



City of Ketchum

June 13, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to approve Purchase Order #22106 with Forsgren Associates for Professional Services Regarding Planning and Building Development Review

Recommendation and Summary

The city currently utilizes a local engineering firm to complete the city engineer review of all planning and building development applications. The vendor recently requested to rescope their engagement with the city due to other commitments. Staff is recommending to contract with Robyn Mattison at Forsgren Associates as she previously served as the Public Works Director/City Engineer.

"I move to approve Purchase Order #22106 with Forsgren Associates"

The reasons for the recommendation are as follows:

- Ms. Mattison has served previously as the City Engineer as it very familiar with city development standards.
- Forsgren Associates completes this scope of services for other Idaho cities and counties. They have previously provided these services to the city.
- It is important that the city engage with a engineering firm which does not conduct private development services in order to not create a conflict of interest.

Sustainability Impact

No direct impact.

Financial Requirement/Impact

Planning and Building Department budget contains adequate funds for this professional services contract.

Attachments

Purchase Order #22106
Contract



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: 22106

| | |
|---|---|
| To: 2115 FORSGREN ASSOCIATES, INC. 415 SOUTH 4TH STREET BOISE ID 83702 | Ship to: CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340 |
|---|---|

| P. O. Date | Created By | Requested By | Department | Req Number | Terms |
|-------------------|-------------------|---------------------|-------------------|-------------------|--------------|
| 06/08/2022 | kchoma | kchoma | | 0 | |

| Quantity | Description | Unit Price | Total |
|-----------------|-----------------------------------|-------------------|--------------|
| 1.00 | ENGINEERING SERVICES 01-4150-6500 | TBD | TBD |
| | SHIPPING & HANDLING | | 0.00 |
| | TOTAL PO AMOUNT | | TBD |

Authorized Signature



WORK ORDER AND AGREEMENT
May 23, 2022

City of Ketchum
P.O. Box 2315
Ketchum, Idaho 83340

PROJECT: City Engineering Services

PROJECT NO.:

TASK DESCRIPTION:

The City of Ketchum is requesting engineering services to support the City's Planning & Building Department, and other departments as needed. Services include performing reviews for conformance with city and state standards and general engineering practices and coordinating with other city departments and project owners/agents.

SCOPE OF WORK:

Consultant shall provide the following review services as requested:

- a. Preliminary plat reviews
- b. Final plat reviews
- c. Preliminary and final construction document reviews
- d. Application reviews

Additional engineering services as required by the client. These services may include, but are not limited to: review, comment and provide suggestions on all related ordinances or proposed ordinances; advise the Planning and Zoning Commission and/or City Council on development matters; and provide new ordinance research and development.

Assumptions:

1. Documents will be submitted and reviewed electronically using the city's selected plan review software, or other as approved by the city. In addition, review letters will be prepared summarizing key comments.
2. Site visits will be approved and coordinated with city staff prior to travel.

SCHEDULE:

Work will be completed within the review timelines outlined by the city. The schedule for specific services will be mutually agreed upon by consultant and client when the services are requested.

FEE: Engineering assistance will be completed on a time & materials basis. Rates for 2022 are shown in the table below. The rates are subject to change annually.

| Title Code | Title | \$/Hr |
|--------------|-----------------------|-----------|
| Engineer V | Division Manager | \$ 225.00 |
| Engineer IV | Senior Engineer | \$ 195.00 |
| Engineer III | Project Manager | \$ 155.00 |
| Engineer I | Engineer | \$ 115.00 |
| Drafter III | Designer III | \$ 120.00 |
| Clerical III | Project Assistant III | \$ 85.00 |

Rates are fully-loaded with direct labor, overhead and profit.

Reimbursables are charged at cost plus 15%.

Subconsultants are charged at cost plus 15%.

Milage and per diems will be charged at federal government rates.

CONTRACT TERMS:

If this Work Order and Agreement correctly summarizes our understanding of the Scope of Work you have requested and the agreed-upon fee for our services, please sign it to indicate your approval and return one copy as our authorization to proceed.

All work performed will be in accordance with accepted standards of professional practice. All original documents are the property of Forsgren Associates except where by law these documents become public property.

Billing will occur monthly based on the hours worked and expenses incurred. The Client agrees to limit the Engineer's liability to the Client due to his/her negligent act, errors or omissions, such that the total aggregate liability of the Engineer shall not exceed the Engineer's fee for each assigned subtask of the project, and Client hereby releases and holds harmless the Engineer and its employees from any liability above such amount.

This Agreement shall be deemed entered into when it is received, duly signed by the Client, at the office of Forsgren Associates; 1109 West Myrtle Street, Suite 300; Boise, ID 83702.

FORSGREN ASSOCIATES, INC.

By: _____

Title: Senior Project Manager

Date: _____

CLIENT: CITY OF KETCHUM

By: _____

Title: _____

Date: _____