



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

"I motion to award the Water Facility Addition Design & Bid contract to RLB Architecture"

Reasons for Recommendation:

- The Water Department has struggled with a couple of key pain points and limitations to their existing facility. The following is a list of objectives for the facility addition:
 - To protect our current equipment and assets from the elements by moving a large portion of them into indoor storage and providing dedicated space for assets/equipment that cannot be stored outside.
 - Currently, due to space availability, most of our on-hand repair parts and inventory are scattered around the City's six pump houses. Consolidating the inventory of stock parts to one centralized location will cut down logistics of finding said parts as well as reduce inventory inaccuracies by better controlling inventory records
 - Additional storage space for critical on-hand materials will provide flexibility for staff to be fiscally strategic on procurement of said materials
 - Needed additional office space will be freed up by moving stock material to dedicated storage areas
- Staff has been working with RLB Architecture to develop preliminary design and costing estimates for a Water facility addition over the last year and hope to continue development of the current set of drawings and specifications
- RLB's design scope for this approval includes: Final design development as well as bidding and negotiation support
- Pending Council approval, Staff has targeted winter of 2027 for bidding of the project and spring 2027 for construction start

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

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	Existing dedicated budget are accounted for in the Water Fund to cover the \$155,000 of services
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Attachments:

1. RLB Architecture's Proposal
2. Shop Addition Preliminary Plans

DRAFT

November 21, 2025

Giovanni Tognoni
Water Division Supervisor
City of Ketchum
110 River Ranch Rd.
PO Box 2315
Ketchum, ID 83340
gtognoni@ketchumidaho.org

PROPOSAL FOR ARCHITECTURAL and STRUCTURAL ENGINEERING SERVICES

Ruscitto/Latham/Blanton Architectura P.A. (RLB) proposes to provide Architectural and Structural Engineering Design Services for the construction of an addition to the City of Ketchum Water Department Maintenance Facility located in Ketchum, Idaho.

PROPERTY INFORMATION

Address: 110 River Ranch Road, Ketchum, ID 83343
Parcel No. RPK0479000001A
Legal Description: KETCHUM-S.V TREATMENT SUB LOT 1 BLK 1
Lot Area: 13.59 Acres +/-
Zoning Districts: LR-1 (Limited Residential – One Acre District)

PROGRAM and DESIGN REQUIREMENTS

The general scope and program for the proposed building addition have been defined by the Water Division Supervisor as follows:

- Building Addition of approximately 3,800 square feet extending north of the existing building, as approved during the previous feasibility study design effort.
- Two (2) primary parking bays with overhead sectional doors providing access from west vehicle apron.
- Addition to extend east to align w/ east face of existing office spaces.
- Provide tandem parking for Water Division vehicles & equipment. Possible combination for design purposes:
 - Bay 1 – Two (2) pick-up or dump trucks with associated equipment trailer.
 - Bay 2 – Loader equipment with associated bucket and snow blower attachments.
- Rear (east) and north portions of addition to be used for parts and pipe storage.
- Integral foundations to support future vehicle repair lift by Owner.
- Vehicle Exhaust extraction systems.

SCOPE OF SERVICES

RLB will be the prime consultant for this project and will provide overall contract management, coordination, and all other project management services outside those consultants who may be under contract with the



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Owner. RLB will provide Architectural and Structural Design Services as indicated herein for the project in accordance with the degree of care, skill, and diligence normally provided in the performance of projects of similar scope and location. RLB may also, on behalf of the Owner, coordinate services by other design consultants. Coordination with the Sun Valley Water & Sewer District (SVWSD) is also anticipated.

SERVICES BY PHASES

RLB will be the lead Architectural & Structural design professional and will provide project management and administrative services for the project including communicating project progress with the Owner, coordinating team activities, documenting and distributing meeting notes, organizing project information, and administering invoices.

As the prime consultant, RLB will provide Mechanical, Electrical and Civil Engineering services through sub-consultant service contractors that will be administered as part of the Scope of Services for this project.

Refined Schematic & Design Development Phases

RLB will review the program with the Owner to clarify the requirements of the project and will review the initial design concepts against the applicable building codes and zoning regulations for feasibility and compliance. RLB will then prepare refined schematic drawings (plans, sections, and elevations) and other exhibits necessary to illustrate the project, in coordination with the Owner. The proposed schematic design will be presented to the Owner and the Owner's designated Design Committee for review and approval. These drawings/exhibits will then be used to assist the Owner in obtaining design review approval from the City of Ketchum as may be needed. RLB will assist in coordinating design elements, utility upgrades, fire protection, etc. with other design consultants contracted by the Owner. Additional Schematic & Design Development Phase services are as listed below:

- Photographing of existing site conditions as may be needed.
- Project formulation including a detailed scope of work narrative as noted herein. Review scope of work with Owner and modify as may be needed, based on comments received. Prepare final scope of work proposal as needed.
- Coordinate with sub-consultants regarding contracting procedures, contract execution with sub-consultants, and invoice sub-consultants work throughout project duration.
- Document results of Owner/Design Committee meetings to establish and confirm the required program for the project. One (1) meeting is anticipated.
- Prepare and submit a proposed Design Schedule and submit to Owner for review and comment. The schedule will include review and approval times required by the Owner. If required, the schedule will be adjusted as the project progresses, allowing for changes in scope, character, size, or delays as may be requested by the Owner in writing prior to any changes being executed.
- Refined site planning for the project and design coordination with the Owner and Civil Engineering consultant.
- Review of Geotechnical Report if available (by others).
- Owner & Sub-Consultant meetings to review progress of design drawing development.
- Establish building system, energy efficiency and sustainability goals for the project.
- Design Committee meeting and presentation. One (1) meeting is anticipated.

- Final review of applicable code requirements.
- Assist Owner to schedule & specify FF&E items.
- Meeting with Owner and Sub-Consultants to review progress of Design Development drawings.

Construction Documents Phase

RLB will prepare construction documents consisting of drawings and specifications suitable to acquire a building permit and to construct the project. A basic interior power and lighting plan is included. Normal structural engineering and applicable plans and details consistent with the design intent are included. RLB will include architectural details, material specifications, and shall coordinate with the design team consultants to include applicable plans and specifications as needed to construct the Owner's approved project scope. Additional Construction Document Phase services are as listed below:

- Site and Exterior Lighting design as required to facilitate pedestrian & vehicular circulation from existing parking areas to the project site and egress illumination as may be required.
- Coordination with the Civil sub-consultant as required for utility & infrastructure relocation work which may occur more than 5ft. outside the building.
- Coordination with Mechanical and Electrical Engineering sub-consultants as required for development of Construction Documents depicting Mechanical HVAC, plumbing and electrical building systems.
- Coordination with Owner as may be needed to assist in relocation of the high pressure gas main utility and vacation or relocation of existing HP gas main utility easements at project site. Primary gas main utility and easement relocation services to be provided by the Owner outside of the contract.
- Deliver completed plans and Project Manual to the Owner including the Conditions of the Contract for Construction and Specifications as may be included in bidding requirements.
- Bidding & procurement information that describes the time, place and conditions of bidding, including bidding and proposal forms.
- The form of agreement between the Owner & Contractor.
- The Conditions of the Contract for Construction (General, Supplementary and other conditions).
- Inclusion of possible bid alternates as may be requested by the Owner.
- Coordination of City of Ketchum building permit application package. Submit necessary copies of stamped plans/specifications for review and approval.
- If necessary, respond to City of Ketchum plan review comments.

Bidding & Negotiation Phase

RLB will assist the Owner in distributing the Bidding Documents to prospective bidders, and will attend a pre-bid conference for prospective bidders (One (1) conference is anticipated). RLB will respond to requests for clarification from prospective bidders and will consider requests for substitutions as may be permitted by the Bidding Documents. RLB will also assist the Owner to organize and conduct the bid opening, including subsequent documenting and distribution of bid results as may be needed.

Construction Administration Phase

(For Reference Only – CA Phase services to be negotiated under separate contract per Owner request)

RLB will visit the site at intervals appropriately related to the stage of construction to become generally familiar with the progress and quality of the work completed and to determine, in general, if the work is being performed in a manner in accordance with the construction documents. RLB will attend construction coordination meetings at intervals agreed upon prior to construction. RLB will provide architectural and structural engineering clarifications to the Contractor as may be required during construction of the project. RLB will review and respond to material and product submittals as needed to determine general compliance with the construction documents. RLB shall not have control over, charge of, or responsibility for the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the Work. Additional Construction Administration Phase services are as listed below:

- RLB will reject work that is determined to not be in conformance with the Contract Documents.
- RLB will review and certify amounts due the Contractor and will issue certificates in such amounts certifying to the Owner that, to the best of the Architect's knowledge, the Work has progressed to the point indicated and that the quality of the Work is in accordance with the Contract Documents.
- RLB will maintain record of Applications and Certificates for Payment.
- The issuance of a Certificate for Payment shall not be a representation that the Architect has made exhaustive or continuous on-site inspections to check the quality of the Work, reviewed construction means, methods, techniques, sequences or procedures, reviewed copies of the requisitions received from Subcontractors and material suppliers, and other data requested by the Owner to substantiate the Contractor's right to payment, or ascertained how or for what purpose the Contractor has used money previously paid on account of the Contract Sum.
- Review of Contractor's payroll reports and assistance to the Owner to review and obtain wage determinations as may be required by the State of Idaho.
- Review and respond to Contractor's proposed Change Orders, including cost analysis documents, if required for Owner or Grant administrative purposes.
- RLB will conduct site visits to determine the date of Substantial Completion and the date of Final Completion; issue Certificates of Substantial Completion, and shall issue a final certificate of payment based upon the final site visit indicating the Work complies with the requirements of the Contract documents.
- RLB will coordinate As-Built Drawings and O&M documents received from the building contractor for the Owner's use.
- RLB will coordinate and assemble a Project Close Out Package including a compilation of current project drawings and exhibits. Record drawings not included.

ARCHITECTURAL and STRUCTURAL ENGINEERING SERVICES FEE

RLB proposed an Architectural and Structural Engineering Fee of **One Hundred Fifty Five Thousand**

Dollars (\$155,000.00) This fee includes architectural design, structural engineering and interior design. Specification and procurement of furnishings, decorative fixtures and equipment is not included in this proposal. The Fee is billed monthly based on work completed plus reimbursable expenses. Additional services outside the scope of this proposal are billed at the hourly rates after being authorized by the Owner.

ARCHITECTURAL and STRUCTURAL ENGINEERING FEE BREAK DOWN BY PHASE

Refined Schematic & Design Development Phases:	35% of the fee
Construction Document Phase:	55% of the fee
<u>Bidding & Negotiation Phase:</u>	<u>10% of the fee</u>
Construction Administration Phase:	To be negotiated under separate contract.

HOURLY BILLING RATES

Architect, Principal II (APII)	\$230.00 per hour
Structural Engineer, Principal II (SEPII)	\$230.00 per hour
Architect, Principal I (API)	\$205.00 per hour
Architect, Associate (AA)	\$195.00 per hour
Architect (A)	\$180.00 per hour
Structural Engineer (SE)	\$180.00 per hour
Project Designer (PD)	\$155.00 per hour
Architectural Intern (AI)	\$ 90.00 per hour
Engineer in Training (EIT)	\$ 90.00 per hour
Drafting Technician (DT)	\$ 90.00 per hour
Administrative Assistant (AA)	\$ 65.00 per hour

REIMBURSABLE EXPENSES

Reimbursable expenses to RLB include, but may not be limited to, the following:

- All reproductions (black/white and color) including internal working office copies, review packages to Owner, submittal packages to applicable governmental authorities, bidding materials, binding materials, etc.
- Express mail.
- Entitlement and permit application fees, if requested by Owner.
- Third party consultant services fees, if not noted in Architectural Services.

ADDITIONAL SERVICES

Additional services outside the scope of this proposal are billed at the hourly rates after being authorized by the Owner, and may include, but may not be limited to, the following:

- Meetings in excess of those noted herein.
- Landscape design services in excess of minimum basic design required by City of Ketchum for area immediately adjacent to the scope of work.
- Extensive utility coordination with power provider, tele-communications provider, Intermountain Gas, and City of Ketchum regarding utility relocations for the proposed project.

EXCLUDED SERVICES

The Fee specifically excludes the following:

- Land Surveying and staking.
- Geotechnical engineering and reporting services
- Demolition applications, fees and notices required by local, state or federal entities.

- High Pressure Gas Main utility and easement relocation services.
- Special Inspections and testing.
- Special site retaining and soils conditions and associated engineering.
- Coordination of documents associated with the mitigation or removal of hazardous materials.
- Coordination of documents associated with requirements of Storm Water Pollution Prevention Plans (SWPPP)
- Fire sprinkler engineering.
- Landscape Architect design services and drawings.
- Third party energy conservation/green building ratings, certifications and testing as may be requested by the Owner.
- Fees associated with submittal requirements to applicable governmental agencies for review and approval including, but not limited to, City of Ketchum design review and building permit applications.
- Detailed cost estimating.
- As-built drawings and/or Record drawings. Project closeout package is included.

COMPENSATION FOR DESIGN SERVICES

The Owner shall make payments to RLB within 30 days of the invoice date for services completed plus reimbursable expenses.

TERMINATION

Either party may terminate services at any time. In the event of termination, RLB shall be compensated for services reasonably, properly, and timely performed prior to termination, including reimbursable expenses.

OWNERSHIP AND USE OF DOCUMENTS

The drawings, specifications, calculations, and design ideas incorporated as an instrument of professional service shall not to be used, in whole or in part, for any other project without written authorization of Ruscitto Latham Blanton Architectura PA.

Michael Smith, AIA, RLB Architectura P.A.

Date

Giovanni Tognoni, Water Division Supervisor – City of Ketchum

Date

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ISSUED	
2025.08.29	SCHEMATIC CONCEPT

PRELIMINARY
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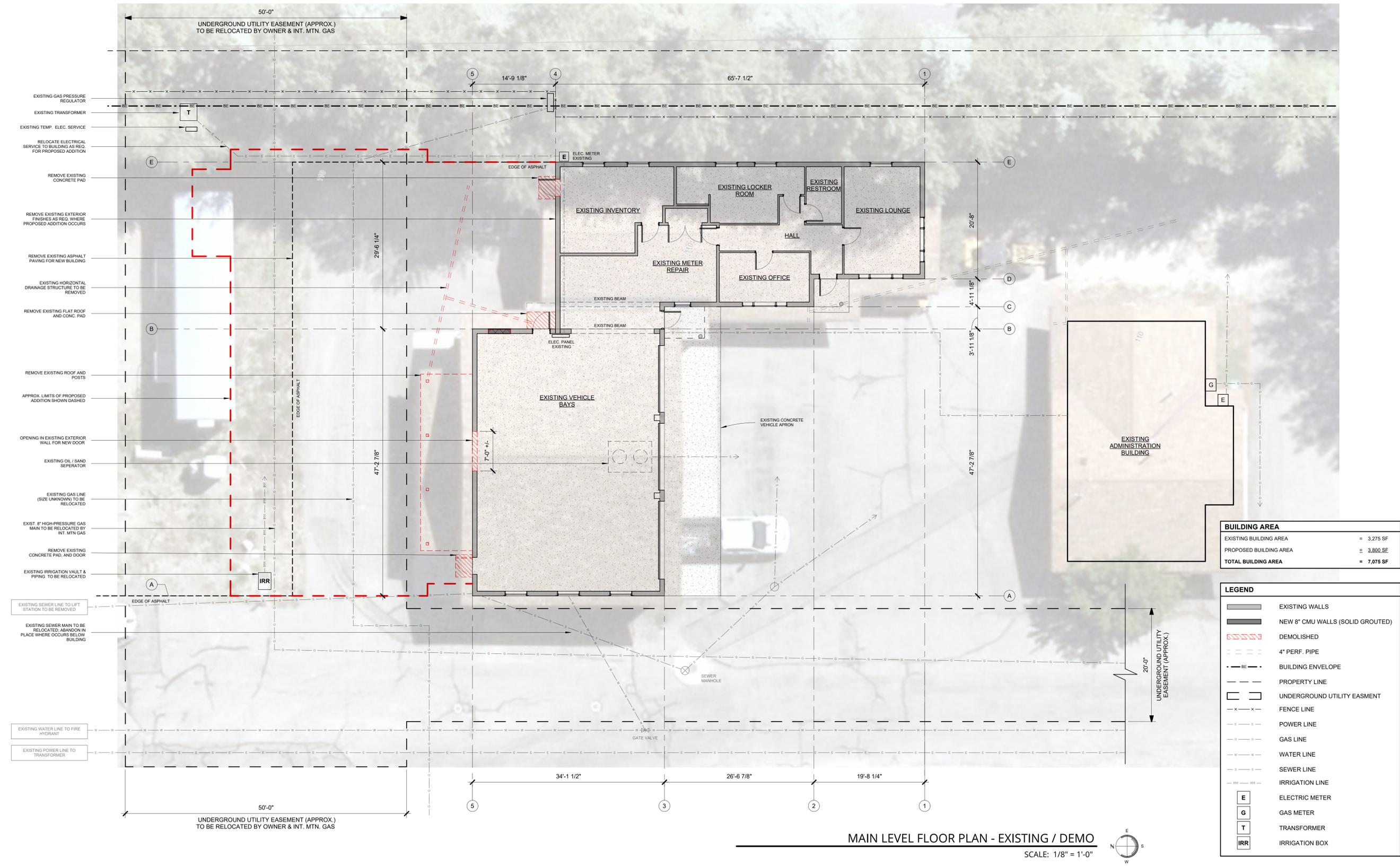
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KETCHUM, IDAHO



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DRAWING
MAIN LEVEL FLOOR
PLAN - EXISTING /
DEMO

DWG #

A 2.0



BUILDING AREA	
EXISTING BUILDING AREA	= 3,275 SF
PROPOSED BUILDING AREA	= 3,800 SF
TOTAL BUILDING AREA	= 7,075 SF

LEGEND	
	EXISTING WALLS
	NEW 8" CMU WALLS (SOLID GROUTED)
	DEMOLISHED
	4" PERF. PIPE
	BUILDING ENVELOPE
	PROPERTY LINE
	UNDERGROUND UTILITY EASEMENT
	FENCE LINE
	POWER LINE
	GAS LINE
	WATER LINE
	SEWER LINE
	IRRIGATION LINE
	ELECTRIC METER
	GAS METER
	TRANSFORMER
	IRRIGATION BOX

MAIN LEVEL FLOOR PLAN - EXISTING / DEMO
SCALE: 1/8" = 1'-0"



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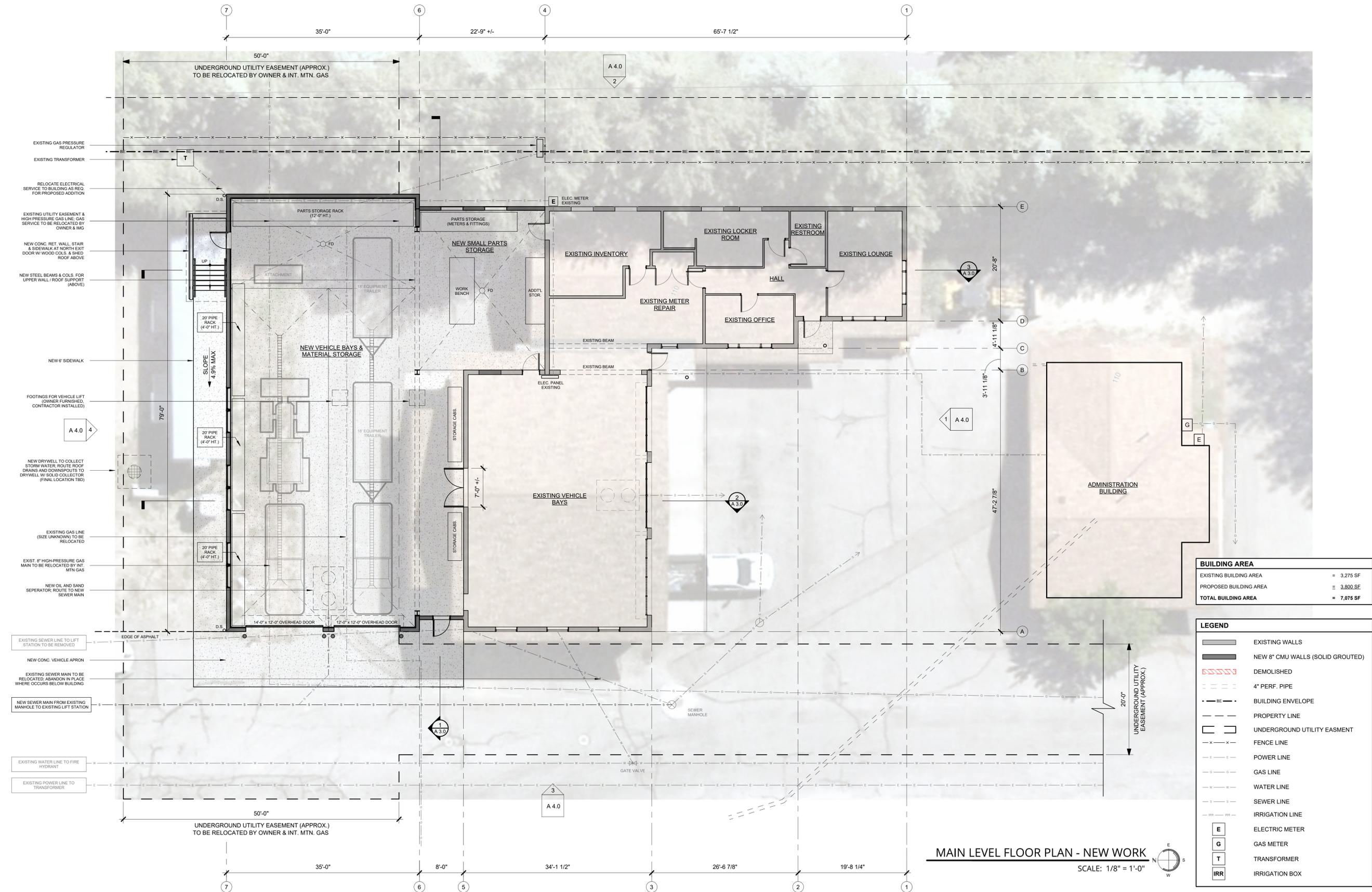


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MAIN LEVEL FLOOR
PLAN - NEW WORK

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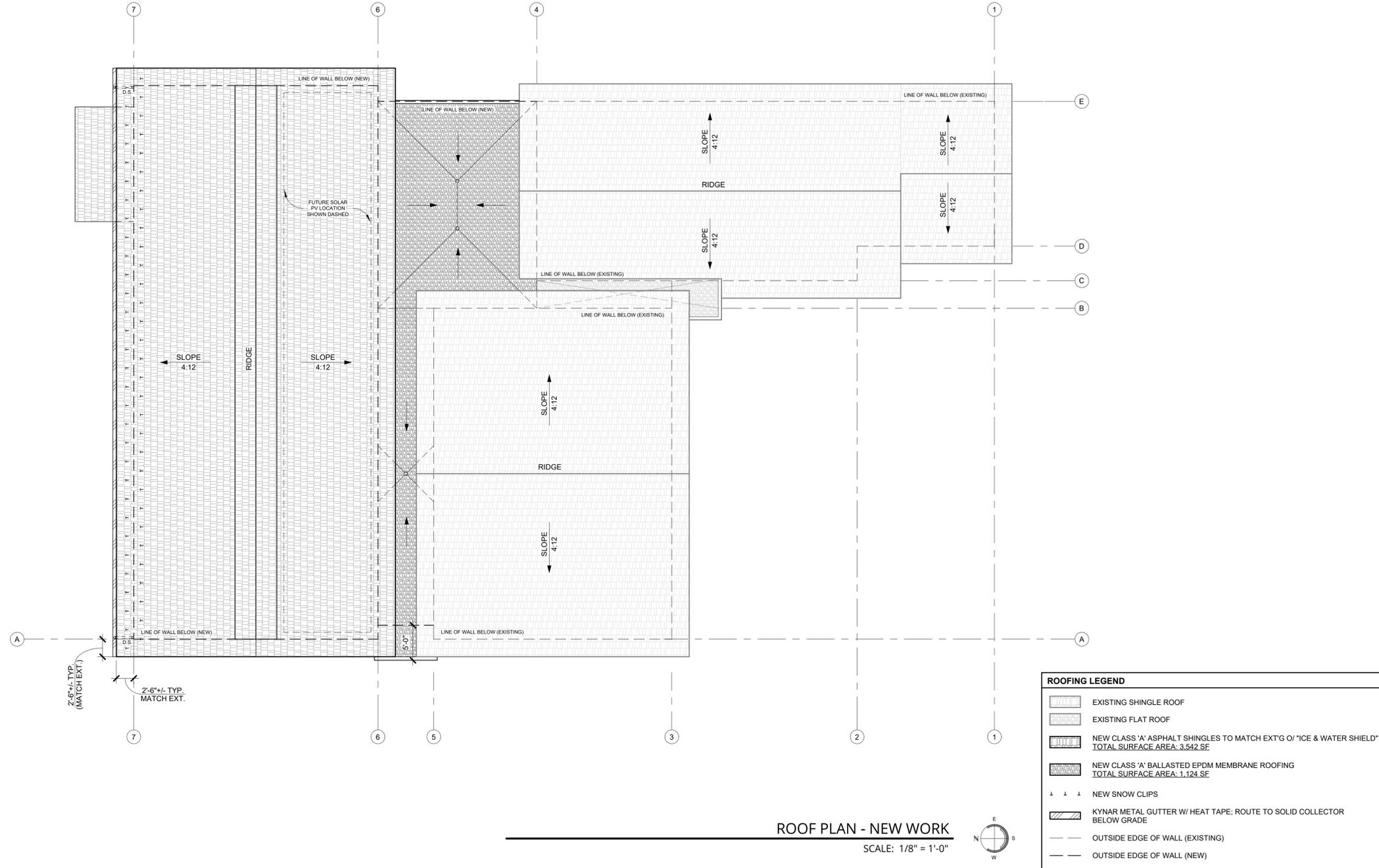


MAIN LEVEL FLOOR PLAN - NEW WORK

SCALE: 1/8" = 1'-0"

BUILDING AREA	
EXISTING BUILDING AREA	= 3,275 SF
PROPOSED BUILDING AREA	= 3,800 SF
TOTAL BUILDING AREA	= 7,075 SF

LEGEND	
	EXISTING WALLS
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	GAS LINE
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	SEWER LINE
	IRRIGATION LINE
	ELECTRIC METER
	GAS METER
	TRANSFORMER
	IRRIGATION BOX



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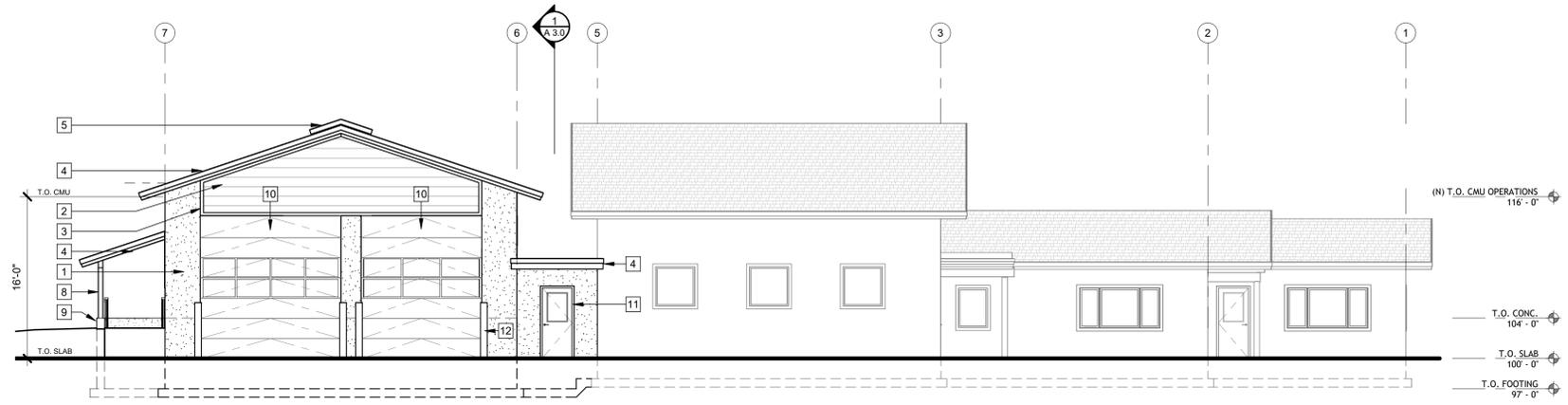
ROOF PLAN - NEW WORK

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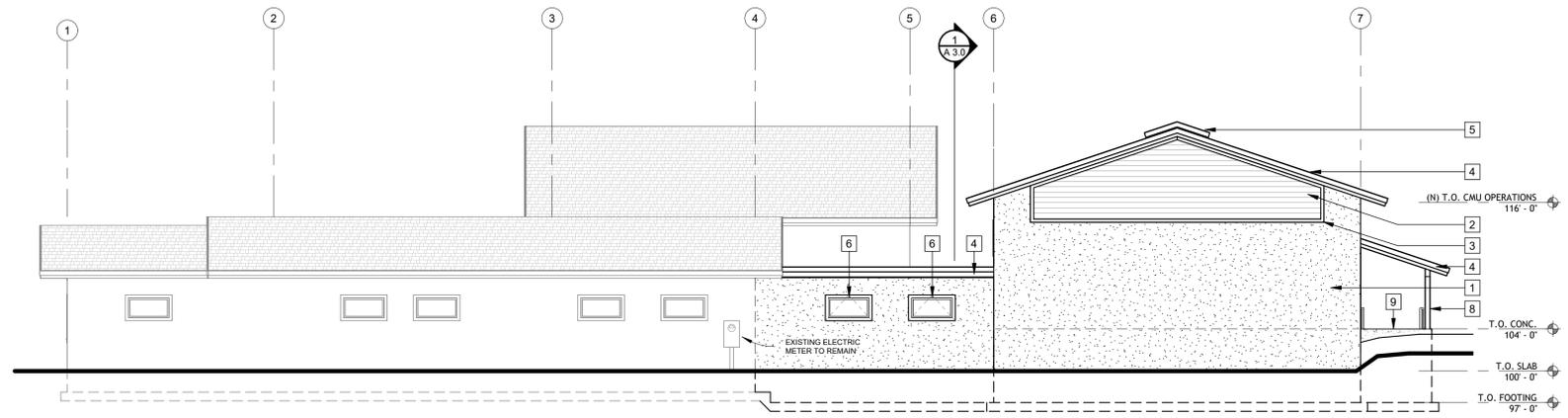
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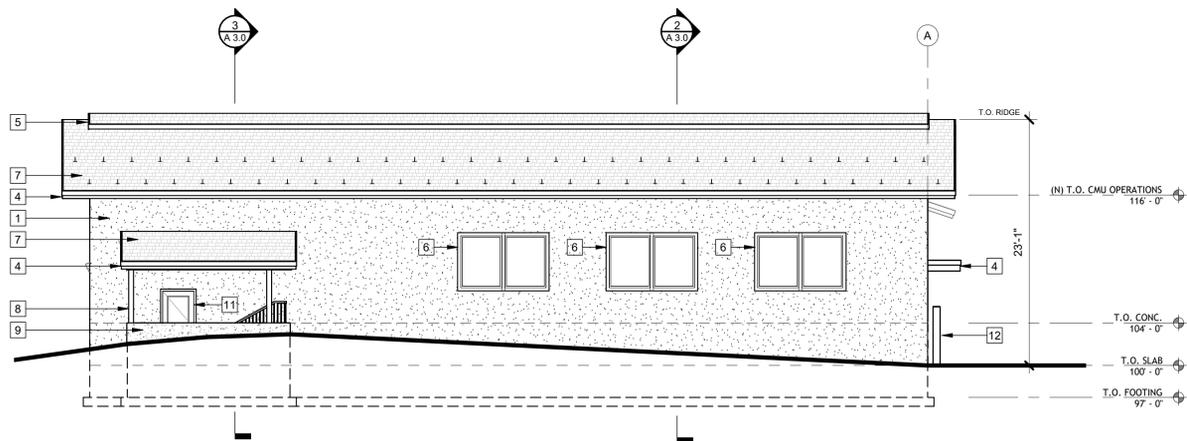
EXTERIOR MATERIALS & NOTES	
1	EPOXY-PAINTED STUCCO FINISH TO MATCH EXISTING
2	FIBER-CEMENT PLANK LAP SIDING TO MATCH EXISTING
3	1x4 CEDAR TRIM TO MATCH EXISTING
4	CEDAR FASCIA TO MATCH EXISTING
5	RIDGE VENT W/ CLASS 'A' ASPHALT SHINGLES TO MATCH EXISTING
6	METAL CLAD WOOD WINDOWS TO MATCH EXISTING
7	NEW CLASS 'A' ASPHALT SHINGLES TO MATCH EXISTING
8	PAINTED WOOD COLUMNS
9	CONCRETE RETAINING WALL
10	INSULATED SECTIONAL OVERHEAD METAL DOORS W/ ALUMINUM STOREFRONT GLAZING SECTION
11	HOLLOW METAL DOOR W/ HALF-LITE; PAINTED TO MATCH EXISTING
12	PAINTED METAL BOLLARDS



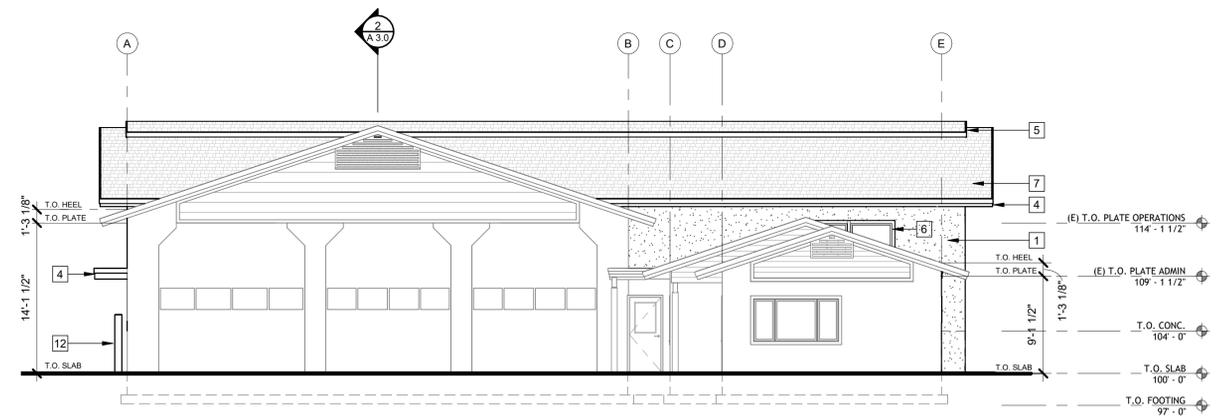
West Elevation 3
SCALE: 1/8" = 1'-0"



East Elevation 2
SCALE: 1/8" = 1'-0"



North Elevation 4
SCALE: 1/8" = 1'-0"



South Elevation 1
SCALE: 1/8" = 1'-0"

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ELEVATIONS

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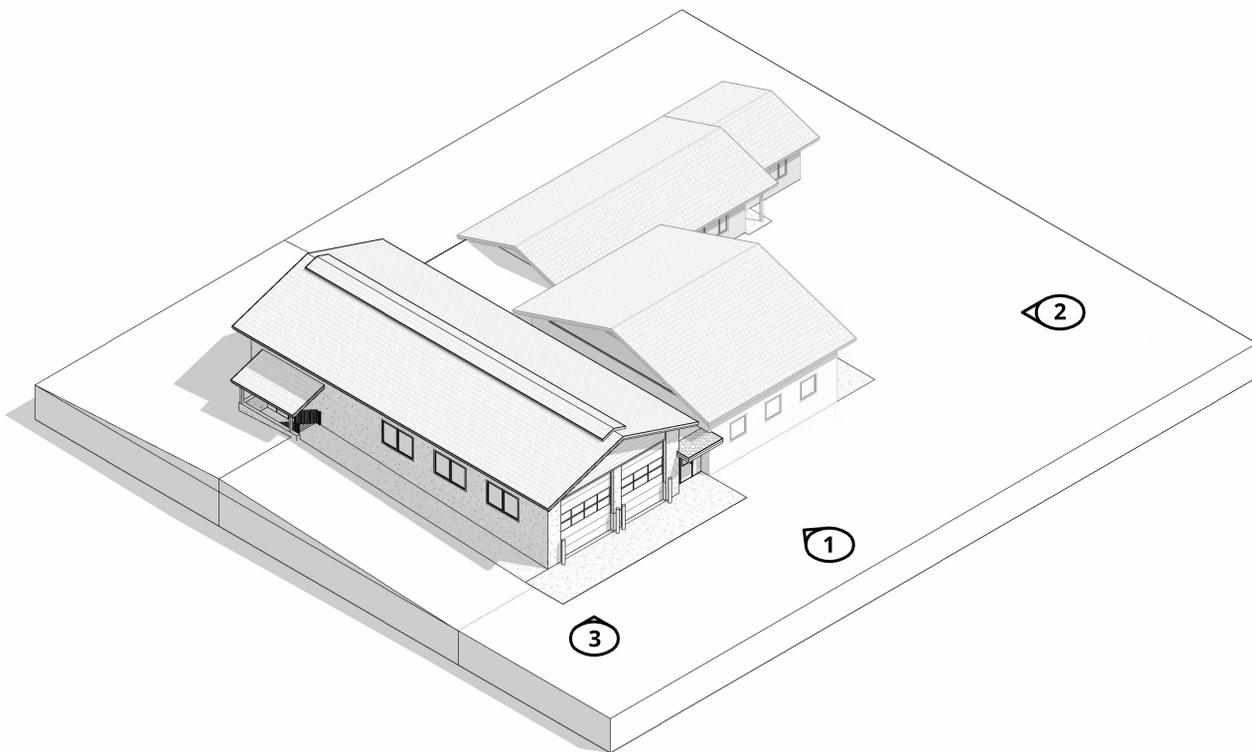
Perspective View 3

N.T.S.



Perspective View 2

N.T.S.



Perspective View 1

N.T.S.

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PERSPECTIVE VIEWS

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