



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: December 4th, 2023 Staff Member/Dept: Ben Whipple - Administration

Agenda Item: Main Street Improvement Project - recommendation to approve Task Order Two with Jacobs Engineering for 90% design services.

Recommended Motion:

"I move to approve the Task Order Two/Purchase Order #24051 with Jacobs Engineering for 90% Design Services."

Reasons for Recommendation:

- With the completion of City approved Task Order One, which took this project to the 30% design, phase Task Order Two will take Jacob’s design services to the 90% design milestone while also adding new deliverables including construction specifications, traffic control overview, grading/staking plans.
- At the end of 90% design phase the project will go out to bid and include contractor input for the remaining 10% of design.
- The project completed a thorough presentation to City Council, KURA as well as the public which resulted in a significant amount of support for continuing the project in its current trajectory.
- When 90% Design completion milestone is reached the project team will hold a comprehensive joint meeting with Council and KURA as well as the public to gather final feedback and direction.

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

Sustainability Impact:

No direct impact. Staff will continue work with Jacobs to incorporate the use of green stormwater practices (e.g. silva cells) into the design.

Financial Impact:

None OR Adequate funds exist in account:	Purchase Order is for NTE amount of \$388,000. Adequate funds exist within the Main St Rehabilitation account of which ITD contributed \$500,000 to the design phase
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Attachments:

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| 1. Jacobs Scope of Services - Task Order Two |
| 2. Purchase Order for Jacobs Engineering 24051 |

Exhibit A

Scope of Services

TASK 2 – Preliminary Design Services for:

Main Street Rehabilitation – River Street to 10th Street

This document will cover the effort necessary to provide Additional Services not previously identified, associated with the Preliminary Design and Initial Public Involvement effort for the roadway rehabilitation of Main Street from River Street to 10th Street. It covers the work necessary to achieve 90% drawing plans and incorporates the Streetscape work by GGLO, scope attached to this document as **Exhibit A-1 GGLO**.

All coordination with the City of Ketchum shall follow the Project Execution Plan.

Task Order Team:

Project Manager: Betsy Roberts

Design Quality Manager: Heather Carroll

Construction Quality Manager/Project Controls: Travis Casch

Design Manager: Amanda Thompson

Civil Lead: Mateo Franzoia

Traffic Lead: Mike Heugh

Geotechnical Lead: Greg Fischer

Environmental Lead: Gretchen Herron

Construction Manager: Dustin Commons

Principal In Charge: John Barker

TASK 2 -Preliminary Design Services (now through 90%)

Scoped Activities:

- Significant coordination with Surveyor is required to successfully acquire all data needed and as the data needs extend for additional work. Coordination has included scheduling meetings with City and Surveyor and developing additional scope information.
- Establish weekly design meetings with Design team and additional members as required (GGLO, surveyor, etc). Agendas sent out before the meeting and notes after the meeting.
- Develop an inventory spreadsheet for City staff to use to identify and evaluate elements and their condition along the corridor.
- Conduct additional workshop with City to work through inventory, confirm scope, and conduct portion of site walk through not completed during the initial Kick Off meeting.
- Review and develop a widened sidewalk from 6th St to new pathway north of 10th St at the cemetery
 - o Shift roadway centerline to accommodate multiuse path

- Review of current development sites for matching materials, grades, and improvements tying into Main Street to incorporate into drawings. Coordinate with Planning Manager and attend meetings to coordinate development work with roadway rehab. Coordinate construction timing and traffic control with development construction in coming summer.
- Coordinate with City Engineer and Public Works staff on utility coordination; this includes private utilities as well as City utilities as well as adjacent chip seal projects for the City.
- Ongoing coordination with GGLO supporting the City's new palette to be implemented on Main Street. Provide inventory and design drawings to GGLO and attend GGLO workshop and design meetings and calls to discuss palette and further develop scope.
- Bicycle and Pedestrian specialist will review:
 - o Blaine County Bicycle and Pedestrian Master Plan, City Transportation Master Plan and Comp Plan and analyze and develop alternative solutions for the following locations:
 - 4th Street connection across Main Street
 - Midblock crossing at Backwoods sports
 - Midblock crossing South of Knob Hill
 - River Street sharrow/bike lane connection to overall existing Ketchum bike routes (parallel to Main on north and south sides of Main)
 - 1st and 5th Street signalized crossings
 - o High level review of two "sneaks" (design of sneaks later removed from project scope)
 - o Develop up to 6 figures for public bike-ped workshop and attend workshop.
- Additional areas of review and evaluation to provide clarification for scope:
 - o 6th and Main (elimination of SB left turns through physical or striping/signing changes and straightening out NB left turns onto Warm Springs by revising existing island)
 - Developed 4 options (separating turning movements both NB & SB onto Warm Springs and 6 St) for City to evaluate extent of improvements desired for sharing with the public
 - Meeting to discuss final design
 - o 1st and 5th Street elimination of left turns during peak hours
 - o Tracking down drawings for River Street hotel area connection to show how they tie into existing conditions and into drawings
 - o Revision of Argyros curb line and drainage patterns
 - o Revision of Village Market driveway/valley gutter grades, extensive drainage reconstruction
 - o Left turn lanes (and combined through/right turns) on 1st and 5th (onto Main)
 - o 2nd St ramp (at Culinary Institute) removal/reconfiguration, sidewalk replacement, parking reconfiguration
 - Plan development to show HPC
 - o Evaluate one-way options for up to 3 blocks (both sides of Main Street); as needed, coordinate with HDR if additional modeling is required.

- 5th St drainage and sidewalks
 - Inclusion of additional sidewalk on east side of 5th (previously designed) into plans
 - Coordination of additional sidewalk and development improvements dwgs

Development of design and construction cost tracking tools.

- Electrical Design:
 - Review of ITD standards and submittal requirements
 - Coordination with ITD prior to 90% deliverable
 - Lighting design to ensure existing lighting at intersections meets ITDs standards
 - Design for electrical services to signals and light posts that need to move and any additional receptacles needed
 - Coordination with GGLO on pedestrian/sidewalk lighting and power to trees or other sidewalk lighting
 - Coordination with City to identify:
 - Irrigation control locations and need for new service service locations
 - Locations of existing electrical services and reconfigurations required
 - Treatment of existing signal and light poles to tie into new lighting
- Traffic scope items have included:
 - Review existing conditions at Warm Springs and Main “asymmetrical couplet”. Develop alternative intersection design concepts. Perform high-level traffic modeling based on alternative design concepts using Syncho 11.0.
 - Set up, facilitate meeting with ITD and City staff to review traffic scope within ITD boundaries.
 - Coordinate additional detailed modeling efforts with HDR
 - Obtain an inventory of existing traffic signal (and related) equipment through the corridor.
 - Develop traffic signal and ITS plans to a 30% level. Traffic signal design to include proposed traffic signal pole locations, mast arm, signal and pedestrian heads, signal cabinet locations, and phasing diagrams based on ITD standards. Plan will differentiate the existing and proposed traffic equipment.
 - Develop ITS plans to a 30% level. ITS plan to include locations of proposed ITS conduit and pull boxes along Main Street based on ITD standards.
 - Develop signing and striping sheets to a 30% level. Signing and striping plan to include proposed striping for the project's length and any proposed signs that help convey the overall corridor concept. Design will be based on ITD and/or national standards.
 - Develop traffic signal, ITS, and signing and striping plans to a 90% level. The 90% design will be based on 30% design plan and comments received from local agencies and agreed upon by all parties. Additional detail will be provided including(as needed) traffic signal pole details, wiring diagrams, sign layouts, fiber splicing diagrams, and quantities needed for bidding purposes.

Assumptions:

- Elevation of the road will not change, except to improve drainage, to provide acceptable slopes where lane widths are changing being added and as needed at the raised intersection.
- Street furniture (including but not limited to benches, trash cans, signage, street trees and grates, landscaping, light poles, and bases, etc.) that needs to be removed for construction will be salvaged to the City shop. Street trees, grates, relocation of power outlets/conduits, and irrigation piping will be included in the design, as will the design and installation of new streetlights. Because the extent of replacement of street trees and lights is not entirely clear, this scope assumes all such items will be removed and replaced in a new location. All other furnishings not incorporated into the sidewalk will be installed or re-installed after construction.
- Specifications for trees, tree cells, grates, light poles, and other street furnishings will be specified by GGLO and incorporated into the construction documents.
- New signage is anticipated and may include wayfinding. Wayfinding signs will be placed by Jacobs as directed by the City or GGLO. Wayfinding content will be developed by GGLO.
- This effort does NOT include Construction Drawing sheets for the following elements (initial evaluation has been conducted on most of these elements):
 - o Leadville & 5th Street ADA ramp
 - o 2nd Street Culinary building sidewalk widening and ramp
 - o 5th Street sidewalk expansion and alleyway
 - o Detached multiuse path from Cemetery to Saddle

Deliverables:

- Electronic design deliverables (PDF) will be provided for review by the appropriate City representative and will consist of the following:
 - o Preliminary Design
 - Draft design drawings – half size (11"x17") PDFs – electronic submittal
 - Draft Specifications – table of contents
 - Draft Cost Estimate – spreadsheet format
 - o 90% Design
 - 90% design drawings – half size (11"x17") PDFs – electronic submittal
 - 90% Specifications – general conditions/contractual language/front end specifications, technical specifications (ITD specifications).
 - Draft Cost Estimate – spreadsheet format

Proposed Sheet List

SHEET TYPE	30% Sheets	90% Sheets
Cover Sheet	1	1
Index, General Notes and Abbreviations	1	1
Key Map/Survey Control	3	3
Typical Sections	2	3
Plan and Profile Sheets	18	34
Grading/Staking Sheets	0	8
Traffic Signal & ITS Sheets	4	6
Striping/Signing Sheets	8	8
Detail Sheets	0	6
Traffic Control Overview	0	8
Utility Sheets/Drainage	18	24
TOTAL SHEETS	55	102

PERIOD OF PERFORMANCE:

Begin: November 2023

End: Late February 2024

COMPENSATION:

Total Project Fee Design: \$388,000

Jacobs - \$334,000

GGLO - \$54,000

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

Exhibit A-1 GGLO

Date: November 13, 2023

Project: City of Ketchum (COK): Main Street Placemaking

GGLO Project 2023116

Project Description:

This scope of work is to finalize and document streetscape elements for the pedestrian realm of Main Street/Hwy 75 from River Street to 10th Street. Elements include street trees and silva cells, final sidewalk paver selection, ornamental pedestrian lights, site furnishings (benches, bike racks, trash/recycle receptacles), signage/wayfinding.

Scope of Services

90% Landscape Design

Tasks Include:

- Attend weekly design meetings with Design team (Jacobs, City of Ketchum).
- Develop 90% Design for Street Trees and associated Silva Cells, Tree Grates, Understory Planting & Irrigation; Ornamental Pole Mounted Pedestrian Lights with Hanging Baskets; and Site Furnishings including benches, bike racks, planters, and trash/recycling receptacles.
- Develop preliminary and 90% design for wayfinding and signage.
- Provide input in construction costs.
- Present Draft and 90% Design for input.
- Coordination and review of concurrent development sites within the corridor for matching materials and improvements per the new Main Street Standards.
- Coordination with consultants (Civil, Traffic, Electrical).
- Project Management & Administration.

Deliverables: 90% Design Package (draft and final half size 11x17 electronic pdf)

- Layout & Materials Plans for Site Furnishings, Street Trees & Ornamental Pedestrian Lighting (Photometrics & Electrical Plans by others)
- Planting Plans
- Site Furnishing, Planting & Irrigation Details
- Planting & Irrigation Schedules
- Short Form Specifications (Site Furnishings, Ornamental Pole Mounted Pedestrian Lighting, Planting & Irrigation)

Public Involvement

Tasks Include:

- Develop Public Involvement approach, materials and timeline for site furnishings and street trees.
- Develop DRAFT pptx or pdf Presentation and Printed Boards for Public Meeting.

- Provide content to City of Ketchum for Online Survey.
- Review results, make recommendations, incorporate into 90% Documents.
- Develop Summary Presentation for Joint session of KURA/City Council.

Deliverables: Public Involvement

- Public Workshop Presentation Boards (pdf and printed versions)
- KURA/Council Presentation, Summary & Recommendations (pptx or pdf)

Reimbursable Expenses

Include:

- Travel (gas, mileage)
- Hotel
- Printing and Mounting
- Meals

Compensation and Timeline:

Task	Terms	Fee	Timeline
90% Design	Fixed Fee	\$45,000	December 2023-February 2024
Public Involvement	Hourly, Estimated	\$8,000	January 2024
Reimbursable Expenses	Estimated	\$1,000	
Total		\$54,000	



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: 24051

To: 5737 JACOBS ENGINEERING GROUP, INC. PO BOX 5018713 ST LOUIS MO 63150-8713	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
11/30/2023	Shellie	Shellie		0	

Quantity	Description			Unit Price	Total
1.00	MAIN STREET REHABILITATION	03-4193-7135	713501	200,400.00	200,400.00
1.00	MAIN STREET REHABILITATION	03-4193-7135	713502	187,600.00	187,600.00
SHIPPING & HANDLING					0.00
TOTAL PO AMOUNT					388,000.00

 Authorized Signature