



City of Ketchum

PROCUREMENT MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

I move to approve Purchase Order 23120 with David Evans and Associates, subject to ITD confirmation of project approval.

Summary of Procurement Process:

Bidder	Bid Price
TD&H	Declined due to schedule
Parametrix	\$58,000
David Evans & Associates (DEA)	\$49,507

Low Bid Contractor	Bid Price	Budget Account/Number
David Evans & Associates (DEA)	\$49,507	03-4193-7193

Background (if necessary):

- City is negotiating an MOU with the Idaho Transportation Department (ITD) for the city to perform the reconstruction of Main Street
- ITD maintains a list of consultants (that is used statewide) pre-qualified to perform various professional services on an on-call basis
- Because ITD owns and will continue to maintain SH-75, the city reached out to 3 survey consultants on the state's approved pre-qualified list

Sustainability Impact:

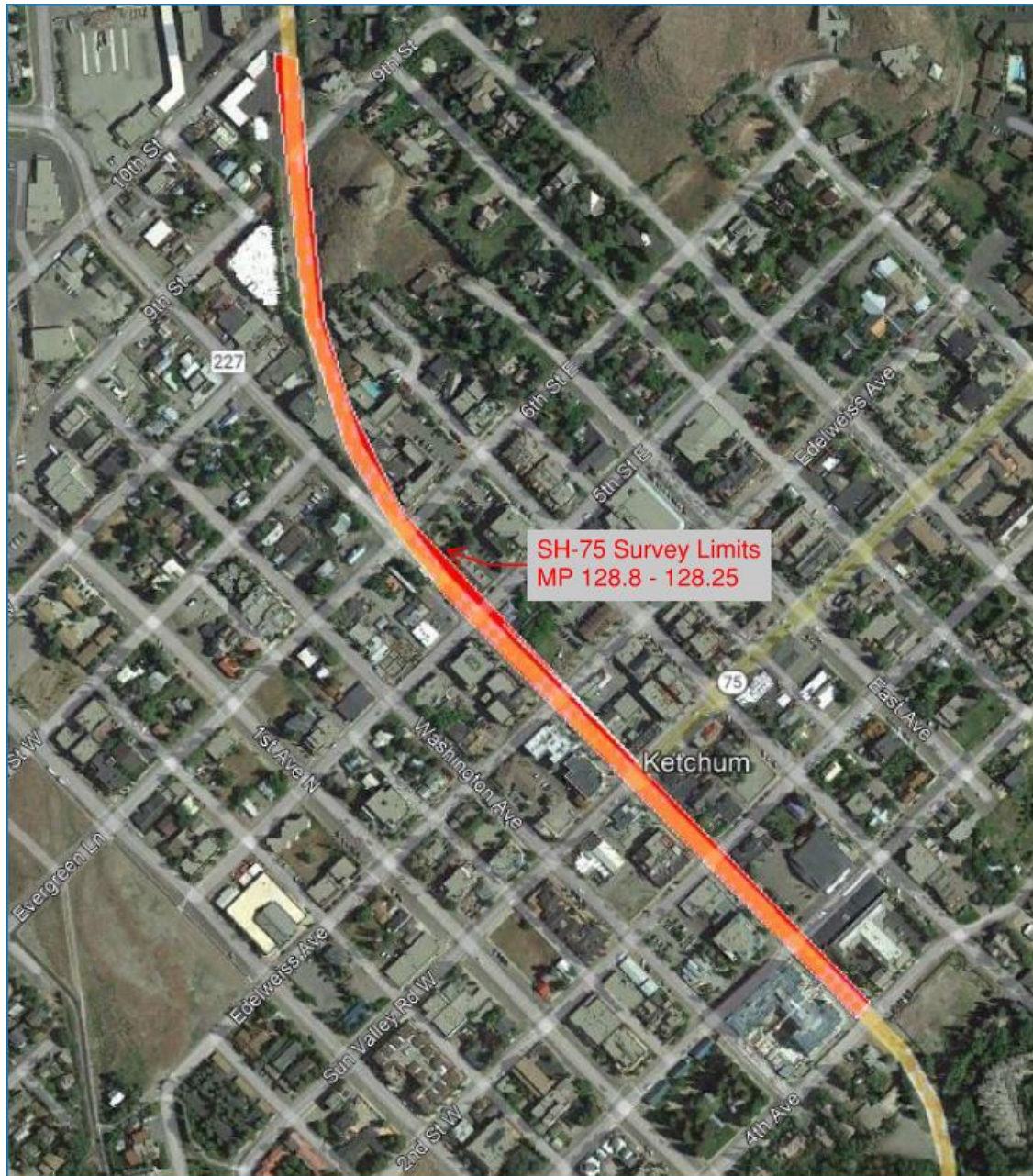
None OR state impact here: None

Attachments:

1. DEA Project Survey Proposal 23120
2. Purchase Order 23120
3.

**City of Ketchum Request for Survey
SH-75, Milepost 128.8 (10th St) to 128.25 (River St),
Blaine County, Idaho
June 13, 2023**

David Evans and Associates, Inc. (DEA) will provide land surveying services to support the SH-75, Milepost 128.8 (10th St) to 128.25 (River St), project in Blaine County for the City of Ketchum. DEA will provide existing features and topographic survey as directed by the Engineer. The following scope supports DEA's efforts. Ladd Cluff, PLS, of DEA, will serve as the primary point of contact for this agreement. The extents for the project are show on the following image:



TASK 1 Research: ROW, Boundary, and Title

1.1 DEA will perform the following for this task:

- Coordinate with ITD District 4 offices to obtain copies of road right-of-way plans and deed documents in the project vicinity. DEA will research related documents to determine the locations of the existing ITD right-of-way and Public Land Survey System (PLSS) monuments for the project limits defined later in this scope.
- Research any monuments that exist within the new project limits per Idaho Code, as well as research County records for recorded surveys and plats.
- Contract with a local title company and obtain the current deeds and ROW deeds. DEA will review the documents and provide ownership line work based on record information and encompass any recovered encumbrances into the base map.
- Obtain ownership information for potentially affected property owners and develop a database of their Assessor Parcel Numbers and contact information.

TASK 2 Project Survey Control

2.1 Secondary Control - Add to Existing Network

Control points will be set at 1000-foot interval throughout the project corridor. Digital levels will be run through each of the secondary control points for vertical accuracy. It is anticipated approximately four (4) points will be set as part of this task. Secondary control will be referenced from existing SH-75 primary control points or NGS monuments.

2.2 Processing Control Network

DEA will utilize static post processing systems to extend the previously established primary network with the newly created network. RTK methods will be used to establish the horizontal positions of the secondary control. Digital levels will be processed, and elevations applied, to all secondary control for accurate vertical elevations.

2.3 Update ITD Survey Control Sheets

DEA will develop a control sheet to ITD standards defining the control system datum developed for this project. Each control monument set in the field and recovered will be included in the control sheet with state plane and local ground system coordinates for future use in the PS&E for this project.

TASK 3 Boundary and ROW

3.1 Prepare and Mail Right of Entry Notification

DEA will send Notice of Entry letters approved by City of Ketchum to parcel owners for properties where access is necessary for survey work. DEA will mail these notification

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letters and maintain a tracking spreadsheet. The letters will be sent via regular mail to the affected landowners. We anticipate up to 50 letters maximum.

3.2 Initial Field Survey

DEA will verify coordinates and make ties on sufficient PLSS corners and right-of-way monuments to complete a retracement survey of the existing right-of-way (in areas of the project limits) and existing parcels within the project limits.

3.3 Office Calculations for Monument Recovery

DEA will analyze and digitize (create digital line work on all relevant existing records) the researched records and couple these with the initial field measurements to create calculated field search coordinates. Office calculations will be made for any additional monument recovery needed. Search coordinates will be created and prepared for a return of the field crews.

3.4 Field Survey for Final Boundary Determinations and Monument Preservation

DEA will search for remaining monumentation identified. Survey ties will be made, and a fiberglass post provided by ITD will be placed near found right-of-way monuments. DEA will also make ties to any monuments of record found to exist within the project limits per Code. It is assumed that monument searches for all boundary corners will be made under normal spring/summer conditions.

3.5 Determine Existing ROW Boundaries

DEA will determine right-of-way location within the project corridor limits. The alignment and locations of these lines will be developed to be as accurate as possible from researched materials and found evidence. Boundary locations will be determined to an accuracy suitable to Idaho State Code.

3.6 Update Existing ROW Base Map for Use in Design

DEA will use the information gathered in the tasks above to develop a right-of-way level in MicroStation that will be used in our design documents.

3.7 Update Working Total Ownership Map

DEA will use the right-of-way base map to update the working draft of the future Total Ownership Map. This working draft will include contact information, APN numbers, and parcel information etc., and will be revised as additional information is obtained during field surveying and map preparation activities.

3.8 Prepare, Set Monuments and File Retracement Record of Survey

DEA will prepare, set missing right-of-way monuments, and file a retracement Record of Survey with initial findings and existing boundary calculations and determinations for existing right-of-way and only required property lines. The Record of Survey will be reviewed by City of Ketchum before filing with Blaine County.

Assumptions:

- Sufficient record information or monuments can be found in County records or at ITD D4 to determine the location of the existing right-of-way.
- City of Ketchum will review Record of Survey before DEA files with Blaine County.
- 12 new monuments are anticipated to be set by DEA.
- Survey monuments of any kind found or set under this work will be reported to the MCPD.

Deliverables:

- Prepare and send Notification Letters and maintain a database of owners and responses for access.
- GIS preliminary boundary in shape file format based on county parcel maps.

TASK 4 Existing Features and Topographic Surveying

4.1 Roadway Static LiDAR Collection

DEA will collect Static LiDAR of the roadway surfaces throughout the project corridor including the interchanges. Static LiDAR prevents field staff from entering dangerous roadways while collecting design accurate data.

4.2 Supplemental Topographic Survey

DEA will provide supplemental existing features and topographic survey outside the roadway surface and within the survey limits that are obstructed from the Static LiDAR collection.

4.3 Process LiDAR data

DEA will provide quality control checks on the LiDAR data to enhance the quality of the data. DGN files will be generated using Open Roads Designer and placed on ITD's ProjectWise server. DEA will extract point cloud data and include in base mapping break lines of the edge of road and centerline for SH-75.

4.4 Extraction of Linework from LiDAR data

DEA will utilize the point cloud developed in a previous task to create extraction break lines at 50' intervals along tangents and 25' intervals along curves. DEA will process this linework to ITD standards using Micro Station Inroads. Quality checks will be performed on the linework to ensure accuracy and validity to ITD standards.

4.5 Process Supplemental Topographic Survey

DEA will process the supplemental existing features and topographic data outside the roadway surface and combine it with the LiDAR data into one base map.

Assumptions:

- Survey Limits: MP 128.8 to 128.25, ±200-foot-wide corridor being ±100 feet on both sides of SH-75 centerline.
- Scope items will be shown to the extent allowable by the resultant data captured.
- DEA assumes unrestricted access to the site will be provided for the duration of the operation.
- DEA will conduct an onsite safety meeting prior to the mobilization Static LiDAR collection. DEA requires all participants of the operation to be present at this meeting to understand identified site hazards and assigned role requirements.
- If the scope/service is not specifically included herein, the scope/service is expressly excluded.

Deliverables:

- DGN file in ITD's current Open Roads Designer Connect Edition on ProjectWise.
- PDF of a final stamped control sheet.
- Raw points files of existing features and topographic data.

TASK 5 Base Map

5.1 Update Project Base Map

DEA will update the existing base map in Microstation ORD with a DTM surface of the entire limits shown and described above.

SH-75, MILEPOST 128.8 (10TH ST) TO 128.25 (RIVER ST), SURVEYING SERVICES

Deliverables:

- DGN file in ITD's current Open Roads Designer Connect Edition on ProjectWise with .prj file with datum information embedded.
- Surface with 1-foot contour map based on the LiDAR area.
- Accuracy spreadsheet of compared against LiDAR data.

Consultant Name **David Evans and Associates**
 Project Name **SH-75, Milepost 128.8 (10th St) to 128.25 (River St)**
 Project Number
 Key Number

A. SUMMARY OF ESTIMATED LABOR COSTS

Classification	Hrs.	x	Direct Rate	=	Cost
1 QA/QC/PM Manager	14				
2 Project Surveyor	58				
3 Surveyor Office	108				
4 Party Chief	52				
5 Surveyor Field Staff	52				
5 Accountant	3				
6 Project Coordinator	19				
Total Hrs.	306				

Total Raw Labor Costs = \$ 14,754

B. PAYROLL, FRINGE BENEFIT COSTS & OVERHEAD

<u>Total Raw Labor Costs</u>		<u>Approved Overhead Rate</u>		
\$14,753.76	X		=	\$ 26,311.86
<u>Total Raw Labor Costs</u>		<u>FCCM</u>		
\$14,753.76	X		=	\$ 59.02

C. NET FEE

<u>Total Raw Labor and Overhead</u>		<u>Net Fee</u>		
\$41,065.62	X		=	\$ 4,927.87

SUBTOTAL LABOR COSTS = \$ 46,053

D. OUT-OF-POCKET EXPENSES SUMMARY

Expense	Estimated Amount	Unit	Unit Costs	Estimated Expense
Mail/Deliveries/Fed Ex	0	@	\$20	\$ -
Terrestrial Scanning	1	days @	\$583 /day	\$ 583.00
Misc. Supplies	1	Each @	\$100 Lumpsum	\$ 100.00
Full Day Per Diem	6	days @	\$74 /day	\$ 444.00
Travel Day Per Diem	4	days @	\$56 /day	\$ 222.00
Hotel	6	nights @	\$275 /night	\$ 1,650.00
Mileage	700	miles @	\$0.650 /mile	\$ 455.00

SUBTOTAL ESTIMATED EXPENSES \$ 3,454

DEA ESTIMATED FEE TOTAL \$ 49,507

*DEA makes salary adjustments in March of each year . This is the adjustment for for April through September of 2023.

**See attached Subconsultant Information



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: 23120

To: 6040 DAVID EVANS & ASSOCIATES	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
06/30/2023	BANCONA	BANCONA	Administration	0	

Quantity	Description	Unit Price	Total
1.00	CIVIL SURVEY ON SH-75, 10TH TO RIVER ST 03-4193-7193	49,507.00	49,507.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		49,507.00

Authorized Signature