



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:	September 09, 2025	Staff Member/Dept:	Jeff Vert/Water Reclamation Facility Manager

Agenda Item:	Recommendation to Approve Purchase Order 26004 with HDR Engineering for Solids Dewatering Project, Resident Project Representative
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### Recommended Motion:

I move to approve Purchase Order 26004, Task Order #7 with HDR Engineering for Solids Dewatering Project, Resident Project Representative for the not to exceed amount of \$324,900.00
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### Reasons for Recommendation:

<ul style="list-style-type: none"><li>This is an ongoing project from the Water Reclamation Facilities Plan.</li></ul>
<ul style="list-style-type: none"><li>Detailed Plans and Specifications for Solids Dewatering Construction Upgrades have been submitted to and approved by IDEQ.</li></ul>
<ul style="list-style-type: none"><li>The scope of work for this task order will provide the necessary engineering oversight during the construction phase of the project.</li></ul>

### Policy Analysis and Background (non-consent items only):

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### Sustainability Impact:

None OR state impact here: None
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### Financial Impact:

None OR Adequate funds exist in account:	This is a budgeted expense in the Capital Improvement Projects category of Wastewater Division Expenditures. This expense will be shared equally with the Sun Valley Water and Sewer District.
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### Attachments:

1. Purchase Order 26004
2. HDR Task Order #7



# 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: 26004

<b>To:</b> 2319 HDR ENGINEERING, INC. BOX 74008202 CHICAGO IL 60674-8202	<b>Ship to:</b> CITY OF KETCHUM PO BOX 2315 KETCHUM ID 83340
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P. O. Date	Created By	Requested By	Department	Req Number	Terms
09/10/2025	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	TO 7: Resident Project Representative 67-4350-7818	324,900.00	324,900.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		324,900.00

\_\_\_\_\_  
Authorized Signature



## **TASK ORDER NO. 07**

### **SERVICES DURING CONSTRUCTION (SDC) RESIDENT PROJECT REPRESENTATIVE (RPR) SOLIDS DEWATERING PROJECT CITY OF KETCHUM AND SVWSD**

This Task Order pertains to the Master Services Agreement by and between City of Ketchum, ID and Sun Valley Water & Sewer District, Sun Valley, ID (“OWNERS”), and HDR Engineering, Inc. (“HDR” or “ENGINEER”), dated May 1, 2023, (“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 all parties. Upon execution, this Task Order shall supplement the Agreement as it pertains to the project described below.

**TASK ORDER NUMBER:** Task Order #07

#### **PROJECT NAME:**

Ketchum/SVWSD Water Reclamation Facility (WRF) – Solids Dewatering Project - Services During Construction – Resident Project Representative (RPR)

#### **PART 1.0 TASK ORDER DESCRIPTION:**

Provide part-time resident project representative (RPR) services during construction (SDC) supporting 22 months of construction for the solids dewatering project (18 months of active construction).

#### **PART 2.0 SCOPE OF SERVICES TO BE PERFORMED BY ENGINEER:**

See Exhibit A.

#### **PART 3.0 OWNER’S RESPONSIBILITIES:**

See Exhibit A.

#### **PART 4.0 PERIOD OF SERVICE:**

September 2025 – June 2027

(22 months less 4 months for winter shutdown)

#### **PART 5.0 ENGINEER’S FEE:**

See Exhibit A for T&M fee breakdown.

Task Order #07: Solids Dewatering RPR

**\$324,900**

#### **PART 6.0 OTHER: N/A**



This Task Order #07 is executed this \_\_\_\_\_ day of \_\_\_\_\_ 2025

**CITY OF KETCHUM, ID**

**“OWNER”**

BY: \_\_\_\_\_

NAME: Neil Bradshaw

TITLE: Mayor

ADDRESS: City of Ketchum  
P.O. Box 2315 (191 5<sup>th</sup> St. W.)  
Ketchum, ID 83340

**SUN VALLEY WATER & SEWER  
DISTRICT (SVWSD)**

**“OWNER”**

BY: \_\_\_\_\_

NAME: Peter Hendricks

TITLE: Chairman

ADDRESS SVWSD  
: P.O. Box 2410  
Sun Valley, ID 83353

**HDR ENGINEERING, INC.**

**“ENGINEER”**

BY: \_\_\_\_\_

NAME: City of Ketchum/SVWSD -  
Solids Dewatering

TITLE: Improvements Project  
Resident Project  
Representative – TO #7

ADDRESS: Page 2

Jon Osier

Vice President

HDR

412 E. Parkcenter Blvd, Ste 100 Boise, ID 83706

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*Scope of Services Sept 2025 – June 2027*



# Exhibit A

## Scope of Services

### Task 3 - Field Services – Resident Project Representative (RPR)

This RPR role proposes sharing an RPR primarily between the City of Ketchum and the City of Hailey. It is expected that the RPR will split time roughly 50/50 on a monthly basis between the Ketchum Solids Dewatering project and Hailey Headworks Improvements project. The shared time will be approximately eighteen (18) months. This sharing of the RPR allows part-time construction observation at each location with a sharing of lodging, per diem, and mileage. The Ketchum project construction has already started and has 22 months remaining. The final 4 months of construction will also be shared with miscellaneous HDR projects in the Magic or Treasure Valley. The role of the RPR is described below.

#### Subtask 3.1 Field Observations

##### Objective

Determine general conformance of the completed construction with the requirements of the Contract Documents through observation of the Work. A Resident Project Representative (RPR) shall relay information from the field to the ENGINEER. Actions taken by RPR shall be in conformance with ENGINEER'S direction.

##### Subtasks

- Provide general observation including:
  - Observe, record, and report Contractor's daily work progress to determine the Work observed is in general conformance with the requirements of the Contract Documents.
  - Document activities observed making notes of deficiencies and issues requiring resolution. Maintain work deficiency log in the daily monitoring sheet (DMS).
  - Create daily field reports defining specified work completed, discussions with the Contractor, direction given to Contractor, Contractor work force figures, progress made on the controlling activity established by the approved construction schedule, job site visitors, and weather conditions.
  - Review ENGINEER "approved" shop drawings, samples, and other submittals and apply them to the conducting of observations.
  - Photograph record construction to document progress or deficiencies, and label and log photos in the DMS.
  - Conduct or coordinate the conduct of specified inspections and testing and document results.
- Maintain copies of permits and a summary of their status on site.



- Maintain hard copies or electronic copies of correspondence, meeting minutes, original Contract Documents including Change Orders, Field Orders, Work Change Directives, Addenda, additional drawings issued after the execution of the Contract, ENGINEER's clarifications and interpretations of the Contract Documents, progress reports, shop drawing and sample submittals, and other Project-related documents.
- Monitor Contractor's compliance with permit conditions and Contractor's progress resolving identified violations of local ordinance and other specific permit conditions.
- Coordinate with the Materials Testing company (directed by Contractor to time, place, and testing method) to notify Owner when results from the Materials Testing company have been obtained stating that acceptable subgrade preparation has been provided for structures and ready to receive concrete for foundations and structural slabs on grade.
- Monitor the soils and concrete testing, and coordinate in-place moisture and density testing and the sampling and testing of concrete.
- Observe and document pressure testing of interior and exterior piping systems.
- Review stored materials and/or equipment for quantity determination for Contractor payment and document the Contractor's methods for protecting equipment and/or materials prior to installation. Notify Contractor if additional measures are required to protect the equipment.
- Coordinate with ENGINEER's Project Manager during site visitations by design team member(s) as defined in ENGINEER's scope of work.
  - Follow-up on deficiencies noted by design team members by either requiring immediate correction by the Contractor or adding items to a progressive work deficiency list.
- Develop and provide the Contractor an ongoing list of items requiring correction of noted construction deficiencies if it is believed that such Work does not conform generally to the Contract Documents.
- As deficiencies are corrected, revise the list by indicating corrected status.
- Issue Non-Conformance Reports twice per month for deficiencies not being acknowledged or addressed by Contractor with proposed corrective measures or corrective action plans.
- On a monthly basis, prior to ENGINEER signing off on the monthly payment request, review Contractor's red-lined drawings to verify the Contract Drawings are up to date with contract modifications and annotated to reflect actual construction. Review the Contractor's payment applications and make a recommendation to ENGINEER regarding payment.
- Review tagging of equipment for conformance with approved registers for equipment, valves, and other items designated to be tagged by the Contract Documents.
- Document observations made of property damage or personal injury accidents within the project construction limit lines and provide a written report to notify the ENGINEER and the OWNER.
- RPR will attend and participate in the pre-construction conference to be led by ENGINEER.
- RPR will attend and participate in coordination conference call meetings and the construction progress meetings to be led by ENGINEER.



- Recommend to ENGINEER necessary clarifications and interpretations of the Contract Documents as appropriate for the orderly completion of the Work. Such clarifications and interpretations will be consistent with the intent of and reasonably inferable from the Contract Documents. Based on these recommendations, ENGINEER may issue Field Orders, Work Change Directives, or Change Orders.
- The RPR shall not:
  - Authorize deviations from the Contract Documents or substitution of materials or equipment (including “or-equal” items).
  - Exceed limitation of ENGINEER’s authority as set forth in the professional services agreement with the OWNER.
  - Undertake the responsibility of Contractor, subcontractors, suppliers, or contractor’s superintendent.
  - Participate in specialized field or laboratory tests or inspections conducted by others, except as specifically authorized.

#### **Assumptions**

- Duties being performed by ENGINEER in this scope of work are for role clarification. ENGINEER will invoice their efforts under the previously approved SDC task order.
- RPR will lead the part-time on-site construction observations.
- RPR on-site construction observer will have direct communication with the Contractor and with ENGINEER.
- ENGINEER will lead the issuing of substantial and final completion.
- ENGINEER will observe start-up and commissioning.
- ENGINEER's observation or monitoring portions of the work performed under the construction contract shall not relieve Contractor from responsibility for performing work in accordance with applicable Contract Documents.
- ENGINEER will utilize the deficiencies list to aid in identifying appropriate retainage amounts near project completion. RPR will prepare the deficiency list and coordinate with ENGINEER to maintain and update the work deficiency list.
- ENGINEER and RPR shall not control or have charge of, and shall not be responsible for, construction means, methods, techniques, sequences, procedures of construction, health or safety programs or precautions connected with the work and shall not manage, supervise, control or have charge of construction.
- ENGINEER and RPR shall not be responsible for the acts or omissions of construction Contractor(s) or other parties on the project.
- Observations will be performed in accordance with industry-recognized standard practices.
- RPR will use ENGINEER’s standard Construction Contract Administration forms for documenting construction observation and inspection activities.
- Contractor is responsible for compliance with permit conditions; therefore ENGINEER and RPR cannot ensure Contractor’s compliance with the permit conditions. ENGINEER will only notify OWNER of observed conditions and violations.
- Responsibilities for jobsite safety are the sole responsibility of Contractor. The failure of ENGINEER and RPR to report on safety violations will neither relieve Contractor from their





responsibility for safety on the project site nor shift this responsibility from Contractor to ENGINEER or RPR. Unsafe activity or activities shall be halted immediately until remedial actions take place. Contractor shall resume work only if Contractor deems jobsite conditions safe to work.

- The RPR onsite construction observer will be furnished with a computer, digital camera, cellular phone, and personal protective equipment.
- The OWNER will provide a workspace, including desk, table and chairs for meetings, and internet connection.
- Monitoring removal and/or disposal of contaminated materials is not included.
- This task order is based upon field observation from the RPR from September 2025 – February 2027. On average, it is estimated that RPR field observation will be present on-site for about 20 hours per week, as needed to monitor construction activities. Balancing of work between the City of Ketchum/SVWSD and City of Hailey projects will be monthly to allow flexibility in presence during key construction activities.
- Design team (ENGINEER) site visitations and RPR on-site observation will occur during active construction.
- Normal working hours for RPR inspection staff and Contractor will coincide with normal construction work hours: Monday through Friday, between 7:00 am to 5:00 pm.
- If Contractor schedule requires work outside of normal working hours (M-F), such as on Saturday, RPR will notify the ENGINEER that field observation may exceed ENGINEER's assumptions for field observation and may require adjustment. No work is allowed on Sundays and holidays.

#### **Deliverables**

- RPR's Daily Reports transmitted to ENGINEER via e-mail in .pdf format weekly.
- Photographs logged and filed in the DMS.
- Reports of property damage or personal injury accidents transmitted to ENGINEER via e-mail in .pdf format.
- Maintain information in DMS, including work deficiency logs.

### **Subtask 3.2 Materials Testing and Special Inspection (Supplied by CONTRACTOR as an Allowance)**

#### **Objective**

The contract documents provide an allowance by the CONTRACTOR for materials testing and special inspection. The CONTRACTOR shall manage the subcontractor's inspections. The allowance for testing includes: scheduling appropriate field personnel and providing oversight, forwarding reports from subcontractor to ENGINEER for materials testing results and special inspections. The RPR shall review the reports and relay observations to the ENGINEER and OWNER.

#### **Approach**

- Solids Dewatering Improvements - The general Scope of Services includes; 1) soils compaction, 2) rebar inspection and concrete testing, and 3) structural steel welding inspection.



- Summary Inspection – This item, as required by the construction documents, is produced in accordance with the latest edition of the International Building Code requiring a final report documenting required special inspections and correction of discrepancies noted.

#### **Assumptions**

A detailed scope of work is specified for testing/inspection items for the construction project and is summarized below:

- Concrete – “Special Inspection” of reinforcing steel and concrete is required. Please note testing of slump, air, and temperature are included in the materials inspection/testing allowance supplied by allowance by the CONTRACTOR.
- Structural Steel – “Special Inspection” of welded structural elements is required by the Contract Documents and the Building Permit. Periodic visual welding inspection will be performed on field welds. The final inspection should be performed at the completion of welding to inspect the finished product.

#### **Deliverables**

- CONTRACTOR shall supply Materials and Special Inspection Plan transmitted to ENGINEER and RPR via e-mail in .pdf format and one (1) hardcopy delivered to local building official.
- RPR will include in weekly summaries (Inspector’s Daily Reports) the materials testing results and special inspections transmitted to RPR and ENGINEER (via e-mail in .pdf format). RPR will communicate with the local building official to confirm receipt of relevant testing results (sent to building department by the CONTRACTOR).

### **Subtask 3.3 Construction Contract Close-out**

#### **Objective**

RPR will assist the ENGINEER with an orderly, well-documented closeout of the construction contract.

#### **Approach**

- Receive and review CONTRACTOR’S required substantial completion submittal, and determine if Project is ready for substantial completion inspection, including:
  - Develop substantial completion submittal checklist.
  - Verify submittal of required documents.
  - Review CONTRACTOR Record Drawings.
  - Review CONTRACTOR’s punch list and ENGINEER’s progressive list of incomplete and deficient items and determine if the substantial completion inspection is appropriate in accordance with Contract requirements.
  - Schedule substantial completion inspection or notify CONTRACTOR that the Work has not progressed to point of substantial completion as defined by the Contract Documents.
- Coordinate, conduct and document the substantial completion inspection and issuance of the Certificate of Substantial Completion including:



- Notify OWNER and design team members of date of substantial completion inspection.
- Prepare and distribute the punch list format to the parties conducting the inspection.
- Conduct the Substantial Completion Inspection.
- Compile the punch list and identify the tentative date of substantial completion and prepare and issue tentative Certificate of Substantial Completion to OWNER for review and concurrence.
- If there are multiple portions of the Work with different substantial completion dates, prepare a summary of the dates of expiration of the various Correction Periods.
- Upon concurrence of OWNER, issue the definitive Certificate of Substantial Completion and punch list setting the date of Substantial Completion.
- Review progress of corrective action on punch list items and update and re-issue the punch list up to three times. Issue a Certificate of Substantial Completion for the entire or designated portions of the Work.
- Receive and review CONTRACTOR's required final completion submittal.
- Coordinate and attend the final inspection meeting and physical walk-through of the Project, including:
  - Schedule the final inspection date and notify CONTRACTOR, OWNER and Regulatory Agency.
  - Assemble the various final completion submittal documents, required by the Contract Documents, for the final inspection meeting and review them with the various parties.
  - Conduct, document and distribute the findings of the final inspection.
- Collect closeout documents required by the Contract Documents and forward the documents along with CONTRACTOR's Final Application and Certificate for Payment to OWNER for processing by OWNER.
- Compile one set of construction project files (submittals, RFIs, change orders, record drawings, permits, written correspondence and documentation, digital photographs, test results, daily reports, work directives, warranties, operational manuals, etc.) and submit to OWNER (electronic).

#### **Assumptions**

- Project Closeout may start when CONTRACTOR is still on site, but CONTRACTOR will be offsite for majority of the closeout period.

#### **Deliverables**

- Certificate(s) of Substantial Completion and punch list(s) transmitted to OWNER and CONTRACTOR via e-mail in .pdf format.
- Certificate of Final Completion with CONTRACTOR's Final Application and Certificate for Payment transmitted to OWNER and Contractor via e-mail in .pdf format.
- One set of electronic construction project files delivered to OWNER on CD-ROM.



## Schedule

Assuming this RPR engineering authorization will be issued on or before September 15, 2025 with services beginning upon authorization according to the following schedule:

Task/Description	Schedule
Task 3 - Field Services	September 2025 through June 2027

\* If the construction NTP occurs after the assumed date, the schedule will be moved by an equal number of days.

## Compensation

RPR's time and per diem assumptions are as follows:

### Labor

- The shared construction period for the RPR with Hailey runs from September 2025 to March 2027 (~18 months). The general contractor for both construction projects is ESI, Inc. Each project will shut down for 4 months during the winter of 2025/2026 from mid-November to mid-March. The breakdown on labor hours during this period is shown below:
  - September 2025: 40 hrs (~10 hrs/wk)
  - October 2025: 80 hrs (~20 hrs/wk)
  - ½ November 2025 and ½ March 2026: 80 hrs (~20 hrs/wk for 4 weeks)
  - November 15, 2025 to March 15, 2026: 4-month winter shutdown; zero hours
  - April 2026 – March 2027: 250 workdays x 4 hrs = 1000 hrs (12 months @ 20 hr/wk)
- The actual construction period for Ketchum begun on July 14, 2025 and extends to July 14, 2027 (730 calendar days). The final 12 work weeks of Ketchum-SVWSD RPR work will be shared with other HDR projects in the Magic or Treasure Valley.
  - April 2027 – June 2027: 62 workdays x 4 hrs = 248 hrs (~20 hrs/wk)
- Total RPR labor hours: 1456 hrs

### Expenses

- Daily lodging per diem from September to mid-November 2025 will be local hotels at rate of \$200/night.
- Daily lodging per diem starting in April 2026 through March 2027 (12 months) is assumed to be \$100/day shared 50/50 with City of Hailey.
- Daily lodging per diem from April to June 2027 (3 months) is assumed to be \$125/day (Twin Falls) shared 50/50 with other HDR projects.
- The meal per diem is \$60/day (times workdays), shared 50/50 with City of Hailey and other HDR projects.
- The mileage is assumed to be approximately 50 miles/day (times workdays) for travel between the Ketchum and Hailey work sites in 2026, shared 50/50 with City of Hailey.



- Mileage in 2027 shall be 150 miles per day (between Ketchum and Twin Falls), shared 50/50 with others.
- Total expenses \$103,200 divided by two = \$51,600

ENGINEER's total compensation for professional services provided pursuant to the Agreement, is estimated to be \$324,900 (Three hundred twenty-four thousand nine hundred dollars).

Task/Description	Labor <sup>1</sup>	Expenses <sup>2</sup>	Budget
Task 3 - Field Services (Resident Project Representative)	\$273,300	\$51,600	\$324,900
<b>TOTAL</b>			<b>\$324,900</b>

1. Approximately twenty (20) hours per week from September 2025 to June 2027 (1456 hrs)
2. Ketchum's share of the 50/50 split with City of Hailey until March 2027; April thru June 2027 shared 50/50 with other HDR projects.

ENGINEER shall invoice OWNER monthly for ENGINEER's services described in this proposal on a time and materials basis.

**End of Task Order #07**

