



City of Ketchum

August 15, 2022

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

Recommendation to Approve Task Order #2 with HDR Engineering Related to On-call Miscellaneous Transportation Engineering Projects

Recommendation and Summary

HDR Engineering authored the City's Master Transportation Plan and was selected to complete the Main Street/Warm Springs Transportation alternatives analysis. Staff is recommending a not-to-exceed task order to address small miscellaneous transportation engineering projects as they arise.

"I move to approve Task Order #2 with HDR for miscellaneous traffic engineering services."

The reasons for the recommendation are as follows:

- HDR is familiar with the city's master transportation plan and associated goals/standards
- The Traffic Authority frequently receives transportation improvement requests that require a licensed traffic engineer to evaluate and design.
- Pending examples include but are not limited to:
 - Installation of new rapid flashing beacon crosswalk on Main Street/Hwy 75 near Backwoods Sports
 - Traffic calming (speed cushions or paint striping) on Bird Drive, Williams Street and Wood River Drive

Sustainability Impact

Many of the projects seek to improve the pedestrian and bike realms.

Financial Requirement/Impact

The not to exceed amount of \$25,000 can be supported via the existing approved General Fund Budget.

Attachments

Scope of work
Associated rates
Purchase Order #22123



SCOPE OF SERVICES

Project Description

This Scope of Services (SOS) includes a Services as Directed tasks to assist the city of Ketchum, Idaho (City) in small traffic engineering tasks that may arise from time to time.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Services as Directed

Key Understandings

1. The City is the agreement administrator, and the project is funded by the City. State and Federal funds will not be used.
2. The City and/or S&C Associates will perform the coordination with the Idaho Transportation Department (ITD) and pay any associated permitting fees as applicable on any associated tasks.
3. The City will coordinate survey needs for this SOS order under a separate contract with a separate contractor.
4. The city and/or S&C Associates will complete utility coordination for the task order.
5. The SOS assumes a twelve (12) month duration for estimating purposes based on an NTP of September 1, 2022.
6. 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 will not vary from HDR's opinions, analyses, projections, or estimates.
7. The project budget shall not exceed \$25,000.
8. All deliverables are in PDF format unless noted otherwise

100 PROJECT MANAGEMENT

110 Project Initiation and Project Management Plan

HDR will set up the project files and accounting system, as well as 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.

Deliverables

- Project Management Plan (information only, no review)

Assumptions

- No Kick off meeting will be held.



120 Project Team Meetings

Project team meetings will be conducted throughout the duration of the project. Team meetings will be held via conference call to review project status and address questions with the City. Timing and scheduling of these meetings will be determined at the project kick-off meeting. The team meetings will be held via conference call throughout the project.

All meetings will include an agenda and discussion of action items. Meeting minutes will be prepared and distributed.

Assumptions

- Project Team meetings are anticipated to be virtual and last one (1) hour, including preparing meeting minutes.

Deliverables

- Project Team meetings agendas and minutes

130 Status Calls

Status calls between the HDR PM and the City PM will be scheduled as needed throughout the duration of the project to coordinate project status and needs. The HDR PM will coordinate the necessary updates and action items for the calls.

Assumptions

- Status calls will be scheduled as necessary.

Deliverables

- Action Item List - via email, if necessary

140 Project Administration, Progress Reports and Invoicing

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. Monthly progress reports and invoices will meet the City's requirements. HDR will submit invoices to the City.

Deliverables

- Monthly Invoice and Progress Report - including labor and expense backup

200 Services as Directed

HDR will assist the City in small traffic engineering needs that arise from time to time. These additional Services as Directed are scoped to provide flexibility in responding efficiently. HDR and the City will jointly agree by email on a scope of services, manhours, labor, travel and material costs for each task. Each task will be included as a sub task to task 200.

Assumptions

- Traffic signal timing implementation or signal timing plan adjustments are not included in this scope of work.
- Work as part of other task orders currently under contract are not included in this scope of work.

Deliverables

- TBD

CONSULTANT NAME: HDR Engineering, Inc.
PROJECT NAME: City of Ketchum Services as Directed
PROJECT NO.: N/A
KEY NO. N/A

DESIGN

A. SUMMARY ESTIMATED MAN-DAY COSTS

| | | Man-Hours | | Rate | | Labor Cost |
|-------------------------------|---|---------------|---|----------|----------------|--------------------|
| 1 Principal in Charge | = | 1.00 | @ | \$306.00 | = | \$306.00 |
| 2 Quality Control | = | 8.00 | @ | \$207.00 | = | \$1,656.00 |
| 2 Document Exitign Conditions | = | 31.00 | @ | \$235.00 | = | \$7,285.00 |
| 4 Senior Land Use Planner | = | 8.00 | @ | \$283.00 | = | \$2,264.00 |
| 5 Planner | = | 8.00 | @ | \$165.00 | = | \$1,320.00 |
| 6 Traffic Engineer | = | 32.00 | @ | \$142.00 | = | \$4,544.00 |
| 7 Traffic EIT | = | 32.00 | @ | \$101.00 | = | \$3,232.00 |
| 8 CADD/Graphic Support | = | 25.00 | @ | \$112.00 | = | \$2,800.00 |
| 9 Accounting | = | 10.00 | @ | \$90.00 | = | \$900.00 |
| TOTAL = | | 155.00 | | | TOTAL = | \$24,307.00 |

B. OUT-OF-POCKET EXPENSES

HDR TOTAL ESTIMATED EXPENSE* = \$44.00
 * See attached Direct Expenses for HDR

C. ESCALATION

Anticipated Agreement Date: September 1, 2022
 Project Duration: 12 months
 Escalation Period: 8 months

| | | | | | | | |
|------------------|--|---|-----------|---|------------|---|-----------------|
| Total Labor Cost | | X | Esc Ratio | | Annual Esc | | |
| \$24,307.00 | | | 67% | x | 4.0% | = | \$648.19 |

HDR Subtotal = \$24,999.19

D. SUBCONSULTANTS

Subconsultant Subtotal = \$0.00

| |
|----------------------------|
| TOTAL = \$24,999.19 |
|----------------------------|

SULTANT NAME: HDR Engineering, Inc.
 PROJECT NAME: City of Ketchum Bike and Ped Cost Estimate
 PROJECT NO.: N/A
 KEY NO. N/A

F. OUT-OF-POCKET EXPENSES SUMMARY

| Expense | Unit | Estimated Amount | Unit Cost | Estimated 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 | - | @ \$ 0.625 | = \$ - | |
| 12 Meals | Day | - | @ \$ 74.00 | = \$ - | |
| 13 Lodging | Each | - | @ \$ 138.00 | = \$ - | |
| 14 Lodging Tax | Each | - | @ \$ 20.70 | = \$ - | |
| 15 Airfare - Denver to Boise | Each | - | @ \$ 350.00 | = \$ - | |
| 16 Airfare - Spokane to Boise | Each | - | @ \$ 250.00 | = \$ - | |
| 17 Rental Car | Each | - | @ \$ 75.00 | = \$ - | |
| 18 Fuel | Gals | - | @ \$ 5.00 | = \$ - | |
| HDR Engineering, Inc. Total Estimated Expenses | | | | \$44.00 | |

| Number of People Trips | | Trips | Miles/trip | Days/Trip | Estimated Expense |
|----------------------------|------|------------------|-------------|-----------|-------------------|
| Expense | Unit | Estimated Amount | Unit Cost | | |
| Meals | Day | 0 | @ \$ 74.00 | = \$ | - |
| Lodging | Each | 0 | @ \$ 138.00 | = \$ | - |
| Lodging Tax | Each | 0 | @ \$ 20.70 | = \$ | - |
| Airfare - Denver to Boise | Each | 0 | @ \$ 350.00 | = \$ | - |
| Airfare - Spokane to Boise | Each | 0 | @ \$ 250.00 | = \$ | - |
| Rental Car | Each | 0 | @ \$ 75.00 | = \$ | - |
| Fuel | Gals | 0 | @ \$ 5.00 | = \$ | - |

| Number of People Trips | | Trips | Miles/trip | Days/Trip | Estimated Expense |
|------------------------|------|------------------|------------|-----------|-------------------|
| Expense | Unit | Estimated Amount | Unit Cost | | |
| Meals | Day | 0 | @ \$ 74.00 | = \$ | - |
| Rental Car | Each | 0 | @ \$ 75.00 | = \$ | - |
| Fuel | Gals | 0 | @ \$ 5.00 | = \$ | - |

HDR Engineering, Inc.
 City of Ketchum Services as Directed

| | | HDR | | | | | | | | | |
|------------|--|---------------|---------------------|-----------------|-----------------|-------------------------|-------------|------------------|--------------|----------------------|-------------|
| | | TOTAL | Principal in Charge | Quality Control | Project Manager | Senior Land Use Planner | Planner | Traffic Engineer | Traffic EIT | CADD/Graphic Support | Accounting |
| 100 | Project Management | 29.5 | 0.5 | 0 | 19 | 0 | 0 | 0 | 0 | 0 | 10 |
| 110 | Project Initiation and Project Management Plan | 5.5 | 0.5 | | 1 | | | | | | 4 |
| 130 | Project Team Meetings | 3 | | | 3 | | | | | | |
| 140 | Status Calls | 8 | | | 8 | | | | | | |
| 150 | Project Administration, Progress Reports and Invoicing | 13 | | | 7 | | | | | | 6 |
| 200 | Services as Directed | 125.5 | 0.5 | 8 | 12 | 8 | 8 | 32 | 32 | 25 | 0 |
| 200 | Services as Directed | 125.5 | 0.5 | 8 | 12 | 8 | 8 | 32 | 32 | 25 | 0 |
| | Total: | 155 | 1.0 | 8.0 | 31.0 | 8.0 | 8.0 | 32.0 | 32.0 | 25.0 | 10.0 |
| | Total Check: | 155.0 | 1.0 | 8.0 | 31.0 | 8.0 | 8.0 | 32.0 | 32.0 | 25.0 | 10.0 |
| | Percent of Project Total: | 100.0% | 0.6% | 5.2% | 20.0% | 5.2% | 5.2% | 20.6% | 20.6% | 16.1% | 6.5% |