for two parking lots near the Ketchum YMCA, on street parking on Saddle Road and Warm Springs Road, and conceptual level estimates.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Initial Concept Development
- Task 300 Final Concept Development and City Council Meeting

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 City will coordinate survey and geotechnical needs for this SOS order under separate contracts with separate contractors.
3. The City and/or S&C Associates will complete utility coordination for the task order.
4. The SOS assumes a four (4) month duration for budgeting purposes based on an NTP of December 15, 2023.
5. The City commissioned an independent analysis with HOLST Architects to review several City owned properties for the development of community housing. The City coordinated with the YMCA to evaluate options and arrived at a preferred scenario of housing on the south lot with public parking replaced at the Lewis Street City owned lot and on-street (Warm Springs Road and Saddle Road) in accordance with the existing lease and parking agreements.
6. The City will pay for the improvements to the roadways to install new parking facilities.
7. 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.
8. All deliverables are in PDF format unless noted otherwise
9. Design of the improvements will be under a separate contract or supplemental agreement and is not included in this SOS.

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)

Assumptions

- No Kickoff meeting will be held.

120 Project Team Meetings

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. The team meetings will be held via conference call throughout the project.

All meetings will include an agenda and discussion of action items. Meeting minutes will be prepared and distributed.

Assumptions

- Project Team meetings are anticipated to be virtual and last one (1) hour, including preparing meeting minutes.
- For budgeting purposes two (2) team meetings are assumed for the project duration and two (2) HDR staff members will attend each project team meeting.

Deliverables

- 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

- Four (4) Monthly Invoice and Progress Reports - including labor and expense backup

200 Initial Concept Development

210 Initial Alternative Concept Development

HDR will develop alternatives to accommodate the number of parking stalls for the YMCA facility. HDR will develop conceptual plan view exhibits with brief written descriptions depicting and addressing major and minor roadways, land use, private property, development opportunity



impacts, right-of-way impacts, placemaking and public realm improvements, bicycle and pedestrian accommodations and crossings and major utility and/or drainage relocations.. HDR will present the City with options on including traffic calming measures on Warm Springs Road previously explored in other projects.

Assumptions

- No more than three (3) alternatives will be evaluated

Deliverables

- Conceptual renderings of up to three (3) alternatives
- Conceptual memo describing the impacts of each alternative

211 Concept Opinion of Probable Costs

HDR will prepare conceptual cost estimates for each alternative.

Assumptions

- ROW costs, if any, will be included in the Opinion of Probable Costs
- The City or S&C associates will be responsible for estimating costs of relocating utilities, if needed

Deliverables

- Three (3) opinions of probable costs

212 Concept Review Meeting

HDR will send the concepts to the City for review and the City distribute the concepts to stakeholders including Mountain Rides, the YMCA, Ketchum Traffic Authority, and contractors/consultants working on the adjacent YMCA housing project. The City will consolidate the comments from the stakeholders into one (1) set and provide them to HDR. HDR will generate a comment response matrix and coordinate resolution of comments with the City. HDR and the City will hold one (1) concept review meeting to discuss the concepts and provide input from major stakeholders. At the concept review meeting, the project team will select one (1) alternative for further refinement and cost estimating in preparation for presentation to the City Council.

Assumptions

- Two (2) HDR staff will attend the concept review meeting in person.
- For budgeting purposes, travel is expected to last six (6) hours round trip and the meeting is estimated to last three (3) hours.
- The City will invite stakeholders to the meeting and coordinate location.

Deliverables

- Comment response matrix
- Concept review meeting minutes



300 Final Concept Development and City Council Meeting

310 Concept Refinement

HDR will refine the one (1) concept based on the comments received at the concept review meeting.

Assumptions

- Only one (1) alternative will be refined.

Deliverables

- One (1) refined plan view layout and description
- One (1) opinion of probable cost

311 City Council Meeting

The City will present the refined concept to the City Council for adoption. HDR will attend the City council meeting and support City Staff.

Assumptions

- Two (2) HDR staff members will attend the City Council Meeting virtually and the Meeting is expected to last two (2) hours.
- The City will be responsible for developing the presentation to the council, with support from HDR. For budgeting purposes, HDR will provide one (1) staff member for two (2) hours to assist in the development of the presentation.

Deliverables

- None

CONSULTANT NAME: HDR Engineering, Inc.
PROJECT NAME: YMCA Parking Expansion
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	@	\$339.00	=	\$339.00
2 Quality Control	= 6.00	@	\$222.00	=	\$1,332.00
3 Project Manager	= 30.00	@	\$165.00	=	\$4,950.00
4 Transportation Engineer	= 20.00	@	\$165.00	=	\$3,300.00
5 EIT	= 73.00	@	\$107.00	=	\$7,811.00
6 Accounting	= 10.00	@	\$114.00	=	\$1,140.00
TOTAL =		140.00	TOTAL =		\$18,872.00

B. OUT-OF-POCKET EXPENSES

HDR TOTAL ESTIMATED EXPENSE* = \$279.00

* See attached Direct Expenses for HDR

C. ESCALATION

Anticipated Agreement Date: December 1, 2023
Project Duration: 4 Months
Escalation Period: 3 Months

Total Labor Cost		X	Esc Ratio		Annual Esc		=	
\$18,872.00			75%	x	4.0%			\$566.16

HDR Subtotal = \$19,717.16

D. SUBCONSULTANTS

Subconsultant Subtotal = \$0.00

TOTAL = \$19,717.16