



City of Ketchum

## CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: January 29, 2026 Staff Member/Dept: Ben Whipple/Administration

Agenda Item: Recommendation to approve Task Order 08 with Jacobs Engineering for final design services for the Sun Valley Road to 5<sup>th</sup> Street section of the 1<sup>st</sup> Avenue rehabilitation project.

Recommended Motion:

I approve Task Order 08 with Jacobs Engineering for final design services for the 1<sup>st</sup> Avenue rehabilitation project.

Reasons for Recommendation:

- City is conducting a mill and overlay project on 1<sup>st</sup> Avenue as part of its fiscal year 2026 CIP Pavement Management Program.
- Jacobs Engineering will be providing preliminary and final design services for 1<sup>st</sup> Avenue under their Master Professional Services Agreement.
- Task Order 08 encompasses services for the designated section of 1<sup>st</sup> Avenue, extending from Sun Valley Road to 5<sup>th</sup> Street.

Sustainability Impact:

None OR state impact here: NONE

Financial Impact:

None OR Adequate funds exist in account:	Adequate funds exist in CIP account 03-4193-7611
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Attachments:

1. TO-08 1 <sup>st</sup> Ave Rehabilitation 2. Purchase Order #26090	
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Effective Date: \_\_\_\_\_

Supplemental Task Order 08 – 1st Ave Rehabilitation

This Amendment is entered into on the effective date noted above pursuant to the “Master Professional Services Agreement” (#22841) between the City of Ketchum (“Client”) and Jacob Engineering Group Inc. (“JACOBS”), dated April 12, 2023 (“Agreement”). The Agreement is incorporated herein and forms an integral part of this Task Order. However, in case of conflict, the terms of the Agreement shall control.

**Services Authorized:**

Client authorizes JACOBS to perform the Services described in Supplemental Task Order 08 – 1st Avenue Rehabilitation, attached hereto and incorporated herein.

**Pricing: \$38,750**

Time and Expense per attached Task Order 08 - 1st Avenue Rehabilitation.

**CITY OF KETCHUM**

**JACOBS ENGINEERING GROUP INC.**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: Manager of Project

Date: \_\_\_\_\_

Date: 1/8/2026

## **Exhibit A**

### **Scope of Services**

#### **1st Avenue Rehabilitation – 5th Street to Sun Valley Road**

This document outlines the tasks required to deliver both preliminary and final design services for the rehabilitation of a section of 1st Avenue in the City of Ketchum, Idaho.

The project encompasses milling and overlaying for a designated section of 1st Avenue, extending from 5th Street to Sun Valley Road. The work will cover the full width of the roadway between curbs, preserving the existing crown and flowlines of the pavement, except where adjustments are required to enhance roadway functionality.

### **General Assumptions:**

The Scope of Services is developed based upon the following assumptions:

- All work will be located within existing right-of-way.
- In general, final surface elevation of the road will not change.
- Scope excludes Geotechnical Engineering investigation. Jacobs Engineering Group (Jacobs) will review available information. See Task 2 for more information.
- New curb and gutter are anticipated in areas where they are in poor condition. This effort will be coordinated with the City of Ketchum (City) and indicated on the design plan and standard provisions. This work may be performed by others and will require coordination outlined in Task 5.
- For scheduling purposes, the scope of work assumes that the City will provide combined staff comments on deliverable reviews within seven (7) calendar days or during a virtual review meeting.
- Striping and signing layouts will match existing unless otherwise specified by the City or to meet current City standards (parking stall length for example) or other best practices.
- Overlay and milling are anticipated to extend into one of the intersections along 1<sup>st</sup> Avenue (either 5th Street or Sun Valley Road); this will be determined with the City during the 30 percent design phase.
- The design project will follow City of Ketchum and ISPWC standard drawings and specifications, including proposed but potentially not-yet-approved City standards as acknowledged by the Public Works Director.

## Task 1 – Project Management

The Project management task includes work necessary to manage the Jacobs 's design and production efforts, City and team coordination, administration of the contract, monitoring of progress, and directing quality control activities. The Jacobs shall:

- Program, supervise, and coordinate Project work and staff
- Communicate regularly with City's project manager
- Prepare and monitor work plans, budget, and schedule
- Provide information for regular updates to the project teams as appropriate
- Maintain project files
- Coordinate and implement production and quality control efforts

The project will require close coordination with the City's other ongoing projects within the vicinity. This coordination will directly impact construction sequencing and scheduling to ensure the successful and comprehensive completion of the roadway improvements.

The City and the Jacobs will incorporate this project into their current weekly conference calls to confirm the project design is progressing as anticipated. When necessary, appropriate team members will be available for in-person meetings to address specific project needs.

### **Deliverables:**

- Change management documentation
- Agendas and notes for internal and external meetings
- Monthly invoices, including progress reports

## Task 2 – 30% Design Plan

The 30 percent design plans will show preliminary design layout. The mill and overlay pavement section will be based on the available information provided to Jacobs. Jacobs will review "*Street Condition Survey a Long-Term Maintenance Implementation Plan*", prepared by Kimley-Horn in September 2024 for the City of Ketchum. The Jacobs will also evaluate Pavement Evaluation report based on additional borings collected along 1<sup>st</sup> Avenue. Boring logs were prepared by Strata on March 24<sup>th</sup> of 2023 for the City of Ketchum. It is assumed that no additional data or geotechnical explorations are required to determine the design cross section for this project.

To ensure that all the impacted utilities are fully accounted for, the City will provide water, sewer and storm utility location data, within project limits, as well as other utilities they may be aware of. This

may be provided in notes on PDF. It will not be provided in GIS or CAD format. Jacobs will incorporate the information into the drawings.

To enhance overall project conditions, Jacobs will collaborate with the City on any additional project area concerns that need to be addressed, such as overall drainage improvements. This work will be incorporated into the project design to provide the best improvement for the roadway segment. Some of this work effort may be performed by the City's On-Call Contractor working on sidewalk improvements in the area, requiring additional coordination as stated in Task 5.

Jacobs will conduct a meeting with the City to confirm which intersection (5<sup>th</sup> Street or Sun Valley Road) will be included in the project.

**Assumptions:**

- No additional survey will be prepared or provided; currently the only available survey encompasses the 1<sup>st</sup> Avenue and 5<sup>th</sup> Street corner where sidewalk improvements will be implemented.
- If Jacobs determines additional survey is required for the design, Jacobs will coordinate with the City and the City will engage a surveyor.
- No additional data or geotechnical explorations are required to determine overlay pavement cross section depths. If additional geotechnical information is needed, the City of Ketchum will provide the data.
- Mapping of existing utilities will be based on utility data provided by the City; Jacobs will reach out to utility providers for communications, power, and gas as needed.
- The City will provide timely review (within 7 days) of the 30 percent design plans.

**Deliverables:**

- Project 30 percent design plans will be provided in electronic format (pdf). The drawings will be half size (11"x17").
- 30 percent design plans cost estimate will be provided.

## **Task 3 – Final Design**

Jacobs will prepare and provide final PS&E package for 1st Avenue Rehabilitation project for City's review. The design plans will incorporate City's 30 percent design review comments and feedback.

**Proposed Sheet List**

<b>SHEET TYPE</b>	<b>Prelim Sheets</b>
Cover Sheet	1
Details / Pavement section	1
Plan Sheets	2
Striping/Signing Sheets	2
Traffic Control	1
<b>TOTAL SHEETS</b>	<b>7</b>

**Assumptions:**

- The City will provide timely review of the PS&E Package within 7 days or over a virtual meeting.

**Deliverables:**

- Contract documents ready for bid including final design plans, specifications, and a cost estimate will be provided in an electronic format (pdf).

**Task 4 -Bid Administration Assistance**

Bid Administration Assistance includes preparing the bidding documents, organizing and leading a pre-bid meeting, and answering bidder questions through the allowed bid period. Once bids have been received, the services also involve reviewing the submissions and, when appropriate, providing a recommendation for awarding the contract to a contractor.

Jacobs will compile all required bid materials into a single, comprehensive PDF package. This package will integrate City-provided templates, project-specific provisions, and plans, ensuring a complete and easily distributable document for potential bidders.

**Assumptions:**

- The City will hold the Pre-bid meeting at City Hall and Jacobs staff can facilitate via virtual meeting.
- The City will conduct the Bid Opening at City Hall and will scan and send bid documents to Jacobs for review.
- Jacobs anticipates no more than one Addendum.

**Deliverables:**

- Bid review documentation.
- Recommendation of Award.

## **Task 5 – Coordination of Contractors**

The project involves milling and overlaying a designated section of 1st Avenue, extending from 5th Street to Sun Valley Road. Effective coordination among the City, Jacobs, and appointed contractors will be essential to avoid scheduling conflicts. It is anticipated that multiple contractors may be engaged on separate projects within the project footprint, including the 1<sup>st</sup> Avenue and 5<sup>th</sup> Street sidewalk and bulbout improvement conducted by the City's On-Call Contractor. Several coordination meetings will need to be conducted to establish clear timelines, work sequences, and responsibilities for all parties.

In the spring when snow is cleared but ideally prior to Bid, one Jacobs engineer will participate in a site visit to coordinate with the On-Call Contractor on-site to determine location of miscellaneous concrete curb repair and conduct final on-site review prior to construction. No other site visit is included for this work.

The City will also review any other projects occurring in conjunction with the 1st Avenue Rehabilitation effort that may present potential conflicts or concerns.

**Schedule:**

Jacobs will perform the tasks authorized under this Scope of Services following the approximate schedule listed below. The schedule is subject to adjustments as necessary by the City and coordination with other construction projects within the same area.

- Notice to Proceed – January 5, 2026
- 30% Submittal – January 30, 2026
- Final PS&E Complete – March 4, 2026
- Bid Advertisement – March 11 – 25, 2026
- Bid Opening – March 26, 2026
- Recommendation for Bid Award – April 4, 2026

**Budget:**

Total Project Fee Design: \$38,750

This is a Time & Materials, Not-to-Exceed Amount.



# 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: 26090**

<b>To:</b> 5737 JACOBS ENGINEERING GROUP, INC. PO BOX 845422 DALLAS TX 75284-5422	<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
01/22/2026	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	TO8 – 1st Ave Rehabilitation 03-4193-7611	38,750.00	38,750.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		38,750.00

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Authorized Signature