



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- HDR authored the city’s master transportation plan and associated goals/standards
- The Traffic Authority frequently receives transportation improvement requests that require a licensed traffic engineer to evaluate and design
- Pending examples include but are not limited to:
 - Installation of new rapid flashing beacon crosswalk on Main Street/Hwy 75 near Backwoods Sports
 - Traffic calming (speed cushions or paint striping) on Bird Drive, Williams Street and Wood River Drive

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	This amendment authorizes an additional \$25,000 for future work. Adequate funds are contained in the professional services budget.
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Attachments:

- | |
|--------------------|
| 1. First amendment |
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EXHIBIT A
TASK ORDER AMENDMENT

This Task Order pertains to an Agreement by and between City of Ketchum, (“OWNER”), and HDR Engineering, Inc. (“ENGINEER”), dated September 13, 2021, (“the Agreement”). Engineer shall perform services on the project described below as provided herein and in the Agreement. This Task Order shall not be binding until it has been properly signed by both parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

TASK ORDER NUMBER: 04- Amendment 01
PROJECT NAME: 2022 On-Call Services as Directed

PART 1.0 PROJECT DESCRIPTION: See Attachment A

2022 On-Call Services as Directed

PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER ON THE PROJECT: See Attachment A

PART 3.0 OWNER’S RESPONSIBILITIES: See Attachment A

PART 4.0 PERIODS OF SERVICE: See Attachment A

August 1, 2022 – **August 31, 2024**

PART 5.0 ENGINEER’S FEE: See Attachment B

Original Task Order	\$25,000.00
Amendment 01 (this Amendment)	\$25,000.00
Total Task Order	\$50,000.00

PART 6.0 OTHER: N/A

This Task Order is executed this _____ day of May, 2023.

City of Ketchum

HDR ENGINEERING, INC.

“OWNER”

“ENGINEER”

BY: _____

BY: 

NAME: _____

NAME: Kate Eldridge

TITLE: _____

TITLE: Senior Vice President

ADDRESS: _____

ADDRESS: 412 E Parkcenter Blvd
Suite 100
Boise, Idaho 83706



SCOPE OF SERVICES

Project Description

This Scope of Services (SOS) includes a Services as Directed tasks to assist the city of Ketchum, Idaho (City) in small traffic engineering tasks that may arise from time to time.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Services as Directed

Key Understandings

1. The City is the agreement administrator, and the project is funded by the City. State and Federal funds will not be used.
2. The City and/or S&C Associates will perform the coordination with the Idaho Transportation Department (ITD) and pay any associated permitting fees as applicable on any associated tasks.
3. The City will coordinate survey needs for this SOS order under a separate contract with a separate contractor.
4. The city and/or S&C Associates will complete utility coordination for the task order.
5. The SOS assumes a twelve (12) month duration for estimating purposes based on an NTP of September 1, 2022.
6. In providing opinions of probable construction cost for the project, HDR has no control over cost or price of labor and materials, unknown or latent conditions of existing equipment or structures that might affect operation or maintenance costs, competitive bidding procedures and market conditions, time or quality of performance by operating personnel or third parties, and other economic and operational factors that might materially affect the ultimate cost or schedule. HDR, therefore, will not warranty project costs will not vary from HDR's opinions, analyses, projections, or estimates.
7. The project budget shall not exceed \$25,000.
8. All deliverables are in PDF format unless noted otherwise

100 PROJECT MANAGEMENT

110 Project Initiation and Project Management Plan

HDR will set up the project files and accounting system, as well as prepare a Project Management Plan for use by the project team, including the City. The plan will include key project information such as communication protocols, contact information for key team members, project schedule, project delivery process, quality control procedures and will be updated as needed during the project development process.

Deliverables

- Project Management Plan (information only, no review)

Assumptions

- No Kick off meeting will be held.



120 Project Team Meetings

Project team meetings will be conducted throughout the duration of the project. Team meetings will be held via conference call to review project status and address questions with the City. Timing and scheduling of these meetings will be determined at the project kick-off meeting. The team meetings will be held via conference call throughout the project.

All meetings will include an agenda and discussion of action items. Meeting minutes will be prepared and distributed.

Assumptions

- Project Team meetings are anticipated to be virtual and last one (1) hour, including preparing meeting minutes.

Deliverables

- Project Team meetings agendas and minutes

130 Status Calls

Status calls between the HDR PM and the City PM will be scheduled as needed throughout the duration of the project to coordinate project status and needs. The HDR PM will coordinate the necessary updates and action items for the calls.

Assumptions

- Status calls will be scheduled as necessary.

Deliverables

- Action Item List - via email, if necessary

140 Project Administration, Progress Reports and Invoicing

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. Monthly progress reports and invoices will meet the City's requirements. HDR will submit invoices to the City.

Deliverables

- Monthly Invoice and Progress Report - including labor and expense backup

200 Services as Directed

HDR will assist the City in small traffic engineering needs that arise from time to time. These additional Services as Directed are scoped to provide flexibility in responding efficiently. HDR and the City will jointly agree by email on a scope of services, manhours, labor, travel and material costs for each task. Each task will be included as a sub task to task 200.

Assumptions

- Traffic signal timing implementation or signal timing plan adjustments are not included in this scope of work.
- Work as part of other task orders currently under contract are not included in this scope of work.

Deliverables

- TBD

Attachment B

CONSULTANT NAME: HDR Engineering, Inc.
PROJECT NAME: City of Ketchum Services as Directed, Amendment 1
PROJECT NO.: 10353508
KEY NO. N/A

DESIGN

A. SUMMARY ESTIMATED MAN-DAY COSTS

	Man-Hours	Rate	Labor Cost
1 Principal in Charge	= 0.50 @	\$331.00 =	\$165.50
2 Quality Control	= 12.00 @	\$223.00 =	\$2,676.00
3 Project Manager	= 33.00 @	\$244.00 =	\$8,052.00
4 Senior Land Use Planner	= 6.00 @	\$292.00 =	\$1,752.00
5 Planner	= 8.00 @	\$173.00 =	\$1,384.00
6 Traffic Engineer	= 24.00 @	\$153.00 =	\$3,672.00
7 Traffic EIT	= 24.00 @	\$113.00 =	\$2,712.00
8 CADD/Graphic Support	= 12.00 @	\$115.00 =	\$1,380.00
9 Accounting	= 24.00 @	\$109.00 =	\$2,616.00
TOTAL =		143.50	TOTAL = \$24,410.00

B. OUT-OF-POCKET EXPENSES

HDR TOTAL ESTIMATED EXPENSE* = \$44.00
 * See attached Direct Expenses for HDR

C. ESCALATION

Anticipated Agreement Date: 5/7/2023 - 08/31/2024
 Project Duration: 16 months
 Escalation Period: 8 months

Total Labor Cost		X	Esc Ratio		Annual Esc		
\$24,410.00			50%	x	4.5%	=	\$549.23

HDR Subtotal = \$25,003.23

D. SUBCONSULTANTS

Subconsultant Subtotal = \$0.00

TOTAL = \$25,003.23

Employee	Title	City of Ketchum 2023 Rate
Kate Eldridge	Principal in Charge	\$331.00
Cameron Waite	Project Manager	\$244.00
Daniel Jones	Quality Control	\$223.00
Pete Eschbacher	Structures Lead	\$222.00
Pierson Dewit	Traffic Lead	\$222.00
Stephanie Borders	Public Involvement	\$196.00
Camille Alexander	Project Coordinator	\$173.00
Brett Kohring	Study Lead	\$162.00
Ben Focht	Study Support	\$144.00
Colton Murphy	Structures Support	\$130.00
Aubrey Thomas	Traffic Support	\$124.00
Karen Hildebrand	CADD/Graphic Support	\$115.00
Alesha Willis	Accounting	\$109.00
Blum, Mattew	Traffic Support	\$102.00

Effective Date: January 1, 2023

We reserve the right to update wage rates on January 1, 2024

NOTE: This rate sheet is considered CONFIDENTIAL information, not for distribution.

The list of employees above may be supplemented as work tasks are identified by the City.

We reserve the right to add additional staff as appropriate for work requested.