



City of Ketchum

July 18, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Recommendation to Approve Purchase Order #22116 for
Professional Services Contract Related to Housing Architectural Analysis of Forest Service Park**

Recommendation and Summary

Staff recommends approval of Purchase Order #22116 to complete an architectural analysis for the creation of housing units at Forest Service Park. This architect has significant experience with historic reuse projects.

"I move approval of Purchase Order #22116 with Byron Folwell, Architect LLC."

Introduction & History

Action item five contained within goal one of the Housing Action Plan calls to "explore conversion of Forest Service Park buildings for use as transitional or public-employee housing." Staff recommends exploring conversion to address temporary housing for displaced persons and housing City and other public-sector employees. Historic preservation architect, Byron Folwell, is prepared to begin developing concept plan documents for Forest Service Park. Staff would then conduct stakeholder meetings/public input sessions and return to Council for policy direction. This process will inform the viability of future improvements at the historic site as well as funding applications.

Sustainability impact

Ability to house employees locally decreases commuter vehicular trips. Preservation of existing buildings uses fewer resources than new construction and maintains existing tree coverage.

Financial Impact

This contract is proposed to be funded via the Strategic Initiatives Fund account as a one-time cost of \$10,000.

Attachments:

Task Order
Purchase Order #22116

TASK ORDER

Project name: **Forest Service Park Concept Plan**

Date: **June 14, 2022**

Owner Information

Owner / Dept. : City of Ketchum, Idaho
Contact: Carissa Connelly, Housing Strategist
Address: 191 Fifth St. W, Ketchum, Idaho 83340
Email: cconnelly@ketchumidaho.org
Phone: (208) 727-5088

Consultant Information

Consultant: Byron W. Folwell, Architect, LLC.
Project no. : BWF-2108
Address : 199 N. Capitol Blvd. Suite 602
Boise, Idaho 83702BWF-2108
Email: bfolwell@gmail.com
Phone: (208) 409-9050

Owner project no. : _____

Owner billing code: _____

PROJECT DESCRIPTION

Property Address: 131 River St. E Ketchum, Idaho 83340

Scope of Work: Concept Plan document for Forest Service Park to include: schematic site plans, site images, schematic floor plans, 3D renderings as needed, specifications, and data sufficient to illustrate possible development of the site. Architectural & Historic Preservation consultation services in the course of completing concept plan for the site.

Meetings: Includes regular coordination meetings.

Travel: Includes travel for (2) site visits.

Deliverables: Concept Plan Document, digital .pdf file. Prints available upon request at Owner's expense.

Fee: Not to exceed \$10,000

Schedule: 60 days from notice to proceed

Notes

Scope is restricted to site address only. Excludes as-built architectural drawings, or plans for permitting.





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: 22116

To: 5835 BYRON W. FOLWELL, ARCHITECT, LLC 199 N. CAPITAL BLVD. SUITE 602 BOISE ID 83702	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
07/15/2022	bancona	bancona	Administration	0	

Quantity	Description	Unit Price	Total
1.00	FOREST SERVICE PARK CONCEPT PLA 54-4410-4200	10,000.00	10,000.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		10,000.00

 Authorized Signature