



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: February 16, 2024 Staff Member/Dept: Ben Whipple - Administration

Agenda Item: Main Street Rehabilitation Project - recommendation to approve Task Order Three with Jacobs Engineering for 90% -100% design services and conformed drawings

Recommended Motion:

"I move to approve Task Order Three/Purchase Order #24066 with Jacobs Engineering for 90%-100% Design Services and Conformed Drawings for the Main St Improvement Project."

Reasons for Recommendation:

- With the completion of City approved Task Order Two, which took this project to the 90% design phase, Task Order Three will take Jacob’s design services to the 100% design milestone while also including “Conformed Drawings” that are co-authored with the winning General Contractor.
At the end of 90% design phase and with the approval of City Council, the project will go out to bid and include contractor input for the remaining 10% of design.
Included in this is Jacob’s subcontractor work: GGLO and HDR for streetscape design finalization and turn lane/signal configuration studies respectively
The project team completed multiple presentations to City Council, KURA as well as the public on all aspects included in this design finalization. This includes, but not limited to, the following: Streetscape, Lane Configuration, Bike/Pedestrian Accommodation and Safety, Businesses Coordination.
When an approved, winning General contractor is informally selected the project team will hold a council meeting for further approval of the project to Go-Live.

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

Sustainability Impact:

No direct impact. Staff will continue to work with Jacobs to incorporate the use of green stormwater practices (e.g. silva cells) into the design as well as energy efficient pedestrian and streetlights.

Financial Impact:

None OR Adequate funds exist in account: Purchase Order is for NTE amount of \$342,640. Adequate funds exist within the Main St Rehab account of which ITD contributed \$500,000 to the design phase

Attachments:

- Jacobs TO3 – Scope of Services - Amendment 2 Conformed Drawings Feb 16 2024
2. Purchase Order for Jacobs Engineering #24066

Task Order 3

Amendment 2 - Scope of Services

CONFORMED DRAWINGS PHASE -

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 Conformed Drawings, Bidding and Award period, and Public Involvement effort for the roadway rehabilitation of Main Street from River Street to 10th Street. It covers the work necessary to achieve final design drawing plans and incorporates the final design drawings for Streetscape work by GGLO, scope attached to this document as an Attachment. This Amendment also covers Traffic Modeling work developed by HDR and included as an Attachment. This task does not cover services during construction beyond the Recommendation of Award to the Council March 21, 2024.

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

Background

This 2nd Amendment for the Ketchum Main Street Rehabilitation Project covers out of scope items from the 90% Design effort as well as the effort to complete the Bidding & Award phase and development of the Conformed drawing package.

Subconsultants

Two subconsultants are included in this 2nd Amendment:

- GGLO – providing Streetscape, Arts & History support
- HDR – providing additional traffic modeling support

Both scopes of work are provided as Attachments at the end of this Scope of Work.

Overall Project Assumptions:

- Scope excludes Geotechnical Engineering investigation. Geotechnical analysis of the existing report provided by ITD will be reviewed; it is assumed pavement sections are provided in the report. Jacobs will develop drawing details for inclusion into the construction package.
- In general, final surface 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.
- New curb and gutter is anticipated for the majority of the length of the project to facilitate minor drainage improvements, accommodate bulb-outs, and as needed to enable widening of the sidewalk. ADA ramps with truncated domes will be developed to meet project design standards.
- 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.
- All work will be located within existing right-of-way or within an easement secured by the City.
- Specifications for trees, tree cells, grates, light poles, and other street furnishings will be specified by GGLO and incorporated into the construction documents.
- Wayfinding signs are not anticipated.
- Technical specifications will follow ITDs standard specifications and format. Additional specifications will be provided as needed for special engineering construction items (Jacobs) and streetscape portion of work (provided by GGLO).

TASK 1 -90% Design Services Out of Scope Effort

Activities: This task covers the scope and effort necessary to conduct items out of scope from the 90% design task order. Those additional items include:

- Additional ROW support for City outreach to business owners (had assumed all work would be in ROW), including area calculations, coordination with GGLO, multiple simple figure development, review and revision based on owner feedback. More time-consuming areas included the Village Market and Veltex due to the creation of multiple options.
- Development of limits and drainage system for Enoteca Boardwalk, requiring additional CAD work and sheet space. Meeting with Enoteca staff and coordination with GGLO.
- Development of concept level design for the North of Town Path including high level cost estimate.
- Meetings and coordination of the Idaho Power redundant line project. Including addition into Construction Sequencing alternatives.
- Meetings and coordination of the water line relocation project, including incorporation into the Construction Sequencing alternatives, providing bid document template, review of drawings and construction package for coordination between projects.
- Meetings and coordination with City and water line relocation engineer regarding the location of existing and proposed irrigation line(s) and proposed connection points

- Additional traffic equipment planning outside of typical ITD standard equipment, including discussions with City of Pocatello, review of several hardware/software packages, and coordination with ITD for confirmation regarding viability.
- Public involvement requiring more detail than typical for construction sequencing; more challenging development including IPCo and waterline as outside contractors. Includes additional construction sequence meeting with Business owners (Feb 8).
- Coordination with HDR for additional traffic modeling required multiple meetings as scope was revised several times.
- Additional design for wiring but not installing push button locations.
- Additional financial support beyond creation of cost tracking tools to include cost phasing support.
- Amanda Thompson took over utility coordination from City Engineer including outreach to each provider, meeting to review overall project and follow-up for coordination of future projects.
- Support for city-wide snowmelt system including contact information, development of locations and coordination with City.
- Significant coordination with GGLO specs, streetscape element location, construction sequencing coordination, and cost estimating.
- Sheet count 90% design estimate was 102, but has grown to 175 (Jacobs sheets)
- Additional multi-modal system analysis included bike crossing opportunities at 2nd Street, 1st and 5th including bike lanes.
- Public scope: Participated in additional Joint Council meetings after bike/ped meeting in January and Feb 20 meeting. Presentation materials included additional boards/figures beyond the original 6 scoped. Multiple versions and revisions required for each public meeting.

Traffic – Initial scope included “Set up, facilitate meeting with ITD and City staff to review traffic scope within ITD boundaries.” This effort took significantly more than 1 meeting and additional research.

TASK 2 Review, Advertise, Award, and Contracting

Activities: Effort includes time required to collect, respond to, and incorporate review comments; developing advertisement for bid and facilitating the bid and award period. Specific activities will include:

Review

- Collection of review comments from ITD and City of Ketchum, documenting and responding to all comments
- Incorporation of applicable comments into drawings and specifications
- Meeting to discuss any comments not addressed as commenter anticipated

Advertise and Bid

- Reach out to potential Contractors to inform them of upcoming bid period
- Coordinate the bid document advertisement with City of Ketchum Clerk for the local paper and online via QuestCDN (Jacobs to do online)
- Answer Bidder's questions about the project and submit responses to City of Ketchum to post to QuestCDN
- Develop recommendation of award for City of Ketchum based on Bid review including:
 - verification of insurance, contract, bonds, and overall unit costs
 - create final paperwork (agreement, bonds, etc) to initiate Conformed Drawing Workshop and construction start up

Award – Council Presentation

- The Jacobs team will work closely with City staff to create a path forward based on the low bid. This can include determining best approach for recommendation of award (what is included and what is not; if included, maybe it still needs modification or minor reductions etc.)
- Financial path forward – the Jacobs team will show the anticipated flow of expenditures for City consideration understanding ITD funds are anticipated to arrive July 1

Assumptions:

- Jacobs to load project to QuestCDN for advertisement and posting information
- City of Ketchum will work with local paper for advertisement and post link on City website to QuestCDN
- Bids will be received by Ketchum City Clerk

TASK 3 - Conformed Drawings and Agreement

Activities: This section covers the effort necessary to incorporate 90% Review Comments and take the current set of 175 drawings from 90% to bid and final drawings for use by the contractor as well as to take several elements of work that are currently only conceptually designed to a final design stage.

Extra Work - The elements of work are not part of the Base Bid and require development from concept to final design include:

- o Leadville & 5th Street ADA ramp
- o 2nd Street Culinary building sidewalk widening and ramp

Additionally, the incorporation of the 5th Street Infill project into drawings package and contract document will require conversion to ITD specifications and minor modification to CAD drawings to reflect specification units. The work will be reviewed by a Jacobs civil engineer for professional stamping and by a structural engineer to stamp the wall drawings.

Final Design to Conformed Drawing Effort - Effort is required to move the design from 90 to 100%, including such things as final grading in several areas. Final Design will impact all elements of work – roadway, traffic, drainage and specifications. The most significant element of Final Design is creating the Conformed Drawings. To develop Conformed Drawings, we work closely with the selected Contractor to revise or modify elements of the design to result in the best final product for the City; this effort may include revisions based on the overall selection of work to be included (example, some areas of pavers may be left out, or ped lights not included to accommodate available funds – these changes require revisions to the drawings). This can impact a number of sheets as we make changes to reflect most cost-effective design and construction approach. To achieve a final conformed set of drawings, the Jacobs team will meet with the Contractor and City the in a workshop environment to understand where modifications might be most advantageous for the design. The Jacobs team will then revise those elements agreed upon in the workshop, including adjustment of specifications and drawings to reflect changes, revisions, additions, deletions to the bid document to develop a final set of conformed drawings.

Assumptions:

- Conformed Drawing Workshop with Contractor, City of Ketchum staff, GGLO, ITD and up to 3 Jacobs staff on-site for up to 4 hours
- A follow-up conference on-line to coordinate and confirm changes being put into place with City of Ketchum staff, Contractor, GGLO, ITD and Jacobs (up to 2 hours, 3 Jacobs staff)
- Final 1 hour meeting with Contractor, City of Ketchum staff, GGLO ITD and Jacobs (3 staff) to finalize conformed drawing set.
- Changes to the drawings and specifications to be made within 3 weeks of the initial video conference workshop with specific elements being completed more rapidly as agreed to by all parties for immediate contractor use.
- Agreement form will be completed within approximately 1 week of the Conformed Drawing Workshop.
- Jacobs will make all changes to bid documents less those developed by GGLO.
- Changes to the drawings and specifications are assumed to be value engineering in nature not re-design

Deliverables:

- Electronic design deliverables (PDF) will be provided for the Contractor, City of Ketchum, GGLO and ITD consisting final stamped conformed drawings, anticipated to include:

Proposed Sheet List

SHEET TYPE	Conformed Drawings Sheets
Cover Sheet, Index	1
Key Map/Survey Control	1
Index, General Notes and Abbreviations	2
Summary Sheets	5

Typical Sections	4
Removal Sheets	22
Plan and Profile Sheets	38
Grading/Staking Sheets	16
Drainage Plan and Profile Sheets	25
Traffic Signal & ITS Sheets	28
Striping/Signing Sheets	10
Detail Sheets	2
Traffic Control Overview	2
Utility Sheets/Drainage	19
TOTAL SHEETS	175

TASK 3 – Construction Phase Public Involvement

Activities:

This effort will include conducting a public meeting with business owners after the Contractor has submitted a Traffic Control Plan; this is anticipated to be early to mid April.

- Development of a roll plot style figure, and approximately 12 intersection/block sheets including traffic issues, as well as another 4 overall Construction sequencing and traffic control sheets.
- Development of simplified, updated construction schedule for use in public meetings.

Assumptions:

- Public Involvement meeting with business owners will include one evening meeting and a lunch time meeting. Up to 2 Jacobs engineering staff will participate as well as in-coming Resident Engineer.

TASK 4 -Project Management

Activities:

- The Project Manager will coordinate closely with the Jacobs team to monitor outstanding issues, schedule impacts, design concerns, and to ensure adherence to the PXP and Team Charter by all partners. Clear, concise communication and proactive culture is essential for project success.
- Project Manager will provide updates for the Monthly Progress as part of the invoice.
- Project Manager will work closely with Design Manager, Design Team, and Design Quality Manager to support successful design.

- PM will lead development of the Conformed Drawings Task effort with City to ensure Scope of Work is reflective of decisions made and is prepared in a timely manner for Council approval and moving immediately into Construction Phase.

Assumptions:

- Duration of project is assumed to be February through April.
- Weekly team meetings will continue requiring up to 4 Jacobs staff per meeting. Meetings are anticipated to last 90 minutes.

Deliverables:

- Invoice information wrapped into Project Manager overall invoices; delivered monthly.
- Final Design Scope of Work.
- Notes from meetings or decision points as appropriate.

PERIOD OF PERFORMANCE: February through April 2024

COMPENSATION:

Total Project Fee Design: \$342,640

Jacobs - \$286,412

GGLO - \$34,000

HDR - \$21,228

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

ATTACHMENTS: There are two attachments covering scope of work for GGLO and for HDR.



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: 24066

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
02/16/2024	KCHOMA	KCHOMA		0	

Quantity	Description			Unit Price	Total
1.00	MAIN STREET REHABILITATION	03-4193-7135	713501	307,640.00	307,640.00
1.00	MAIN STREET REHABILITATION	03-4193-7135	713502	34,000.00	34,000.00
				SHIPPING & HANDLING	0.00
				TOTAL PO AMOUNT	341,640.00

 Authorized Signature