



City of Ketchum  
City Hall

December 21, 2020

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Request to Approve Contract #20575 with CSHQA  
for Design Development for the New City Hall at 191 5<sup>th</sup> Street**

Recommendation and Summary

Staff requests City Council approve contract #20575 with CSHQA to proceed with detailed drawings for the new city hall project.

The reasons for the recommendation are as follows:

- Plans provide for minimal upgrades to existing building.
- The city must relocate to the new city hall by summer 2021.
- Design development (detailed design) is necessary to obtain construction bids.

Introduction and History

In mid-October 2020, staff met with City Council to review proposed plans for the new city hall. The plans provided for a more robust remodel of the existing building at 191 5<sup>th</sup> Street, focused on the first floor of the building to better accommodate public functions such as a larger public meeting room (Council Chambers) and police space, as well as updated mechanical systems, roofing, exterior improvements, etc. Cost estimation was completed by CORE Construction for this approach and it was outside the city's current budget allowance. It is important to note that the existing building can accommodate city operations with minimal alterations; the first approach was geared toward reducing future disruptions via a phased improvement approach.

These factors, along with the time frame in which the city needs to vacate the current city hall, led staff to request short-term options to meet these terms and stay within budget. Two options were developed. The preferred plan is Option 1 (see attached), which includes an on-site meeting room. Initial cost estimates for the short-term plan range from \$750,000 to \$850,000. It is important to note, better cost estimates will be produced should the Council approve the next task order for CSHQA. Detailed drawings are necessary to continue value engineering the tenant improvements with CORE Construction.

### Analysis

On June 15, 2020, City Council approved a contract with CSHQA to perform programming tasks and develop conceptual designs and cost estimates for the project. On September 17, 2020, City Council approved the second phase of services from CSHQA, and a CM/GC contract with CORE Construction for preconstruction services. CSHQA services included further analysis of the project with the CM/GC to arrive at construction options and cost estimates.

In mid-October, staff gave a tour of the buildings to individual Councilmembers to review the initial plans for a more robust remodel of 191 5<sup>th</sup> Street. After further analysis of the full remodel design and estimated costs, staff worked with CSHQA and CORE to develop a phased tenant improvement plan for the building that would posture that asset for the long-term.

In this short-term plan, the first floor of the building offers a reception area, two conference rooms, a meeting room, administrative office space, and a reception area and offices for police with two entrances that can be secured. Secured storage for police is located in the basement. Finance and Clerk, along with Community Service Officers will occupy half of the second floor. City staff is working with the tenant on the east side of the second floor to better understand the timeframe for the vacation of the space. The third floor will house the Planning & Building Department and the IT room. This short-term plan will allow all existing city hall functions to relocate to the new facility by next summer.

No timeframe has been developed for the long-term remodel of the first and third floors. Staff will work on some scenarios and return to council for feedback. However, in the short-term depending on when tenant vacates, the city would like to complete the remainder of the second floor.

The remaining phases would include a larger Council meeting room and additional space for the police department on the first floor, conversion of offices on the third floor to meeting spaces, and basement and mechanical system improvements.

### Sustainability Impact

Reuse of existing buildings is best practice from a sustainability perspective versus new construction. The long-term improvement plan calls for new electrical, HVAC and low flow plumbing.

### Financial Requirement/Impact

The CSHQA contract will be funded through rents received from 191 5<sup>th</sup> Street.

### Attachment:

- Contract #20575
- Concept Drawings for Option #1
- Long-Term Proposed Tenant Improvements

### TASK ORDER AUTHORIZATION

**Date:** December 17, 2020

Revised Task Order No.: 03

**Client:** City of Ketchum  
480 East Avenue North  
Ketchum, Idaho 83340

Project No.: 20126.000

**Project:** Ketchum City Hall  
191 Fifth Street  
Ketchum, Idaho 83340

#### Description of Services:

Provide limited architectural, interior design, and engineering (mechanical (plumbing and HVAC), electrical and telecommunications) Design Development services for the Ketchum City Hall remodel project. Our services are based on the Program and Conceptual Design Documents titled Minimal Package – Option #1, dated December 14, 2020; a building survey completed on June 17, 2020 and June 18, 2020; coordination with CORE construction and their cost estimate; and subsequent virtual meetings with the city Stakeholder group. This Task Order Authorization is also based on the Client providing and/or being responsible for the following:

- Security consultant for coordination of building security design.
- Audio Visual consultant for coordination of Audio-Visual design.

#### PROJECT UNDERSTANDING

Our proposal for Design Development documents is based on the SCOPE OF WORK NOTED BELOW. Our proposed fees assume that all work would occur within a single time frame. If additional tasks are requested beyond the tasks noted below, and at the City's request, CSHQA shall provide a fee to the City for approval to move forward with additional tasks.

#### **SCOPE OF WORK**

The following is a list of the anticipated construction scope of work:

- Limited removal of existing walls and construction of new walls to facilitate work shown on the Conceptual Plans, dated December 14, 2020, for the basement, first, second, and third floor plans.
- Removal of existing cabinetry, sinks, and other equipment to create useable office and circulation space.
- Reuse existing doors and hardware as much as is feasibly possible.
- Maintain existing exterior doors, hardware, and windows.
- Maintain the basement floor plan 'as is', except for:

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- Any work required to make required mechanical, electrical and fire protection modifications
- Modifications to existing basement storage units to accommodate Police storage.
- Code and ADA review and recommendations.
- Limited replacement of existing ceilings on the first, second and third floors to accommodate the new floor plan layout.
- Replacement of existing finishes where directed with a new interior design to create one (1) cohesive building on the first, second and third floors.
- Maintain existing building exit stairs and elevator.
- Minor modifications to the existing fire protection system to accommodate the new floor plan layout.
- Minor modifications to the existing mechanical system to accommodate the new floor plan layout. The existing mechanical equipment will be reused and reoriented as needed. The existing mechanical system provides for two (2) zones on each floor. Each zone has a single control point, and individual controls are not possible with this system. This type of system can possibly provide occupants with discomfort depending on the setpoint of the control, during large temperature swings, and in spaces with large volumes of equipment.
- Minor modifications to the existing electrical system to accommodate the new floor plan layout. Existing panels and electrical infrastructure will be reused. New switches, outlets, and low voltage devices will be installed where needed to supplement the existing.
- Minor modifications to the existing lighting layout to accommodate the new floor plan layout. Existing lighting will be relocated to coordinate with the new floor plan layout and provide the appropriate foot candles.
- Modify first floor toilet rooms to be ADA accessible.
- Maintain multiple electrical services to the building. This means that the City will receive multiple bills for service in the building.
- Provide power to accommodate electronic hardware at doors where indicated by the Client.
- The mechanical engineer will utilize photos and survey notes to create a Design Development document set. Not all information is known at this time, and it may be necessary in future phases to perform additional survey work to confirm actual routing and placement of systems.
- The electrical engineer will utilize photos and survey notes to create a Design Development document set. Not all information is known at this time, and it may be necessary in future phases to perform additional survey work to confirm actual routing and placement of systems.
- Fire sprinkler and alarm modifications will not be included in the Design Development set and will be carried out through a design-build process with the Contractor's fire protection sub-contractor. The fire protection sub-contractor's work will include documenting the existing conditions and recommending a revised layout.
- LEED analysis and certification are not included in the scope of work at this time.
- Structural design is not anticipated at this time but may be necessary for Construction Documents to address changes to the roof.

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**Task 03 – Design Development**

- Meet virtually to review Conceptual drawings and any potential changes, upon approval to proceed.
- Discuss and incorporate value engineering concepts.
- Develop a plan for phasing and Bid Alternates.
- Develop a project schedule for continuation through Construction.
- Participate in bi-monthly project meetings via Zoom or other electronic software with City stakeholders.
- Provide Architectural and Engineering Design Development level drawings.
- Provide Outline Specifications.

**Compensation shall be on a Payroll Cost basis not-to-exceed \$24,000.00 plus Reimbursable Expenses.**

*If the NTE is nearing the limit CSHQA will confer with the City for direction on how to proceed.*


*NOTE: Task 03 does not include a Design Development level cost estimate. If such estimate is requested, we can provide an estimate from a professional cost estimator. We anticipate this level of estimate to cost \$1,500-\$2,000.*

The terms and conditions of the original contract executed June 19, 2020, shall apply to the services provided in this Task Order Authorization. This Authorization shall be considered an addendum to the original contract with the Architect/Engineer.

This Task Order Authorization constitutes your acceptance and authorization for the Architect and/or Engineer to proceed with the services described above.

**Approved By:** \_\_\_\_\_

Neil Bradshaw, Mayor

John D. Maulin  
Executive Vice President  
Electronic Signature  


**Approved By:** \_\_\_\_\_

John D. Maulin, Executive Vice President

Date: \_\_\_\_\_

Date: December 17, 2020

We appreciate this opportunity and look forward to continue working with you on this project. Please contact this office if you have any questions.

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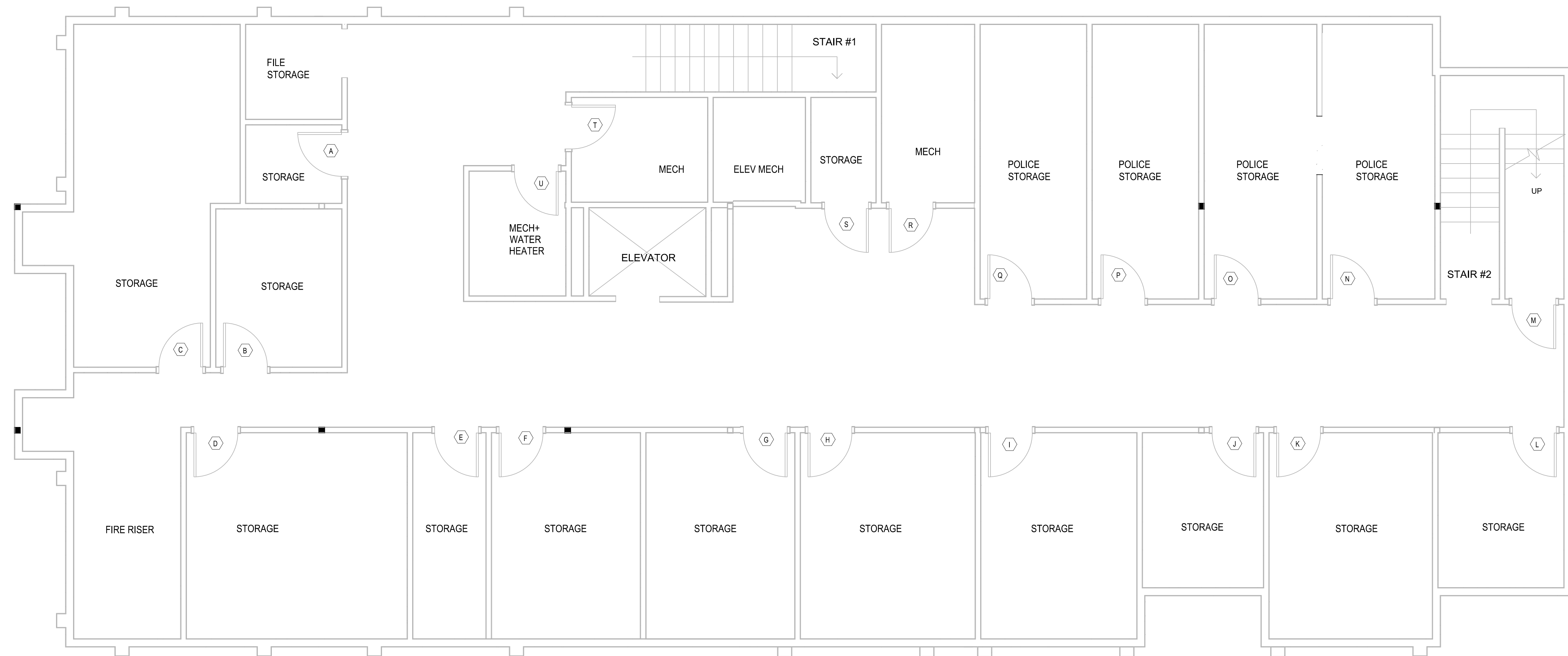
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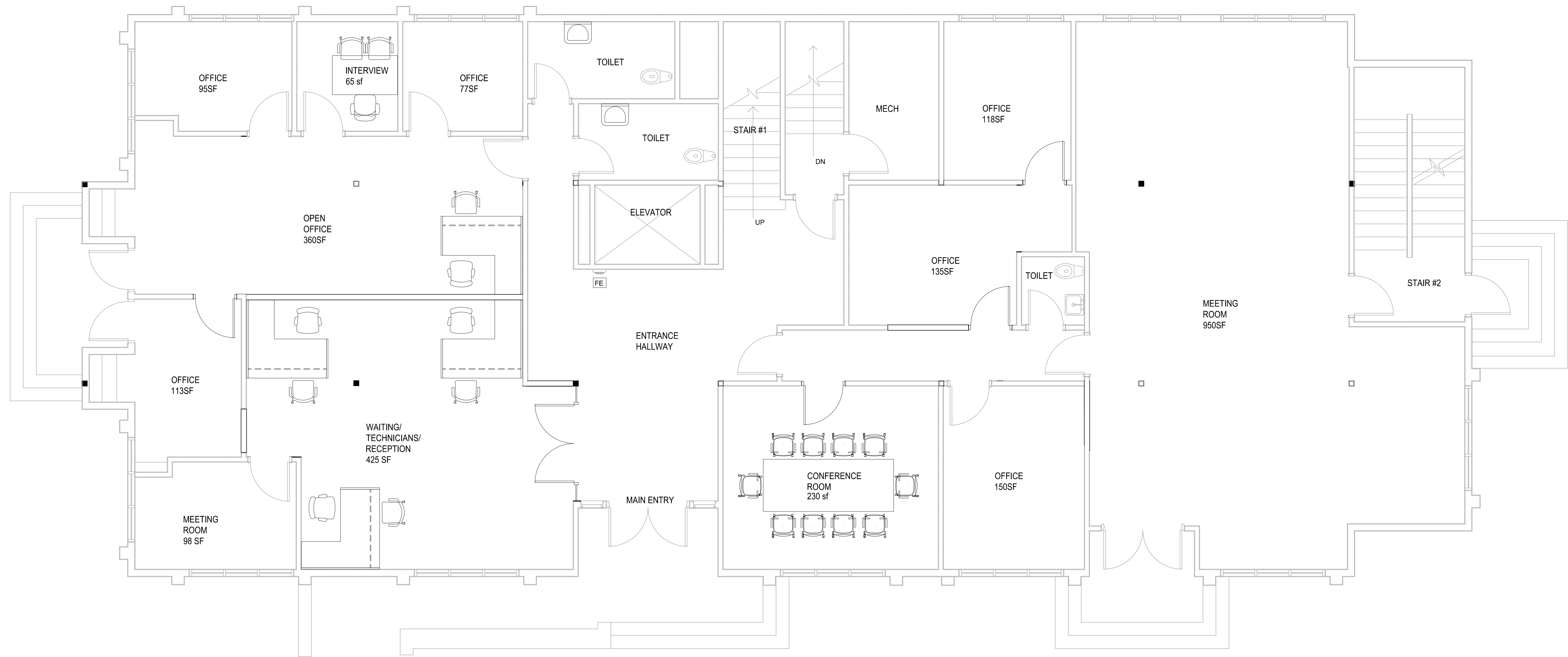
Sincerely,

CSHQA, Inc.

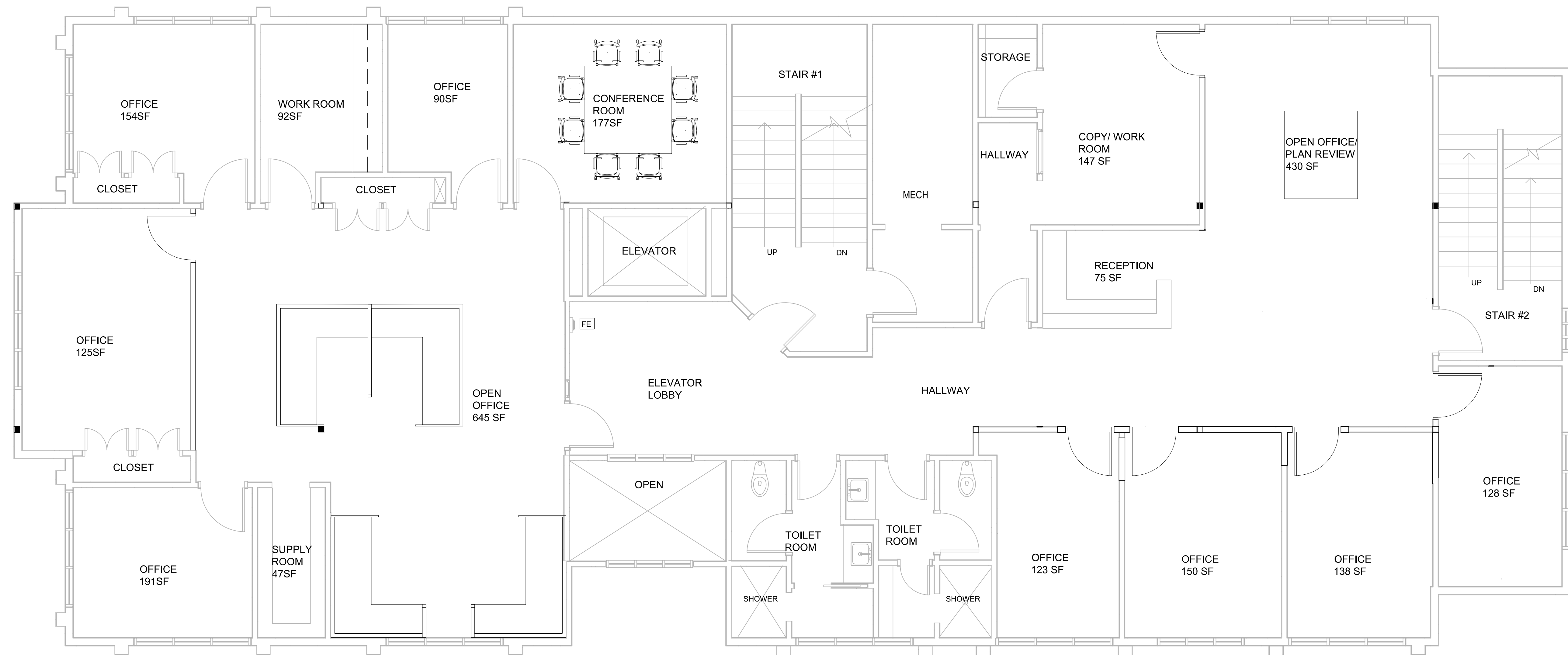
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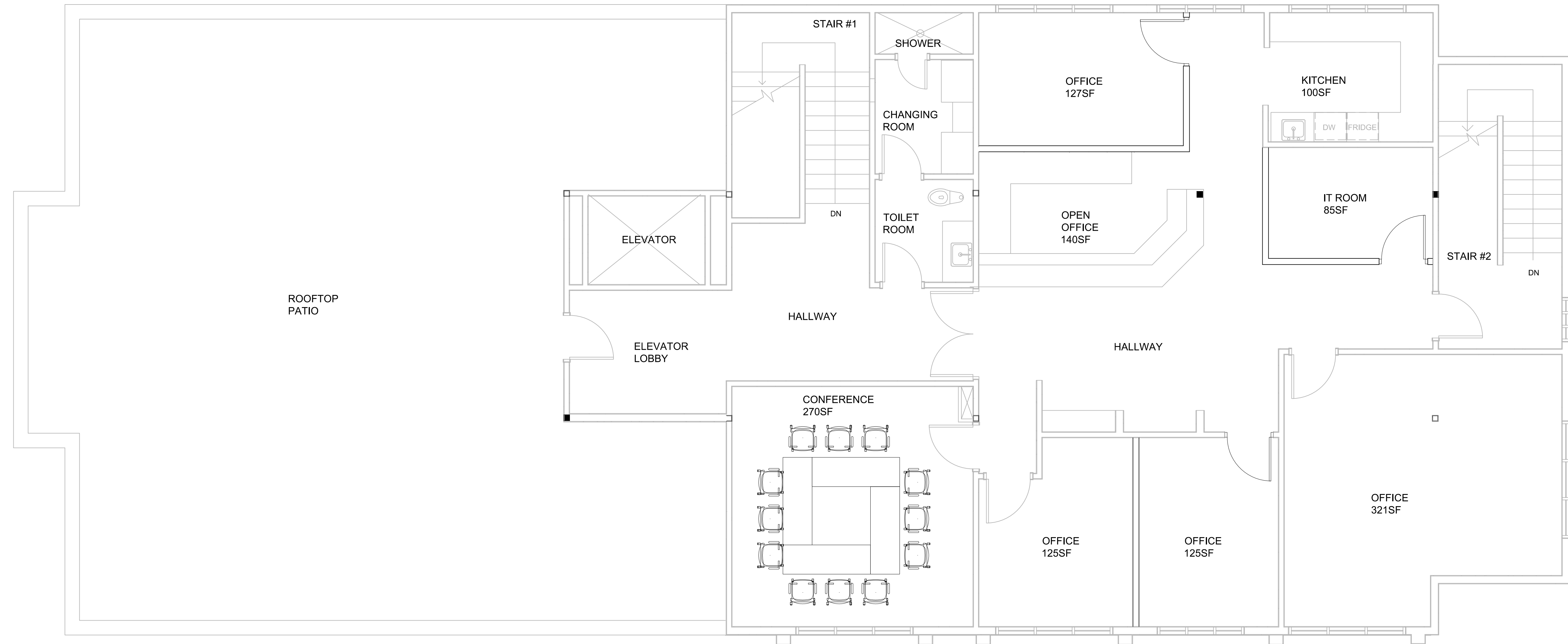
Danielle Weaver, AIA  
Project Manager

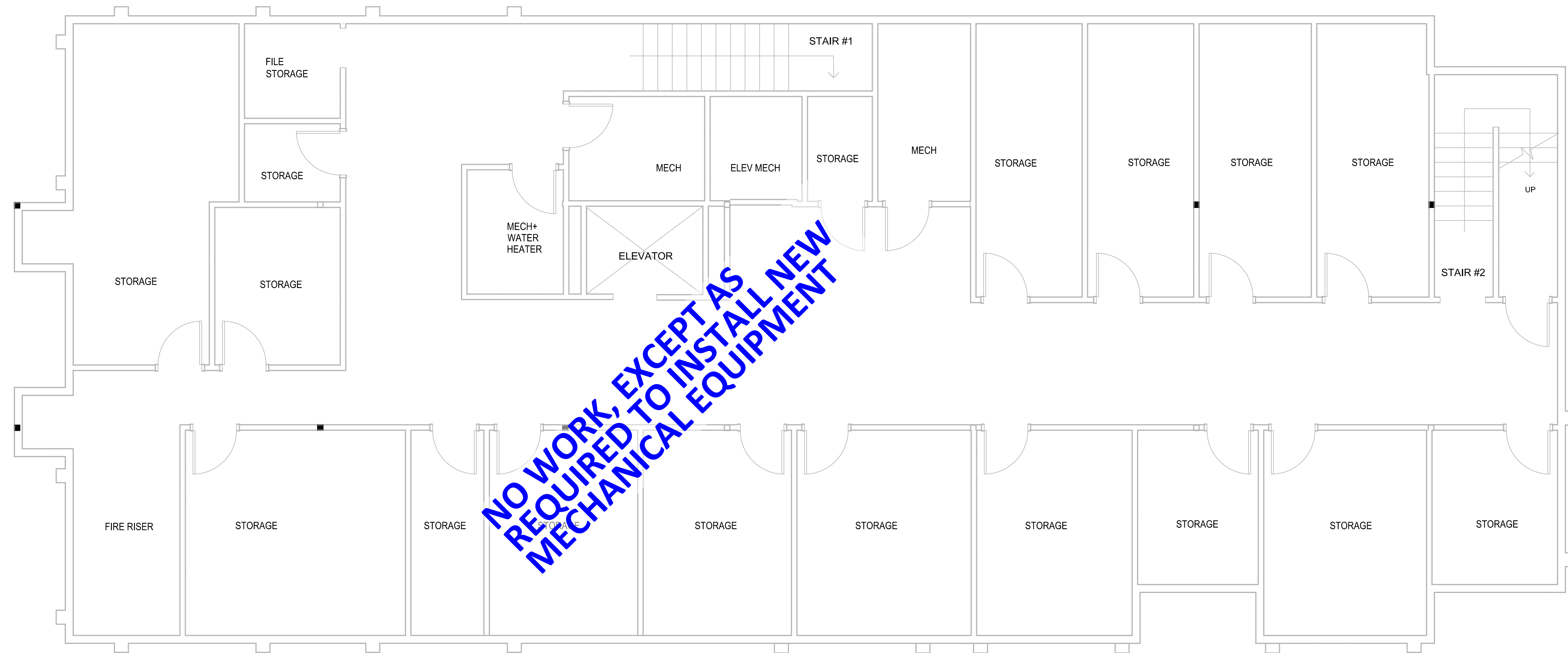




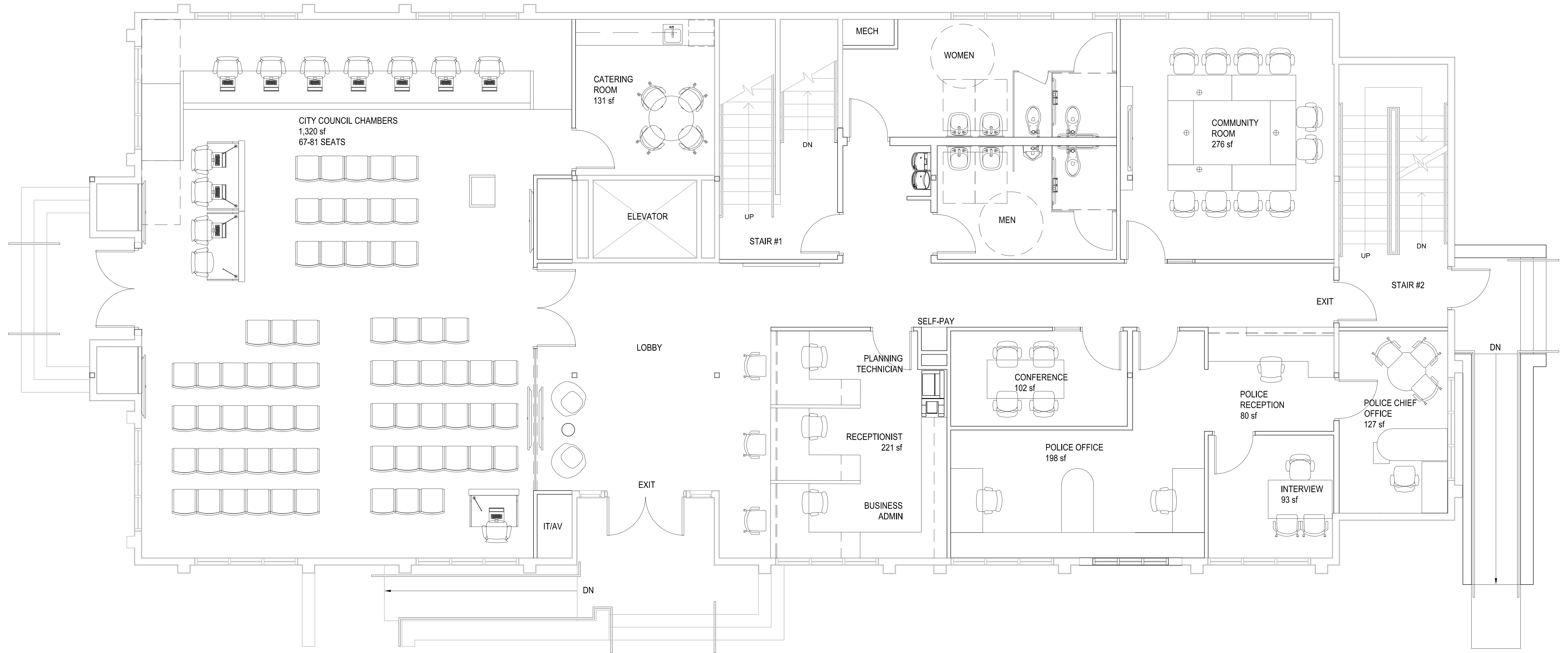








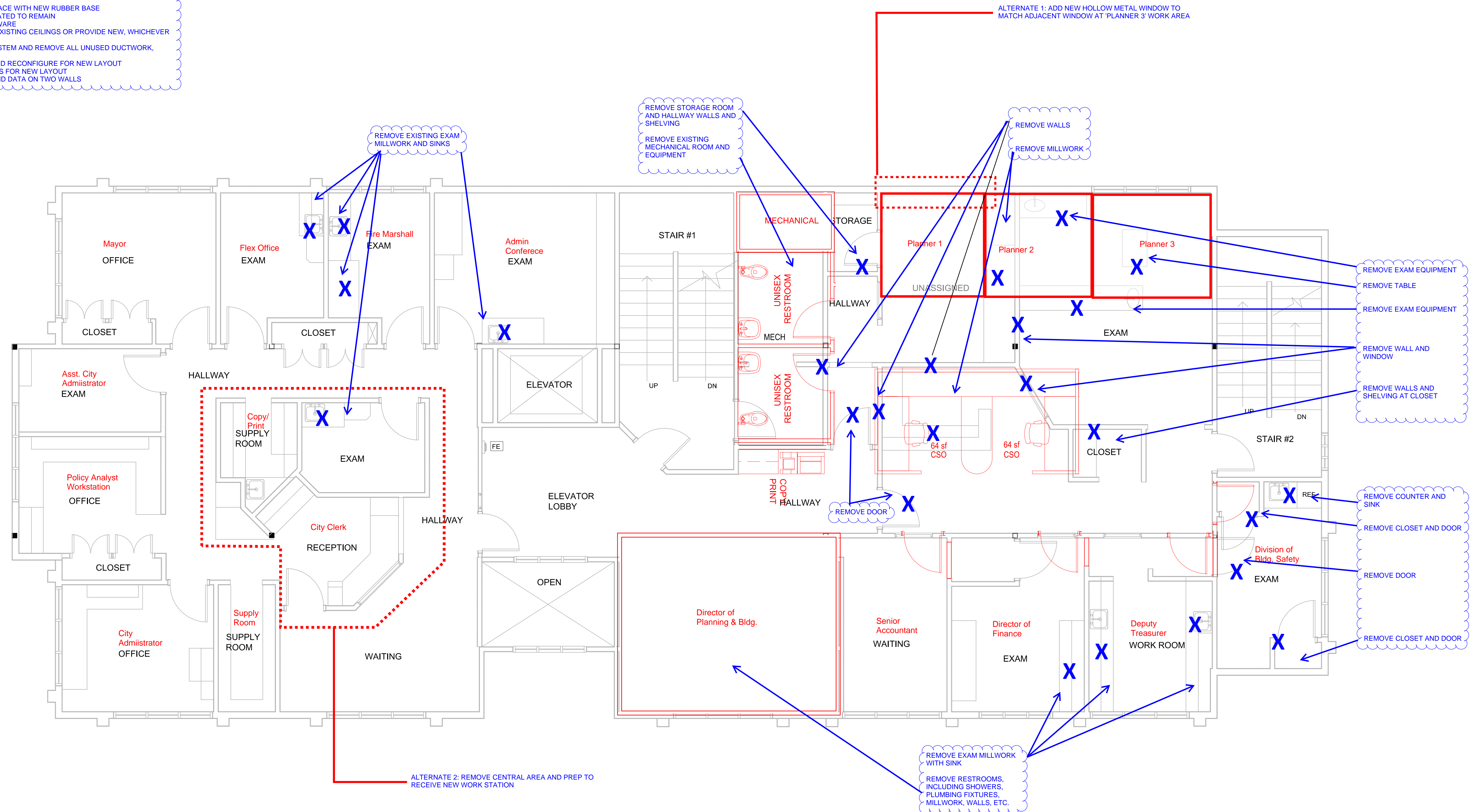
**EXISTING BASEMENT PLAN**  
**1/4" = 1'-0"**



REVISED CONCEPTUAL FIRST FLOOR PLAN

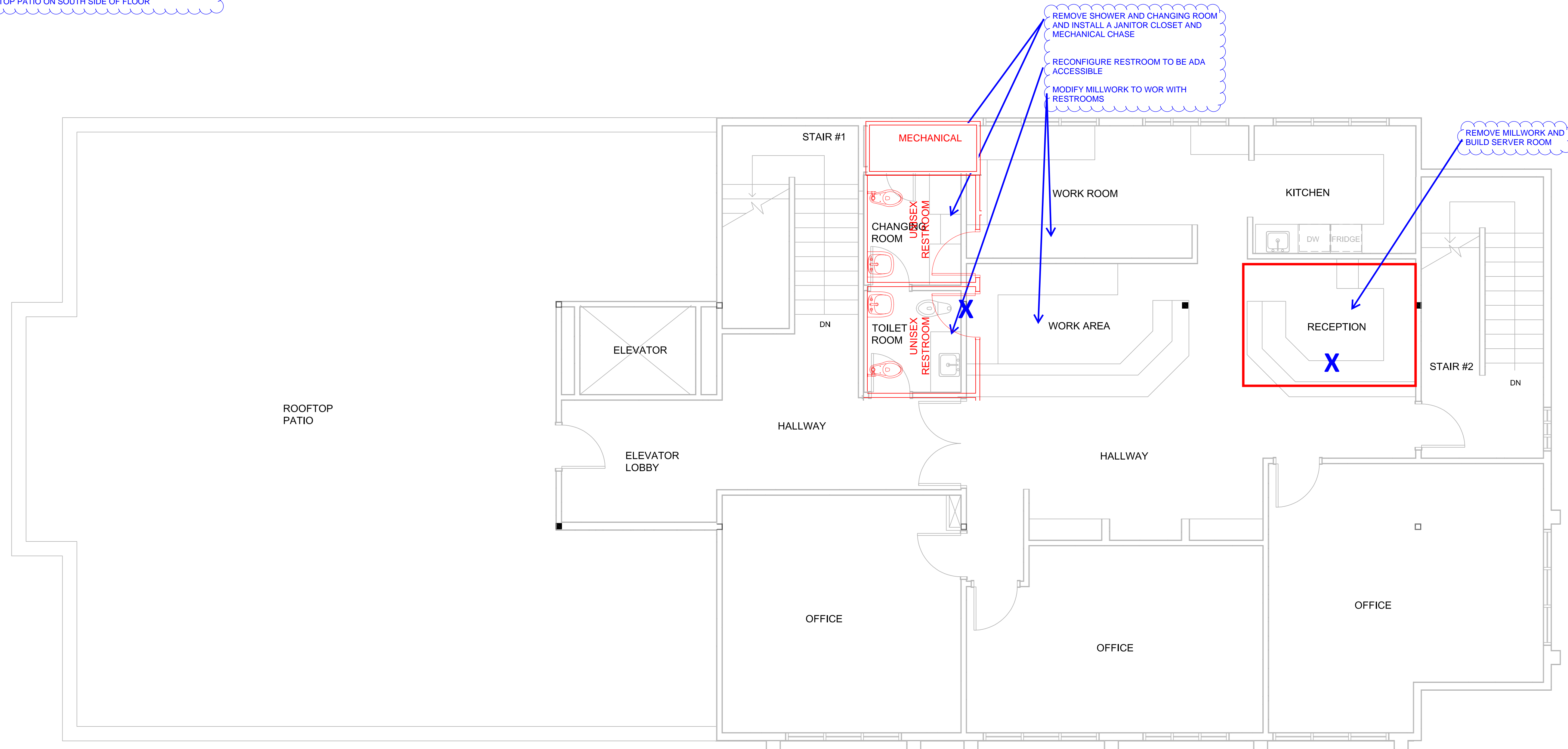
1/4" = 1'-0"

- NOTES:
- REMOVE ALL CARPET, TILE AND SHEET VINYL FLOORING AND PROVIDE:
    - NEW CARPET IN HALLWAYS, OFFICES, AND CONFERENCE ROOMS
    - NEW SHEET VINYL IN STORAGE ROOMS
    - NEW CERAMIC/PORCELAIN TILE IN RESTROOMS
  - REPAIR WALLS WHERE WALLS, MILLWORK, AND EQUIPMENT WAS REMOVED
  - REMOVE ALL WALL MOUNTED EQUIPMENT, SUCH AS XRAY BOXES, PHONES, ETC.
  - PAINT ALL WALLS
  - REMOVE ALL WOOD BASE AND REPLACE WITH NEW RUBBER BASE
  - NO WORK TO EXISTING WOOD INDICATED TO REMAIN
  - REUSE EXISTING DOORS AND HARDWARE
  - CONTRACTOR'S OPTION TO REUSE EXISTING CEILINGS OR PROVIDE NEW, WHICHEVER IS MORE COST EFFECTIVE
  - REPLACE EXISTING MECHANICAL SYSTEM AND REMOVE ALL UNUSED DUCTWORK, PIPES, ETC.
  - REUSE EXISTING LIGHT FIXTURES AND RECONFIGURE FOR NEW LAYOUT
  - RECONFIGURE EXISTING SPRINKLERS FOR NEW LAYOUT
  - ALL OFFICES SHALL HAVE POWER AND DATA ON TWO WALLS



**EXISTING SECOND FLOOR PLAN**  
 1/4" = 1'-0"

- NOTES:
- REMOVE ALL CARPET, TILE AND SHEET VINYL FLOORING AND PROVIDE:
    - NEW CARPET IN HALLWAYS, OFFICES, AND CONFERENCE ROOMS
    - NEW SHEET VINYL IN STORAGE ROOMS
    - NEW CERAMIC/PORCELAIN TILE IN RESTROOMS
  - REPAIR WALLS WHERE WALLS, MILLWORK, AND EQUIPMENT WAS REMOVED
  - REMOVE ALL WALL MOUNTED EQUIPMENT, SUCH AS XRAY BOXES, PHONES, ETC.
  - PAINT ALL WALLS
  - REMOVE ALL WOOD BASE AND REPLACE WITH NEW RUBBER BASE
  - NO WORK TO EXISTING WOOD INDICATED TO REMAIN
  - REUSE EXISTING DOORS AND HARDWARE
  - CONTRACTOR'S OPTION TO REUSE EXISTING CEILING OR PROVIDE NEW, WHICHEVER IS MORE COST EFFECTIVE
  - REPLACE EXISTING MECHANICAL SYSTEM AND REMOVE ALL UNUSED DUCTWORK, PIPES, ETC.
  - REUSE EXISTING LIGHT FIXTURES AND RECONFIGURE FOR NEW LAYOUT
  - RECONFIGURE EXISTING SPRINKLERS FOR NEW LAYOUT
  - ALL OFFICES SHALL HAVE POWER AND DATA ON TWO WALLS
  - PROVIDE HOOK UP FOR TWO MONITORS IN ADDITION TO OFFICE POWER/DATA IN LARGE OFFICE CLOSEST TO ROOFTOP PATIO ON SOUTH SIDE OF FLOOR



**EXISTING THIRD FLOOR PLAN**  
 1/4" = 1'-0"