



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:

October 6, 2025

 Staff Member/Dept:

Jade Riley – Administration

Agenda Item:

Recommendation to approve HDR Engineering Task Order 26020 for design services related to public parking at the YMCA.

Recommended Motion:

“I move to approve Task Order 26020 with HDR Engineers for design services related to public parking at the YMCA.”
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Reasons for Recommendation:

- | |
|---|
| <ul style="list-style-type: none">• A revised parking agreement was executed between the city and YMCA in 2019 associated with the construction of the new fire station and the long-term land lease with the YMCA.• Under the agreement, the city is obligated to provide 150 parking spaces today and 200 when the YMCA’s expansion is completed.• City staff has worked with the YMCA to refine a phased parking plan via HDR engineers (exhibit attached) that complies with the agreement.<ul style="list-style-type: none">○ Phase I – creates 44 new spaces between Saddle Road on-street and rear portion of existing recycling/parking lot off Lewis Street.○ Phase II – creates 52 new spaces between Warm Springs on-street and re-locating fire training tower on Lewis Street lot.• The YMCA has indicated they intend to start their expansion project in the summer of 2026.• Staff is recommending to complete design and bid the project over the winter with construction being completed in the spring. |
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Sustainability Impact:

No direct impact.

Financial Impact:

The task order for Phase I engineering costs is \$191,817. The URA has budgeted \$800,000 for the project. Part of the initial engineering work is to refine the construction estimate.

Attachments:

- | |
|---------------------------------------|
| 1. HDR scope of work |
| 2. HDR budget |
| 3. HDR preliminary parking exhibit |
| 4. 2019 YMCA parking agreement #20403 |
| 5. Purchase Order 26020 |



SCOPE OF SERVICES

PROJECT DESCRIPTION

The City of Ketchum (City) has an agreement with the YMCA located at 107 Saddle Road that requires the City to develop and provide at least 200 parking spaces in a defined vicinity around the property at the time of a building permit for a contemplated YMCA expansion. The City wishes to improve the adjacent roadways and parking lots to meet this requirement. This project will widen Saddle Road from the YMCA entrance to the Warm Springs Road intersection for on-street parking and redevelop the dirt lot at 215 Lewis Street into a paved parking lot. Additional improvements to the area include bike and pedestrian pathway realignment, drainage, parking lot lighting and necessary ADA pedestrian ramp upgrades. Under a previous contract, HDR Engineering, Inc. (HDR) developed a conceptual design in coordination with the City that will be used as the basis for these improvements.

HDR will lead all tasks in this scope. The City will provide supporting geotechnical engineering and surveying services with others through other contracts.

KEY UNDERSTANDINGS

- The construction of the improvements will occur in two phases: Phase 1 will include the new 215 Lewis Street parking lot and the Saddle Road widening, inclusive of the Warm Spring Road intersection improvements. Phase 2 will include the widening of Warm Springs Road. This scope of services only includes work for the Phase 1 improvements.
- The City will be responsible for Public Involvement, including stakeholder coordination, survey, and geotechnical engineering, during the life of the project. HDR will support the city in these efforts as described in the scope.
- The parking lot south of the YMCA, previously designated for public housing, is assumed to be retained as a parking lot and no changes to the number of spaces will occur on this lot with the YMCA expansion.
- Engineering design services during construction will be negotiated under a separate contract.
- GGLO will lead landscaping and irrigation design under a separate contract with the City.
- All deliverables will be electronic PDF copies unless otherwise noted.
- ISWPC standards as modified by the City of Ketchum will be used for design.
- The parcel north of the 215 Lewis Street lot where the existing fire training center is located will not be redeveloped with this project.



100 PROJECT MANAGEMENT & MEETING

101 Project Initiation and Project Management Plan

HDR will set up the project files, set up an accounting system, and 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. This task also includes project closeout activities.

Deliverables

- Project Management Plan (information only, no review).

102 Invoicing and Progress Reports

HDR will manage the budget and schedule. Monthly invoices specific to this project will be developed for its duration. Progress reports will describe work completed during the previous month, deliverables submitted, and issues requiring attention by City staff. HDR will submit invoices to the City.

Deliverables

- Twelve (12) monthly invoice packets, including progress report and expense backup.

103 Project Communication and Meetings

103.10 Project Team Meetings

There will be up to twelve (12) Project Team Meetings. One (1) meeting will be in person and will include a field review. The remaining ten (10) project meetings will be virtual, including meetings to coordinate with the YMCA and Mountain Rides.

HDR will be responsible for providing meeting agendas and materials for review in advance of the meeting and providing meeting notes after each meeting. Project Team members will be responsible for reviewing materials and providing timely feedback and direction, when requested. Project Team Meeting # 1 will be a kickoff meeting to outline this phase of the project.

Assumptions

- The project tasks covered by this scope of services will require twelve (12) months, and assumes an September 15, 2025 notice to proceed.
- Design duration assumes only Temporary Construction Easements on adjacent properties will be required for proposed improvements.
- Invoices will be submitted electronically (PDF) to the City. Hard copies of the invoices will not be mailed.
- The City and HDR will select and invite Project Team members to team meetings, potentially including representatives from Mountain Rides and the YMCA.
- GGLO will be invited to project team meetings for coordination.



- HDR Project Manager and Design Lead will attend all virtual Project Team Meetings for a duration of one and one-half (1.5) hours with one (1) hour to prepare agendas and meeting minutes.
- Each in-person meeting will be attended by two (2) HDR staff and assumed to last eight (8) hours (including the meeting and travel time). If possible, the field review will be scheduled at the same time as other in-person meetings to reduce travel costs.

Deliverables

- Project Team Meeting agendas and minutes.

103.20 Status Calls

Status calls between HDR and the City will be scheduled as needed throughout the duration of the project. Estimated duration is thirty (30) minutes each, for twelve (12) conference calls (~once every month). The HDR PM and one (1) other HDR staff member will be on each call.

Assumptions

- City PM will invite other staff as appropriate.

Deliverables

- Status call action item list via email, if necessary.

103.30 Internal Management Review Meetings

Internal management review meetings will be conducted to review the project's progress based on scope, schedule and budget as well as analyze current status of risk. Each Meeting will be one (1) hour in duration.

Assumptions

- Three (3) meetings during the twelve-month duration.

Deliverables

- Internal management review meeting attendance includes HDR PM, HDR Principal In Charge, Quality Manager, Idaho Area Manager, and Project Accountant.

104

105 City Council Meetings and Presentations

HDR will attend in person up to one (1) City Council meeting to support City staff in updating the council. HDR will make up to one (1) PowerPoint presentation to support City staff.

Assumptions

- HDR Project Manager and Design Lead will attend the City Council Meetings.
- For budgeting purposes, each in-person meeting will last eight (8) hours (inclusive of the meeting and travel time).

Deliverables

- One (1) PowerPoint presentation.



200 PUBLIC INVOLVEMENT SUPPORT

201 Public Involvement Graphics and Talking Points

HDR will support the City in its public engagement tasks throughout the design of the project. HDR will create up to two (2) exhibits showing project improvements. The City will provide HDR with draft talking points for each Phase for review. HDR will review the talking points and provide recommendations to the City on changes or additions.

Assumptions

- Up to one (1) public involvement exhibit will be created for each of the 30% and 90% submittals.
- All public involvement will be hosted on the Project Ketchum website. No public involvement meetings, virtual or in person, will be held.

Deliverables

- 30% Public Involvement Exhibit and Reviewed Talking Points.
- 90% Public Involvement Exhibit and Reviewed Talking Points.

300 30% ROADWAY AND PARKING LOT DESIGN (HDR)

301 30% Roadway Topography, Horizontal and Vertical Design

HDR will complete the design of the Saddle Road corridor and associated improvements within the project limits. Horizontal plan layout and elevation information will be shown along the roadway with associated amenities and features, including overall street layout, pedestrian, bike, and vehicular facilities. Horizontal and vertical design for the Saddle Road and Warm Springs Road intersection will be incorporated into the proposed corridor design.

HDR will develop a design criteria matrix (DCM) and submit it to the City for concurrence prior to beginning other design activities to establish the roadway, parking lot, lighting, traffic, and hydraulic design criteria. The DCM will list pertinent design criteria and design thresholds according to AASHTO and City design standards. HDR will update the DCM based on comments from the City.

HDR will coordinate with Mountain Rides on station locations and show a concrete area on the plans for new stop locations.

Assumptions

- Detailed Mountain Rides station design will be completed by others.

Deliverables

- Draft Design Criteria Matrix.
- Final Design Criteria Matrix.
- Sheets per Table 1.



302 30% 215 Lewis Street Parking Lot Design

HDR will complete the design of the 215 Lewis Street parking lot including horizontal control, and schematic grading and drainage in accordance with City requirements.

Assumptions

- Parking layout will be similar to the depiction provided on the YMCA Parking Expansion Concept 1 by HDR dated March 2024.
- There is adequate seasonal high ground water depth for subsurface stormwater retention and disposal via infiltration.
- The existing concrete masonry unit wall between the 215 Lewis Street lot and the YMCA appears to be a freestanding screen wall that was cut to provide pedestrian access from Lewis Street to the YMCA. It is assumed that as part of this project the cut and removal of the remaining portion of this wall adjacent to the 215 Lewis Street lot will be depicted in the Parking Lot Demolition Plan.

Deliverables

- Sheets per Table 1.

303 30% Drainage Design and Stormwater Memo

Project design must comply with the Clean Water Act, NPDES requirements, and City drainage requirements.

HDR will evaluate the general characteristics of the project area, including existing drainage facilities and infiltration characteristics. The existing drainage infrastructure will be improved to accommodate the proposed roadway improvements. Proposed drainage improvements along Saddle Road will consist of developing either swales or infiltration trenches (seepage beds).

HDR will evaluate the size of stormwater facility needed at the 215 Lewis Street lot and make a recommendation to the City on if the facility can be sized to treat stormwater from the eventual expansion of the parking lot by the YMCA.

HDR will prepare a Draft Stormwater Memo documenting existing infrastructure conditions and proposed design for submittal to the City. HDR will design the stormwater improvements and depict the proposed design of the stormwater report on the design plans. Storm sewer networks, surface collection and discharge facilities, inlets, and culverts will be depicted on the plans.

Assumptions

- The city will provide existing stormwater system information and design files, as available and applicable.
- Infiltration rates for proposed drainage improvements will be provided by the City provided geotechnical report.
- Stormwater must be treated onsite and cannot be sent to nearby surface waterways.
- The Stormwater Memo will address needs of both Phases of the project.



Deliverables

- Draft Stormwater Memo – Included with the 30% submittal.
- Sheets Per Table 1.

304 30% Signing and Pavement Marking Plan

HDR will layout and prepare 30% Signing and Pavement Markings. The 30% design will detail new pavement markings required and specify the difference between thermoplastic and waterborne pavement markings. HDR will design the locations of new traffic control signs. HDR will identify jointly with the City the locations of ADA accessible stalls.

Assumptions

- Mountain Rides will be responsible for the design and costs of new regional transit signs. At the direction of the City, HDR will show those signs on the Signing and Pavement Marking Plans.
- The City will provide direction on necessary parking restriction signage for YMCA patrons.

Deliverables

- Sheets per table 1.

305 30% Right-of-Way

HDR will develop temporary construction easement (TCE) requirements using alignment geometry and improvement design. HDR will:

- Show existing right-of-way (ROW) and property lines on plans along with parcel numbers.
- Develop TCE requirements on the roadway plans.
- Develop an ownership table and include it in the plans.

Assumptions

- Only TCEs will be required.

306 30% Utility Coordination

HDR will coordinate with utilities, including City owned utilities, as design progresses. HDR will gather utility contact information from Digline's online service at www.digline.com and draft utility contact letters to be sent to the utility companies in the project area, sharing the 30% design plans with them. HDR will schedule and attend one (1) virtual coordination meeting with utility company representatives to obtain additional information and address utility concerns. To the extent possible, HDR will note on the plans the location of potential utility conflicts. Additionally, HDR will:

- Review horizontal field survey designating subsurface utilities and provide utility location updates.
- Adjust design to avoid unnecessary utility conflicts, if possible.



Assumptions

- Two HDR staff members will virtually attend the 30% Utility Meeting assumed to last two (2) hours.

Deliverables

- 30% Utility Coordination Letters.
- Utility Coordination Meeting summary.
- Utility conflict evaluation (To be shown on the roadway sheets in Table 1).

307 30% Opinion of Probable Construction Cost

HDR will prepare a construction opinion of probable construction cost and submit with the 30% design package. HDR will adhere to the ISPMC item number process.

Assumptions

- 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 that vary from HDR's opinions, analyses, projections, or estimates.

Deliverables

- Phase 1: 30% Opinion of Probable Construction Cost (Excel and PDF).

308 30% Design Submittal and QC Review

This task includes performing an internal review of all deliverables and preparing the submittal documents. HDR will provide an independent review of the 30% design by a qualified senior level staff engineer. A QC Review Form will be completed and placed in the project file. HDR will submit the 30% Design package to the City. The following deliverables will be submitted for each Phase:

- 30% Stormwater Memo
- 30% Plans (See Table 1)
- 30% Opinion of Probable Construction Costs

Table 1 identifies the sheet list for the 30% Design Submittal.



215 Lewis Street Parking Lot and Saddle Road	
Plans	Approx. Number of Sheets
Title Sheet	1
Survey Control Sheet	1
Roadway Typical Sections	1
ROW Sheets (40 Scale)	2
Roadway Plan Sheets (40 Scale)	2
Roadway Drainage Plan Sheets (40 Scale)	2
Roadway Signing and Pavement Marking Sheets (40 scale)	2
Parking Lot Demolition Plans (40 Scale)	1
Parking Lot Horizontal Control Plans (40 scale)	1
Parking Lot Schematic Grading and Drainage Plans	1
TOTAL Sheets	14

309 30% Design Review Meeting

The City will distribute the design submittal documents to all reviewing parties, collect review comments from all parties, and provide comments and the review plan sets to HDR prior to the review meeting. Comments will be provided to HDR via email no later than one week before the review meeting. HDR will compile comments for the plans in a Comment/Response Matrix and send a draft to the City's Project Manager prior to the review meeting. The City will make final decisions for conflicting review comments. HDR will update the Comment/Response Matrix with comment resolutions after the Design Review meeting and submit to the City.

In addition to the design review meeting, a plan-in-hand meeting will be held at the project location to walk the project and review the plans. The City will invite relevant stakeholders to the meeting.

Assumptions

- HDR Project Manager and Design Lead will attend the Design Review Meeting.
- For budgeting purposes, the design review meeting will last eight (8) hours (inclusive of the meeting and travel time).

Deliverables

- Review Meeting Notes.
- Plan-in-hand meeting notes.
- Comment/Response Matrix.

City Responsibilities

- Schedule and host design review meeting and plan-in-hand meeting.
- Provide one (1) consolidated set of comments one week prior to the meeting.



400 90% DESIGN DEVELOPMENT

401 90% Topography, Horizontal and Vertical Design & Plans

HDR will revise and update the design and associated improvements within the project limits based on comments received at the 30% submittal. Assumptions

Assumptions

- Mountain Rides' station design will be completed by others.

Deliverables

- Updated 90% Plans.

402 90% 215 Lewis Street Parking Lot Design

HDR will revise and update the design and associated improvements within the project limits based on comments received at the 30% submittal.

Deliverables

- Sheets per Table 2.

403 90% Drainage Design and Stormwater Memo

HDR will update the 90% plan submittal to integrate the comments received from the 30% submittal specific to all stormwater design and irrigation water service connection input.

HDR will address comments received from the Draft Stormwater Memo documenting existing infrastructure conditions and how the proposed design will work with it for submittal to the City.

Storm sewer networks, surface collection and discharge facilities, inlets, and culverts will be depicted on the plans.

Deliverables

- Final Stormwater Memo – Delivered with the 90% submittal.
- Sheets Per Table 2.

404 90% Storm Water Pollution Prevention Plan (SWPPP)

HDR will evaluate the general characteristics of the project area and develop a stormwater pollution prevention plan and narrative based on the current NPDES Construction General Permit Narrative.

Assumptions

- SWPPP plans will be developed within the existing available Right-of-Way and property lines associated with 215 Lewis Street.
- The contractor will be responsible for the location and design of staging areas, filing the Notice of Intent (NOI) and completing the narrative.

Deliverables

- Draft SWPPP Narrative form provided with items left for the contractor to complete, Word copy.



- Locations of temporary and permanent BMPs, flow directions, and limits of disturbance shown on plan sheets.
- Sheets per table 2.

405 90%Signing and Pavement Marking Plan

HDR will update the Signing and Pavement Marking Plan based on the comments from the 30% plan submittal. HDR will create details for specialty signs necessary for the project.

Assumptions

- The City will provide direction on necessary parking restriction signage for YMCA patrons.

Deliverables

- Sheets per Table 2.

406 90% Lighting Design

HDR will analyze and design lighting improvements for the 215 Lewis Street Parking lot that meet the City's parking lot illumination requirements and dark sky initiatives found in the City Code. HDR will analyze the lighting design using AGI32 software and generate a Lighting Memo that summarizes the requirements and lighting calculations. HDR will show on the plans the locations of luminaires poles, service pedestals, and details showing the locations of junction boxes and power service wiring.

Deliverables

- 90% Lighting Memo.
- Sheets per Table 2.

407 90% Right-of-Way

HDR will update TCE requirements based on comments received from the 30% design submittal.

Deliverables

- TCE requirements [Shown on the roadway sheets].

408 90% Utility Coordination

HDR will address comments received from the 30% utility plan review as necessary. HDR will draft utility contact letters to be sent to the utility companies in the project area sharing the 90% design plans with them. HDR will schedule and attend one (1) virtual coordination meeting with the utility company representatives to obtain additional information and address utility concerns.

Deliverables

- 90% Utility Coordination Letters.
- Utility Coordination Meeting summary.
- Utility conflict evaluation (To be shown on the roadway sheets in Table 1).



409 90% Temporary Traffic Control

HDR will analyze and design maintenance of traffic plans during construction including notes and quantities, staging overviews, and detour plans. HDR will analyze and design the necessary detours and routing to accommodate existing sidewalk and multi-use pathway facilities to be maintained throughout construction.

Assumptions

- Saddle Road and Warm Springs Road may be reduced to one lane in each direction during construction with occasional flagging at the intersection.

Deliverables

- Sheets per Table 2.

410 90% Specifications and Contractor Notes

HDR will develop the necessary special provisions that modify the ISPWC as needed for plans developed for the 90% submittal. Contractor notes will be prepared for construction items requiring special consideration by the Contractor and will be included in the specifications.

Deliverables

- 90% Phase 1 Specifications and Contractor Notes.

411 90% Opinion of Probable Construction Cost

HDR will prepare opinions of probable construction cost and submit them with the design package. HDR will adhere to the ISPWC item number process.

Assumptions

- 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 that vary from HDR's opinions, analyses, projections, or estimates.

Deliverables

- Phase 1: 90% Opinion of Probable Construction Cost (Excel and PDF).

412 90% Bid Documents

HDR will prepare the bid documents. Necessary forms and contractor notes will be prepared.

Deliverables

- Phase 1: Bid documents (Word File).

413 90% Design Submittal and QC Review

This task includes performing an internal review of all deliverables and preparing the submittal documents. HDR will provide an independent review of the 90% design by a qualified senior level staff engineer. A QC Review Form will be completed and placed in the project file. HDR



will submit the 90% Design package to the City. The following deliverables will be submitted for each Phase:

- 90% Stormwater Memo
- 90% SWPPP Narrative (Word Document)
- 90% Lighting Memo
- 90% Plans (See Table 2)
- 90% Specifications and Contractor Notes
- 90% Bid Documents
- 90% Construction Schedule
- 90% Opinion of Probable Construction Costs

Table 2 identifies the sheet list for the 90% Design Submittal.

215 Lewis Street Parking Lot and Saddle Road	
Plans	Approx. Number
Title Sheet	1
Survey Control Sheet	1
Roadway Typical Sections	1
ROW Sheets (40 Scale)	2
Roadway Plan Sheets (40 Scale)	2
Roadway Drainage Plan Sheets (40 Scale)	2
Roadway and Drainage Detail Sheets	4
Roadway Signing and Pavement Marking Sheets (40 scale)	2
Roadway Signing and Pavement Marking Detail Sheets	1
SWPPP Sheets (40 Scale)	2
Parking Lot Demolition Plans (40 Scale)	1
Parking Lot Horizontal Control Plans (40 scale)	1
Parking Lot Grading and Drainage Plans (40 scale)	1
Parking Lot Pavement Marking Plans	1
Parking Lot Lighting Plan Sheets (40 Scale)	1
Construction Phasing Plans	2
Pedestrian and Bike Detour Sheets	1
TOTAL Sheets	26



414 90% Design Review Meeting

The City will distribute the design submittal documents to all reviewing parties, collect review comments from all parties, and provide comments and the review plan sets to HDR prior to the review meeting. Comments will be provided to HDR via email no later than one week before the review meeting. HDR will compile comments for the plans outlined in this SOS in a Comment/Response Matrix and send a draft to the City's Project Manager prior to the review meeting. The City will make final decisions for conflicting review comments. HDR will update the Comment/Response Matrix with comment resolutions after the Design Review meeting and submit to the City.

Assumptions

- HDR Project Manager and Design Lead will attend the Design Review Meeting.
- For budgeting purposes, the design review meeting will last eight (8) hours (inclusive of the meeting and travel time).

Deliverables

- Review Meeting Notes.
- Comment/Response Matrix.

City Responsibilities

- Schedule and host design review meeting.
- Provide one (1) consolidated set of comments one week prior to the meeting.

500 100% CONSTRUCTION DOCUMENTS

501 Finalize Construction Documents

HDR will make revisions based on the bidding clarifications and addenda, compute and finalize quantities. HDR will prepare final construction documents that will be stamped by an Idaho Professional Engineer and update the bid documents.

Prior to submitting the construction documents, a QC review will be performed by a senior engineer not involved in the day-to-day project work. Modifications to the plans will be made following the QC review and then the final design package will be delivered to the City.

Assumptions

- For budgeting purposes, no additional revisions to the 100% submittal will occur after the submittal of the 100% construction documents.

Deliverables

- Construction documents including plans and specifications.
- Opinion of probable construction cost.
- Construction schedule.
- Design review meeting comment matrix with responses to review comments.
- Electronic design files in DWG format.
- Bid documents.



600 BIDDING SERVICES

601 Assist Bidding Process

HDR will assist the City in providing plan clarifications and preparing addenda during the bidding process. Responses will be in writing and submitted to the City during the bidding. HDR will complete the bid justification, if required. At the request of the City, HDR will virtually attend the bid opening meeting.

Assumptions

- A total of four (4) plan clarifications and/or addenda will be completed at one (1) hour each for staff and one (1) hour each for the Project Manager for estimating purposes.
- A total of two (2) hours is estimated for the bid justification, if required.
- No new/additional sheets will be created for addenda.

Deliverables

- Written responses

700 CONSTRUCTION ENGINEERING AND INSPECTION

Scope and Fee for this task project to be negotiated at a later date.

800 SUBSURFACE UTILITY INVESTIGATION

During the 30% Design Task, HDR will coordinate with the City on acquiring a subconsultant or vendor for potholing to identify subsurface utility conflicts. The number of potholes will be determined during the 30% Design task using data by the City provided Surveyor and the Utility Coordination process. Scope and Fee of the potholing will be determined at a later date.

CONSULTANT NAME: HDR Engineering, Inc.

PROJECT NAME: YMCA Parking Lot Expansion

PROJECT NO.: N/A

KEY NO. N/A

A. SUMMARY ESTIMATED MAN-DAY COSTS

	Staff-Hours		Rate		Labor Cost
1 Principal in Charge	= 4.00	@	\$366.00	=	\$1,464.00
2 Quality Control	= 46.00	@	\$269.50	=	\$12,397.00
3 Project Manager/Traffic Engineer	= 200.00	@	\$190.00	=	\$38,000.00
4 Lead Engineer	= 224.00	@	\$226.00	=	\$50,624.00
5 Drainage/Roundabout Engineer	= 102.00	@	\$164.00	=	\$16,728.00
6 EIT	= 342.00	@	\$121.00	=	\$41,382.00
7 GIS/CAD Tech	= 156.00	@	\$124.00	=	\$19,344.00
8 Quality Manager	= 12.00	@	\$188.00	=	\$2,256.00
9 Accounting	= 22.00	@	\$125.00	=	\$2,750.00
TOTAL =					1108.00
					TOTAL = \$184,945.00

B. OUT-OF-POCKET EXPENSES

HDR TOTAL ESTIMATED EXPENSE* = \$1,324.00

* See attached Direct Expenses for HDR

C. ESCALATION

Anticipated Agreement Date: September 15, 2025

Project Duration: 12 Months

Escalation Period: 9 Months

Total Labor Cost		Esc Ratio		Annual Esc	
\$184,945.00	X	75%	x	4.0%	= \$5,548.35

HDR Subtotal = \$191,817.35

D. SUBCONSULTANTS

N/A = \$0.00

N/A = \$0.00

Subconsultant Subtotal = \$0.00

TOTAL = \$191,817.35

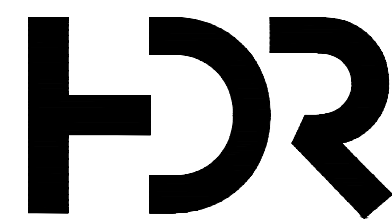
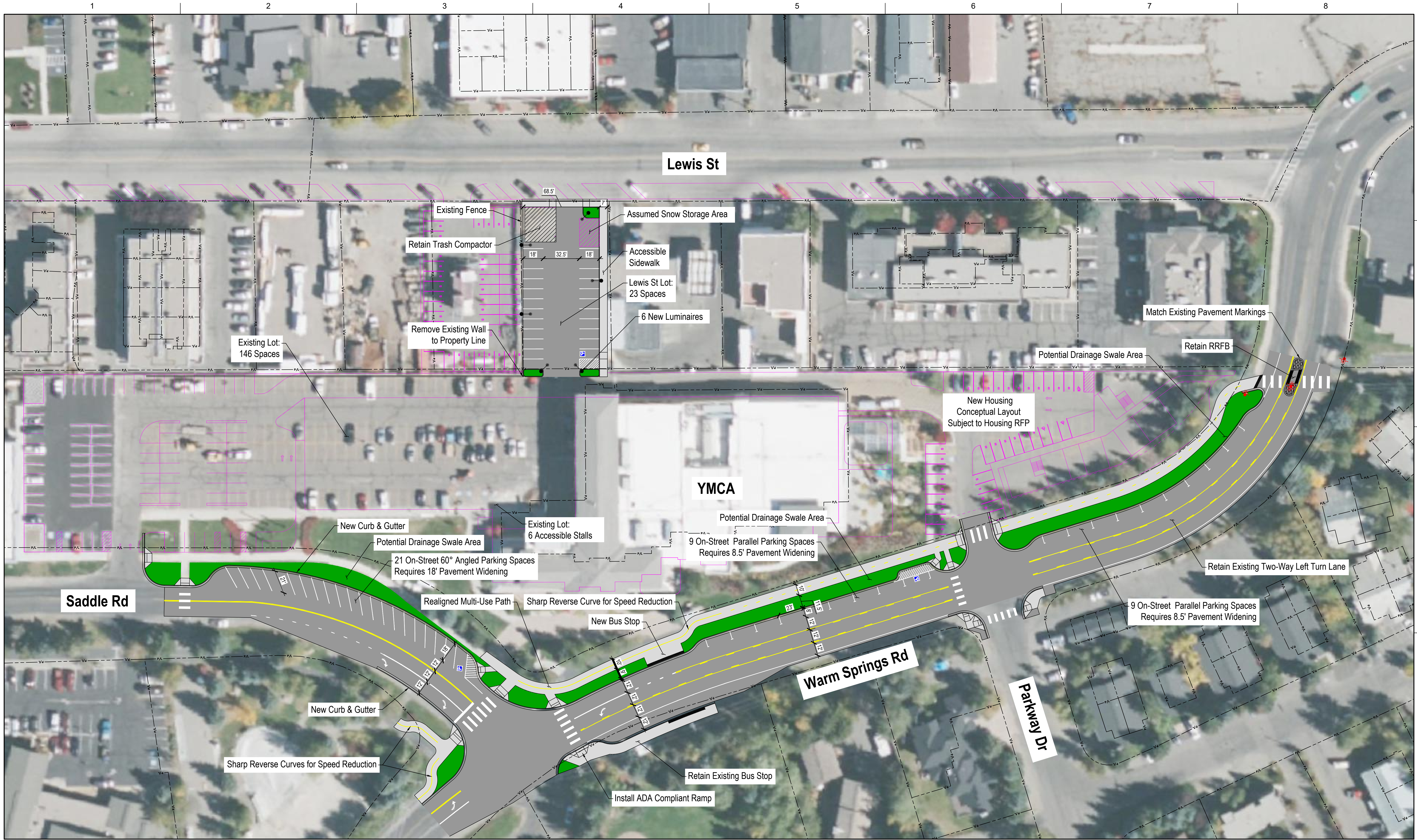
SULTANT NAME: HDR Engineering, Inc.
PROJECT NAME: YMCA Parking Lot Expansion
PROJECT NO.: N/A
KEY NO. N/A

E. OUT-OF-POCKET EXPENSES SUMMARY

SECRET EXPENSES SUMMARY		Estimated	Unit Cost	Estimated	
Expense	Unit	Amount		Expense	Comment
1 Printing (8.5x11)	Sheets	200	@ \$ 0.05	= \$ 10.00	
2 Printing (8.5x11 Color)	Sheets	50	@ \$ 0.16	= \$ 8.00	
3 Printing (11x17)	Sheets	100	@ \$ 0.10	= \$ 10.00	
4 Printing (11x17 Color)	Sheets	50	@ \$ 0.32	= \$ 16.00	
5 Postage & Shipping	LS		@ \$ 100.00	= \$ -	
6 Postcards/Shipping Postcards	Each	-	@	= \$ -	
7 Display Boards (16)	sq ft	-	@ \$ 7.00	= \$ -	
8 Roll Plot - Color	sq ft	-	@ \$ 0.90	= \$ -	
9 Display Ad	Each	-	@ \$ 210.00	= \$ -	
10 Meeting Refreshments	LS	-	@ \$ 50.00	= \$ -	
11 Mileage	Miles	-	@ \$ 0.700	= \$ -	
12 Meals	Day	6	@ \$ 30.00	= \$ 180.00	
13 Lodging	Each	2	@ \$ 250.00	= \$ 500.00	
14 Lodging Tax	Each	2	@ \$ 37.50	= \$ 75.00	
15 Rental Car	Each	3	@ \$ 75.00	= \$ 225.00	
16 Fuel	Gals	60	@ \$ 5.00	= \$ 300.00	
HDR Engineering, Inc. Total Estimated Expenses				\$1,324.00	

HDR Engineering, Inc.
YMCA Parking Lot Expansion

			HDR								
			1	2	3	4	5	6	7	8	9
			Principal in Charge	Quality Control	Project Manager/Traffic Engineer	Lead Engineer	Drainage/Roundabout Engineer	EIT	GIS/CAD Tech	Quality Manager	Accounting
		TOTAL									
100	Project Management	160.5	4	4	70	41	0	12	0	7.5	22
101	Project Initiation and Project Management Plan	13	1		4					4	4
102	Invoicing and Progress Reports	30			12						18
103	Project Team Meetings	82	3	3	44	29	0	0	0	3	0
103.10	Project Team Meetings	58			35	23					
130.20	Status Calls	12			6	6					
130.30	Internal Management Review Meetings	12	3	3	3					3	
105	City Council Meetings and Presentations	35.5	0	1	10	12	0	12	0	0.5	0
200	Public Involvement Support	72.5	0	4	10	13	4	28	12	1.5	0
201	Public Involvement Graphics and Talking Points	72.5	0	4	10	13	4	28	12	1.5	0
300	30% Roadway and Parking Lot Design	297	0	14	36	42	36	112	56	1	0
301	30% Roadway Topography, Horizontal and Vertical Design	62		2	4	6	2	32	16		
302	30% Lewis Street Parking Lot Design	44			6	6		20	12		
303	30% Drainage Design and Stormwater Memo	60			2	6	16	24	12		
304	30% Signing and Pavement Marking Plan	20			2	2		8	8		
305	30% Right-of-Way	8			2	2		4			
306	30% Utility Coordination	12			2	2	8				
307	30% Opinion of Probable Construction Cost	18			2	2	2	12			
308	30% Design Submittal and QC Review	41		12	4	4	4	8	8	1	
309	30% Design Review Meeting	32			12	12	4	4			
400	90% Design Development	467	0	18	64	90	48	160	86	1	0
401	90% Roadway Topography, Horizontal and Vertical Design	70		2	4	12	4	32	16		
402	90% Lewis Street Parking Lot Design	36			4	4		20	8		
403	90% Drainage Design and Stormwater Memo	56			2	6	16	20	12		
404	90% Storm Water Pollution Prevention Plan (SWPPP)	28			2	4	8	8	6		
405	90% Signing and Pavement Marking Plan	22			4	2		8	8		
406	90% Lighting Design	38			8	2		20	8		
407	90% Right-of-Way	8			2	2		4			
408	90% Utility Coordination	14			2	4	8				
409	90% Temporary Traffic Control	40			6	6		16	12		
410	90% Specifications and Contractor Notes	24			6	16	2				
411	90% Opinion of Probable Construction Cost	22			4	4	2	12			
412	90% Bid Documents	24			8	16					
413	90% Design Submittal and QC Review	61		16	4	4	4	16	16	1	
414	90% Design Review Meeting	24			8	8	4	4			
500	100% Construction Documents	83	0	6	10	28	12	26	0	1	0
501	Finalize Construction Documents	83		6	10	28	12	26		1	
600	Bidding Services	28	0	0	10	10	2	4	2	0	0
601	Assist Bidding Process	28			10	10	2	4	2		
700	Construction Engineering and Inspection	0	0	0	0	0	0	0	0	0	0
700	TBD	0									
800	Subsurface Utility Investigation	0	0	0	0	0	0	0	0	0	0
800	TBD	0									
	Total:	1108.0	4.0	46.0	200.0	224.0	102.0	342.0	156.0	12.0	22.0
	Total Check:	1108.0	4.0	46.0	200.0	224.0	102.0	342.0	156.0	12.0	22.0
	Sub Consultant Totals		1108.0								
	Percent of Project Total:	100.0%	0.4%	4.2%	18.1%	20.2%	9.2%	30.9%	14.1%	1.1%	2.0%
	Percent of HDR Sub-Total:		0.4%	4.2%	18.1%	20.2%	9.2%	30.9%	14.1%	1.1%	2.0%



- Asphalt
- Concrete
- Landscaping/Stormwater Swale
- Future Development

Notes:
1. Property Lines Based on GIS.
Verify During Design

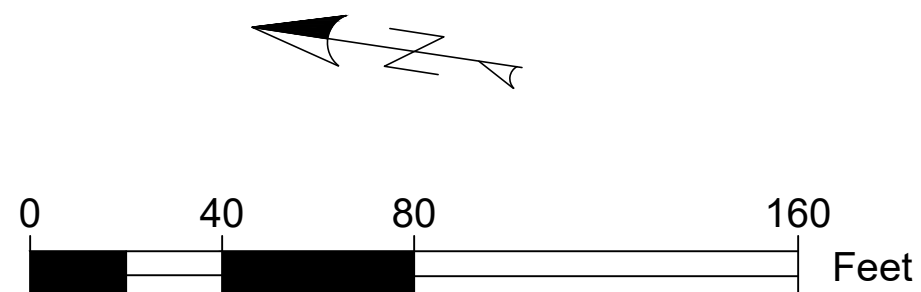
Pre Expansion Parking Summary:
YMCA Lot Spaces: 146
Lewis Street Lot Spaces: 23
Street Parking: 39

Total Spaces: 208
Total Accessible Spaces: 9

Post Expansion Parking Summary:
YMCA Lot Spaces: 96
Lewis Street Lot Spaces: 56
Street Parking: 39

Total Spaces: 191
Total Accessible Spaces: 12
Additional Housing Spaces: 35

YMCA Parking Expansion Concept 1 March 2024



ADDENDUM AND AMENDMENT TO PARKING AGREEMENT

This ADDENDUM AND AMENDMENT is made and entered into this 4th day of November, 2019, by and between the City of Ketchum, a municipal corporation of the State of Idaho ("Lessor" or "City"), and Wood River Community Young Men's Christian Association, Inc., dba Wood River Community YMCA, an Idaho nonprofit corporation ("Lessee" or "YMCA").

- A. The City leases certain real property to the YMCA ("Leased Property") under the Lease Agreement, dated March 16, 2005, with a First Amendment to Lease, dated April 25, 2013 ("Lease"). The Parties also entered into a Parking Agreement, dated October 12, 2006, ("Parking Agreement") to address parking requirements and joint use arrangements in connection with the lease.
- B. The Parking Agreement covers parking on the Development Parcel, being all remaining property within the identified Park and Ride Lot not leased to the YMCA, and upon which certain joint parking uses were allowed pending future development by City. The YMCA relies upon the availability of sufficient public parking on the City land not leased to the YMCA.
- C. The City is pursuing potential development of a fire station ("City Development") which will impact the Development Parcel with respect to public parking availability. The City desires to minimize impact on the public parking also available to the YMCA. The YMCA supports the City Development and desires to come to an arrangement to accommodate the changing needs of the Parties.
- D. The YMCA is planning for expansion and further development of YMCA facilities as contemplated in the Lease. The City supports the YMCA and its mission in the community, and desires to come to an arrangement to accommodate the changing needs of the Parties.
- E. The Parties desire to continue the existing Lease and Parking Agreement with certain addendums and amendments to address changing needs and clarify the duties of the Parties.

Therefore, the Parties agree to further addend and amend the Lease Agreement, as previously amended, and the Parking Agreement, as follows:

1. Continued Use of Development Parcel for YMCA Parking. The City will continue to permit the YMCA to jointly use public parking facilities on the Development Parcel for the YMCA's parking requirements as generally contemplated within the Lease and Parking Agreement. In the event of any inconsistency between this Addendum and Amendment and the Parking Agreement or Lease this Addendum and Amendment shall govern. Except as amended by this Addendum and Amendment the Lease and Parking Agreement are ratified and affirmed.

2. Vicinity Parking.

The Parties have identified 150 parking spaces as the number of spaces reasonably necessary for the YMCA to continue to generally serve its patrons and fulfill its mission. In consideration of the ongoing cooperative efforts and support between the City and YMCA the City will maintain public parking available for YMCA non-exclusive use within the Vicinity of the YMCA. The Vicinity, for purposes of this Addendum and Amendment, shall be the area as identified on Exhibit A.

Upon completion of the City Development, the City will, at no required expense to the YMCA, develop, manage, and provide public parking in the Vicinity in the amount of at least one-hundred and fifty (150) on-site, on-street, or off-street public parking spaces or other equivalent parking facilities, which the Parties mutually agree are sufficient to ensure that the YMCA reasonably has access to public parking spaces for its ordinary and routine use.

The Parties understand that retaining a certain level of parking more proximate to the YMCA facilities is also desirable. Therefore, to preserve such proximity, at least one-hundred (100) of such public parking spaces will be located On-Site. "On-Site" is defined as illustrated by Exhibit B hereto.

At the time of a building permit for the contemplated YMCA expansion, the City will, at no required expense to the YMCA, increase the development, management, and provision of public parking to at least two-hundred (200) public parking spaces or equivalent parking facilities within the Vicinity. The commitment for On-Site spaces will increase to one-hundred and fifty (150) spaces. The definition of "On-Site" at this time will be expanded to include the additional area illustrated on Exhibit C hereto.

The Parties understand that unique circumstances, special events, and non-routine events will occur and will not be considered interference with the routine provision of generally available public parking.

The Parties understand and agree that ADA compliant spaces will be included to the extent required by law. The Parties also understand and agree that at the time of this Addendum and Amendment these commitments will not include compact car spaces, and that the Parties shall work cooperatively to address changing automobile and parking habits over the course of the Lease.

3. No Designated or Committed Parking. The Parties understand and agree that all public parking developed by the City shall be open and available to general public use. None of the On-Site public parking spaces are hereby designated to, reserved, or committed solely to the YMCA.
4. Ongoing Cooperative Efforts; Reservation of City Rights. The Parties understand and agree that this Addendum and Amendment is a result of the designated City Development. The Parties acknowledge and agree the City Development is dependent on the electorate's approval of the bond measure on November 5, 2019 which approval is an express condition precedent to the rights and obligations of the Parties hereunder. In the event the bond measure is not approved this Addendum and Agreement will be deemed as without effect and in which case neither Party shall have any further rights or obligations hereunder. Subject to the terms and conditions of this Addendum and

Amendment, the City reserves all general rights to provide, manage, and maintain public parking under its municipal powers. The Parties will endeavor to maintain a cooperative and collaborative effort in addressing parking needs for future development.

This Addendum shall be effective as of the later date of execution below.

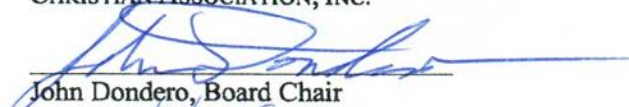
CITY OF KETCHUM

WOOD RIVER COMMUNITY YOUNG MEN'S
CHRISTIAN ASSOCIATION, INC.



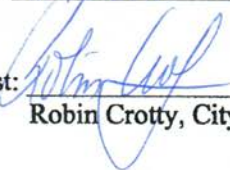
Neil Bradshaw, Mayor

Date: 11/4/2019



John Dondero, Board Chair

Date: 11/4/2019

Attest: 

Robin Crotty, City Clerk

ADDENDUM and AMENDMENT EXHIBIT A

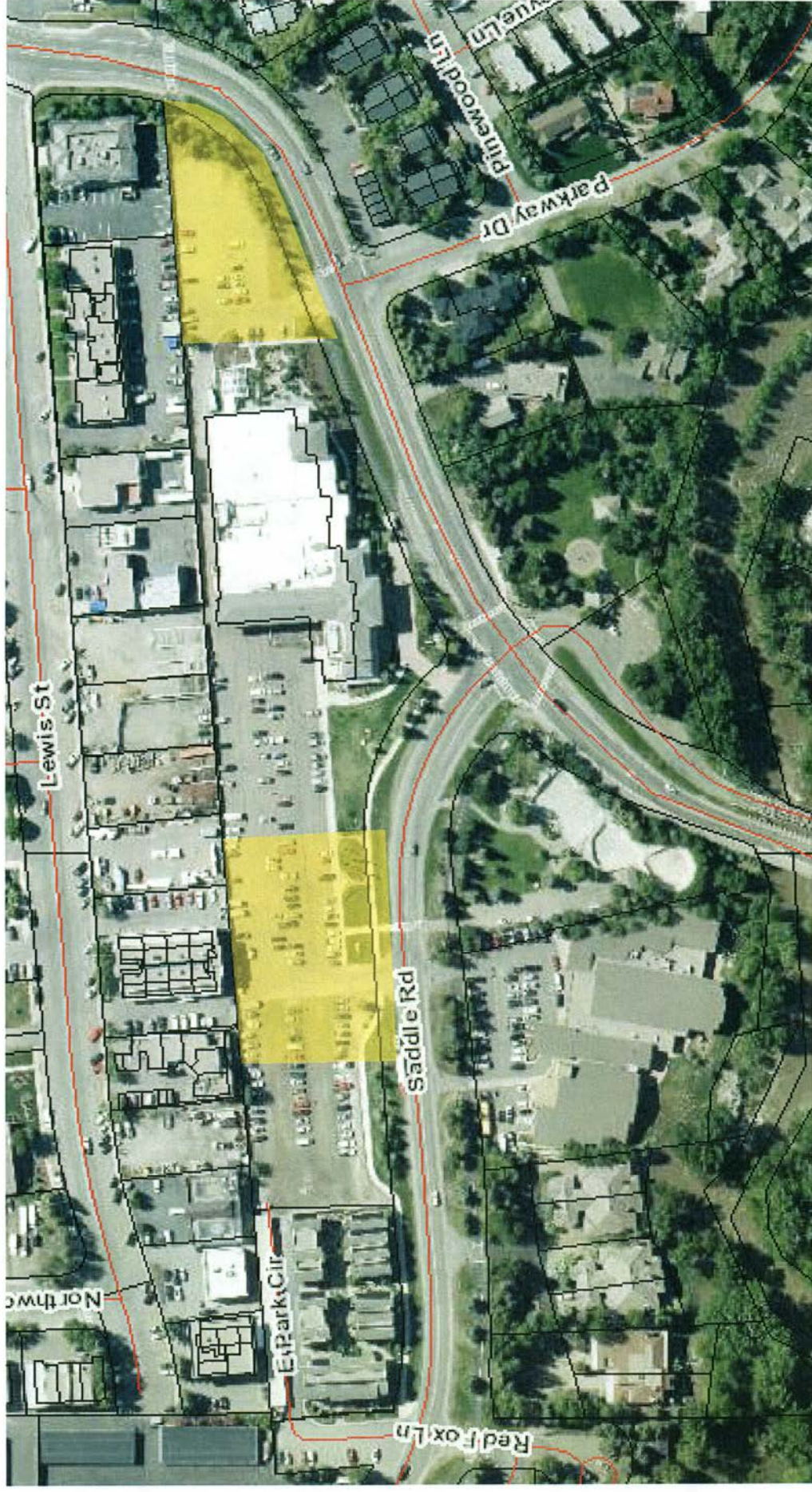


Legend

Vicinity

ADDENDUM and AMENDMENT

EXHIBIT B

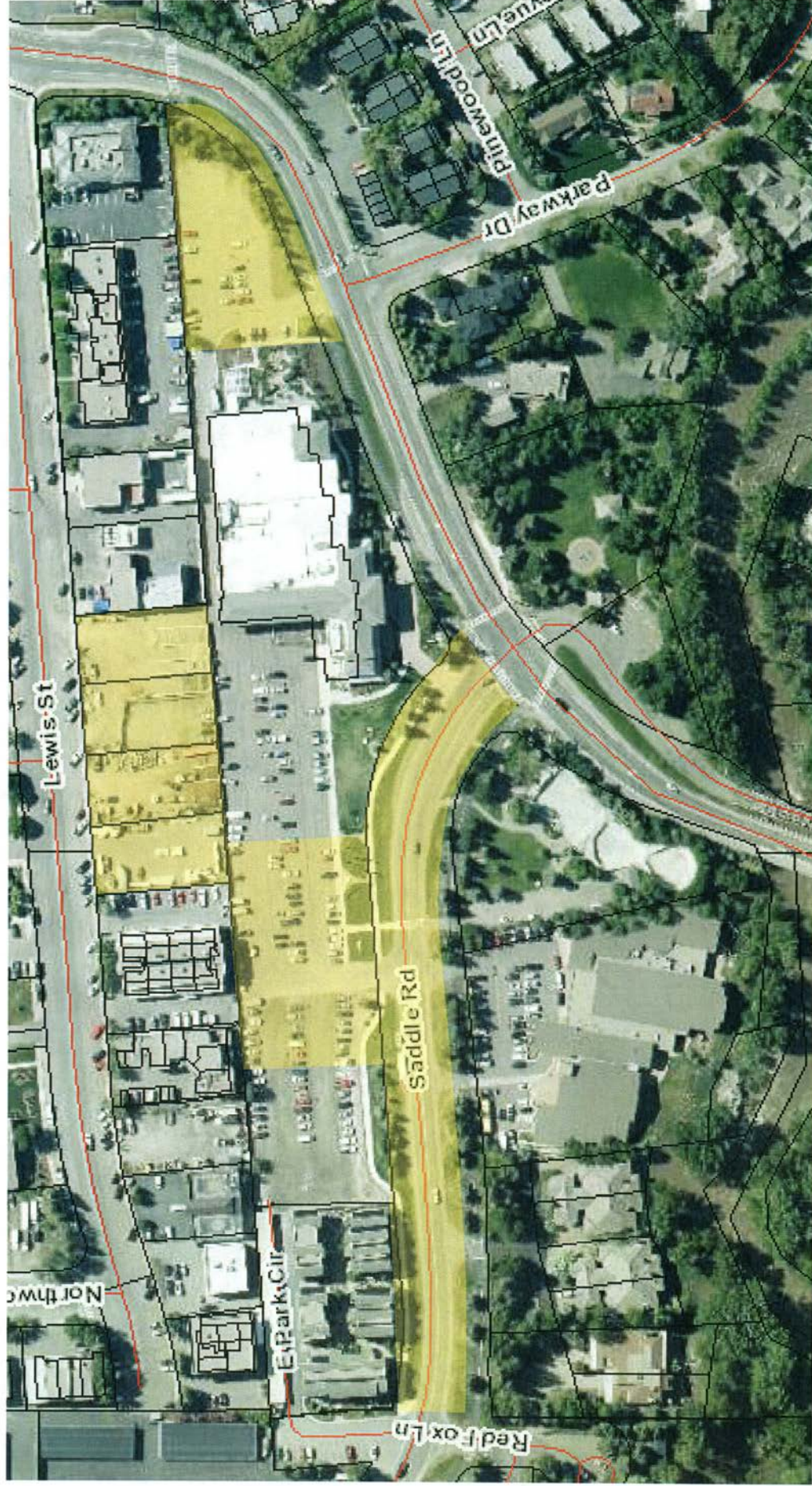


Legend

 On-site location for 100 parking spaces prior to YMCA expansion

ADDENDUM and AMENDMENT

EXHIBIT C



Legend

 On-site parking location for 150 parking spaces after YMCA expansion



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: 26020

To: 2319 HDR ENGINEERING, INC. BOX 74008202 CHICAGO IL 60674-8202	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
10/01/2025	BDAVIS	BDAVIS			

Quantity	Description	Unit Price	Total
1.00	YMCA PARKING LOT EXPANSION 03-4193-7502	191,817.35	191,817.35
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		191,817.35

Authorized Signature