



City of Ketchum

August 1, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve Purchase Order #22119 with CSHQA for Professional Services Related to City Hall HVAC System

Recommendation and Summary

Staff recommends approval of Purchase Order #22119 to fund Professional Services Contract to complete an engineering design and cost estimate for a new electric based HVAC system.

"I move approval of Purchase Order #22119 for Professional Services Contract with CSHQA."

Introduction & History

CSHQA served as the architect of record for the city hall remodel. Initially the city scoped replacement of all mechanical systems as part of the tenant improvements to new City Hall. The systems are not only at the end of their useful life, they are also very inefficient and do not meet the city's clean energy standards. The initial estimate below was developed and did not include costs associated with strengthening electrical service to the building.

23 HEATING, VENTILATING & AIR CONDITIONING

HVAC Demolition, Allowance	15,575	SF	1.73	\$26,945
Sheetmetal Duct & Insulation	14,020	LBS	10.64	\$149,173
Grilles, Registers & Diffusers	100	EA	258.75	\$25,875
HVAC Equipment, Allowance	15,575	SF	25.30	\$394,048
HVAC Control System	15,575	SF	4.89	\$76,162
HVAC Test & Balance	80	HRS	120.75	\$9,660
HVAC Misc Work, Allowance	1	LS	35,000	\$35,000
			46.03	\$716,862

Recently two units have failed. Council approved replacement of the units but directed staff to complete the design of a full electric HVAC system. CSHQA feels that a heat pump option will be much more affordable than the system previously costed out and would not require changes to the distribution system.

Sustainability impact

A new HVAC system will help to achieve the city's clean energy goals for municipal facilities.

Financial Impact

The Purchase Order authorizes a not-to-exceed amount of \$7,300 which can be funded via the General Fund contingency account.

Attachments:

Task Order

Purchase Order #22119

DRAFT

July 14, 2020

Via E-mail: jriley@ketchumidaho.org

Mr. Jade Riley, City Administrator
City of Ketchum
480 East Avenue North
Ketchum, ID 83340

Re: Ketchum City Hall
191 5th Street W
Ketchum, Idaho 83340
Project No. 22167.000
Proposal for Mechanical Engineering

Dear Mr. Riley:

We are pleased to submit this proposal for engineering (mechanical (HVAC) and electrical), services for the above-referenced project. Our services are based on the information provided in meetings on June 28th, 2022 and July 7th, 2022. This proposal is also based on the Client providing and/or being responsible for the following:

- Documentation of revisions made to Mechanical system since moving into the new City Hall building
- Photos as required for verification
- Cost estimating by selected contractor for final design

PROJECT UNDERSTANDING

Based on the above noted conversations, it is our understanding that the existing mechanical system, original to building, is starting to fail. The City has made a few modifications to keep the system running, but the goal of the project is to take a holistic look at the overall system and recommend replacement that will be a long-term solution. The new system shall be more energy efficient than the existing system and shall use electricity rather than gas to power the system. The Owner may also elect to engage in a third-party entity to provide energy modeling and performance data on the selected system.

SCOPE OF SERVICES

Our services shall be provided in one Task for **Phase One**: Task 01 – System Comparison Matrix, Task 02 – Design Development, Task 03 – Construction Drawings and Construction Administration.

Task 01 – System Comparison Matrix

- Coordinate with City of Ketchum Administrator and Facilities personnel
- Research three primary replacement mechanical systems
- Create a matrix to compare each of the three systems that does the following:
 - Provides the basic components and operation of each system
 - Describes renovation to existing building needed to install system – throw away costs
 - Compares the energy efficiency
 - Compares on-going maintenance costs
 - Compares control options
- Provide a recommendation for a preferred system
- Work with Owner and City Council to understand three options

Deliverables shall include:

- Electronically issued matrix

We propose to provide a System Comparison Matrix engineering services on a Payroll Cost basis not-to-exceed Two-thousand seven-hundred and no/100 Dollars (\$2,700.00) plus Reimbursable Expenses.

Reimbursable Expenses such as, but not limited to, travel, materials, supplies, and reproduction costs (plans, manuals, reports) will be compensated at cost, and mileage will be charged according to current government rates. Regulatory agency application and permit fees, if applicable, are not included in this proposal but can be paid on behalf of the Client as an additional Reimbursable Expense. Any additional tasks will be negotiated prior to proceeding with the services.

Task 02 – Design Development

- Coordinate with City of Ketchum Administrator and Facilities personnel
- Develop Design of selected mechanical system
- Research and describe Electrical upgrades required to accommodate electrified system
- Work with Basis of Design manufacturer to develop system
- Provide documentation so that a preliminary cost estimate can be generated

Deliverables shall include:

- Design Development Documents
 - Demolition and New floor plans
 - Narratives describing system
 - Manufacturer cutsheets

We propose to provide Design Development services on a Payroll Cost basis not-to-exceed Four-thousand and no/100 Dollars (\$4,000.00) plus Reimbursable Expenses.

Mr. Jade Riley
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Task 03 – Construction Documents/Construction Administration

- Coordinate with City of Ketchum Administrator and Facilities personnel
- Develop construction documents for full system replacement, including drawings and specifications. Construction documents will include Mechanical and Electrical drawings and specifications for a system replacement
- Answer contractor questions during bidding
- Answer contractor questions and review submittals during construction

Deliverables shall include:

- Construction Documents

We propose to provide Design Development services on a Payroll Cost basis not-to-exceed Seven-thousand three-hundred and no/100 Dollars (\$7,300.00) plus Reimbursable Expenses.

Upon your acceptance of this proposal letter, please provide a Contract for review-execution. If the services noted in this proposal are not contracted within thirty (30) days from the date of this letter, the proposal shall be subject to review and subsequent revisions.

We appreciate this opportunity and look forward to working with you on this project. If you have questions, please do not hesitate to call.

Sincerely,

CSHQA, Inc.

Danielle Weaver, AIA

DW:me



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: 22119

To: 5561 CSHQA 200 BROAD STREET BOISE ID 83702	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
07/28/2022	kchoma	kchoma		0	

Quantity	Description	Unit Price	Total
1.00	ENGINEERING MECHANICAL HVAC A 01-4193-9930	7,300.00	7,300.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		7,300.00

 Authorized Signature