



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- Jacobs Engineering holds a valuable, overarching understanding of long term needs and desires of the City of Ketchum. This TO utilizes that knowledge to help get our long-term sidewalk projects to 30% design
- Jacobs Eng. Houses subject matter experts on the multiple issues these sidewalk projects encounter (ie. drainage, traffic, structural, pavement).
- Jacobs Eng. Will be enlisted to get projects to 30% design. Staff will then distribute the remaining design and project execution services to local engineering firms as those projects near target construction dates.

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

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="With some assistance from KURA planned budgets, adequate funds exist in the current CIP for the \$89,245 proposed here"/>
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Attachments:

- | |
|---|
| 1. 02 Misc Sidewalks Task Order 12 2 24 |
| 2. Jacobs PO #25064 |

Effective Date: _____

Task Order 02 – Miscellaneous Sidewalks 2025

This Amendment is entered into on the effective date noted above pursuant to the “Master Professional Services Agreement” (#22841) between the City of Ketchum (“Client”) and Jacob Engineering Group Inc. (“JACOBS”), dated April 12, 2023 (“Agreement”). The Agreement is incorporated herein and forms an integral part of this Task Order. However, in case of conflict, the terms of the Agreement shall control.

Services Authorized:

Client authorizes JACOBS to perform the Services described in Task Order 02 – Miscellaneous Sidewalks 2025, attached hereto and incorporated herein.

Pricing: \$89,245

Time and Expense per attached Task Order 02 – Miscellaneous Sidewalks.

CLIENT

JACOBS ENGINEERING GROUP INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Task Order 2

Scope of Services

DESIGN SERVICES

Miscellaneous Sidewalks

Task Order 2 covers the effort necessary to provide Conceptual Design Services for Miscellaneous Sidewalks in Ketchum. This project is 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
Design Quality Manager: Heather Carroll
Project Manager: Steven Peters
Civil Lead: Mateo Franzoia
Civil Support: Meeloud Alhasyah

TASK 1 – Project Management

Objective: Successful management of this Task Order and efficient coordination of invoicing with City of Ketchum.

Activities:

- Lead development of the Miscellaneous Sidewalks Task Order to ensure Scope of Work is reflective of decisions made and is prepared in a timely manner for Council approval.
- 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.
- Program Manager will either be or will select an appropriate Quality Control Manager to ensure a quality product is developed.

Assumptions:

1. Duration of Jacobs design portion project is assumed to be three months November through February 2025 (16 weeks). The Local Designer portion will require less effort and is assumed to be 5 months (20 weeks).
2. Weekly internal team meetings will be held during the design phase requiring up to 4 Jacobs staff per meeting. Monthly meetings will be assumed during the Local Designer support phase, including up to two Jacobs staff.

3. Monthly invoice coordination between Program Manager and Jacobs PM 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 – Miscellaneous Sidewalk Design Services

SUBTASK 2.1. Conceptual Design

Objective: Complete conceptual level design for various sections of new or improved sidewalk throughout the community as identified below.

Activities:

- As appropriate, incorporate space and viable connection points for Bike Network future infrastructure.
- Provide conceptual level design plans and estimate for the following miscellaneous sidewalks:
 - Huck and Paddle Corner
 - 6th St & Washington Ave Intersection
 - 2nd St & 1st Ave Intersection
 - 6th St & Leadville Ave Intersection
 - 5th St West, Main St to Leadville Ave
- Create a Concept Plan Exhibit for each miscellaneous sidewalk area listed above including:
 - Sidewalk limits
 - Curb & gutter tie-in locations
 - Asphalt replacement extent
 - Pedestrian bulbout layout
 - Expected retaining wall locations (including anticipated height and length)
 - Anticipated crosswalk locations
 - General understanding of drainage needs/impacts
 - General understanding of ability to connect into existing grades
 - Relocations (such as trees, hydrants, etc.)
 - Utility impacts in general
- Perform QC Review and address comments following Jacobs Internal QC Process.
- Develop a Conceptual Construction Estimate for each of the sidewalk areas identified above, including ISPWC bid items, estimated unit prices, and quantities associated with each for Initial Concept Plan.
- Develop a Final Concept Construction Estimate for each of the sidewalk areas identified above, including ISPWC bid items, estimated unit prices, and quantities associated with each for Final Concept Plan.
- Develop a Project Cost Summary including project design and construction costs once the Final Concepts and Final Concept Construction Estimates are completed.

Assumptions:

1. Duration for this subtask is assumed to be 14 weeks (late November through February).
2. Any time needed for hand off to local designer will be covered under the Miscellaneous On-Call task order.
3. Conceptual design will not include:
 - Grading for any elements (roadway, sidewalk, or ADA ramp)
 - Preliminary or final design for:
 - Drainage
 - Retaining Wall
 - Electrical connectivity
 - Landscape design
 - Striping reconfigurations
 - Cross Section or detail exhibits
 - Construction schedule
4. If needed, up to three (3) Conceptual design alternatives can be evaluated per miscellaneous sidewalk location.
5. Unit prices will be based off the 2024 Main St Project from River St to 10th St.; assumes up to two iterations of cost estimate for each sidewalk location based on Initial and Final Concept layouts. The intent of cost information is to help provide cost ranking ability for sidewalk projects.
6. This scope does not include presentation material preparation for City Council or Public Engagement meetings, or attendance at such meetings.

Deliverables:

1. One (1) Final Concept Plan Exhibit for each of the miscellaneous sidewalk designs (based on possible 3 iterations of concepts)
2. One (1) Final Concept Construction Estimate for each of the miscellaneous sidewalk designs
3. One (1) Project Cost Summary estimate identifying complete Project costs, including:
 - All Concept Construction costs
 - Contingency
 - Percent for preliminary and final design
 - Percent for construction survey
 - Percent for Stormwater Erosion Control
 - Percent for Traffic Control
 - Construction management

SUBTASK 2.2. Conceptual Design Review

Activities:

- Schedule Conceptual Design Review meeting, including Initial, Follow Up, and Final (3 meetings) with City to improve conceptual design.
- Refine package based on Review Comments collected

Assumptions:

1. These Review meetings will be scheduled based on Ketchum and Jacobs team availability.
2. Meetings will be virtual.

3. Up to three Jacobs staff will participate in these meetings.

Deliverables:

1. One (1) **Revised** Concept Plan for each of the miscellaneous sidewalk areas for Initial and Follow Up reviews, if required.
2. One (1) **Revised** Concept Construction Estimate for each of the miscellaneous sidewalk areas after Final Concepts are approved.

SUBTASK 2.3. Coordination with Local Designers

Objective: Conduct handoff of Concept Design files to local design team and provide follow up support and review.

Activities:

- Compile and share base files (native CAD files and any PDFs or documentation) with up to two different local design teams.
- Respond to questions from local design teams.
- Participate in high level review of design packages and provide comments.

Assumptions:

1. Meetings will be virtual.
2. Up to three Jacobs staff will participate in these meetings.
3. Duration is assumed to be up to 16 weeks (generally March through June).

Deliverables:

1. Notes or design package mark ups.

PERIOD OF PERFORMANCE: Overall – November 2024 through June 2025

COMPENSATION:

Total Project Fee Design: \$89,245

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



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: 25064

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
01/02/2025	BDAVIS	BDAVIS			

Quantity	Description	Unit Price	Total
1.00	MISC SIDEWALK ENGINEERING 03-4193-7110	89,245.00	89,245.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		89,245.00

 Authorized Signature