



City of Ketchum
City Hall

April 19, 2021

Mayor Bradshaw and City Councilors
City of Ketchum
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

**Request to Approve Task Orders #7 and #8 for Contract #20477 with CSHQA for A&E Development
for the New City Hall at 191 5th Street**

Recommendation and Summary

Staff requests City Council approval of Task Orders #7 & #8 associated with contract #20477 with CSHQA for Agency Coordination and Construction Administration.

"I move approval of Task Orders #7 & #8 with CSHQA for Construction Administration for the new City Hall."

The reasons for the recommendation are as follows:

- CSHQA has provided A&E services for the project to date.
- The city must relocate to the new city hall by summer 2021.
- Construction Administration is necessary to ensure the work is completed in compliance with architectural drawings.

Introduction and History

The City Council approved a contract with CSHQA in 2020 to create a facility program and develop conceptual designs. The second phase of services from CSHQA was for preconstruction services which included further analysis of the project with the Core/Headwaters LLC to arrive at construction options and cost estimates. Based on that work, the city elected to pursue a minimal tenant improvement path versus full renovation. CSHQA has completed drawings to assist with proper subcontractor bidding.

The next phase of work will focus on refinements to the drawings for final submission to the building department for review. The final task order will ensure proper administration oversight during the construction phase.

Sustainability Impact

Tenant improvements will follow sustainability best practices.

Financial Requirement/Impact

Combined, the task orders, will not exceed \$75,000. They will be billed on a monthly basis per the contract's hourly rate. The unreserved fund balance in CIP will fund this contract.

Attachment:

Task Orders #7 & 8

TASK ORDER AUTHORIZATION

Date: April 15, 2021

Task Order Nos.: 07 Revised and 08

Client: City of Ketchum
480 East Avenue North
Ketchum, Idaho 83340

Project No.: 20126.000

Project: Ketchum City Hall
191 Fifth Street
Ketchum, Idaho 83340

Description of Services:

Provide limited architectural and engineering (structural, mechanical (plumbing and HVAC), and electrical) services to include the following:

Revised Task 07 – Agency Coordination/Bidding

- Coordinate with the Contractor for bidding and answer questions.
- Issue addenda.
- Submit project to building department, provide a conformed document set that incorporates all accepted alternates, and answer building department questions.

NOTE: We will closely monitor our time and will provide documentation to you for any additional services that may be needed beyond the total noted above.

Task 08 – Construction Administration

- Participate in weekly or bi-weekly construction meetings via Zoom or other electronic format.
- Answer Contractor questions related to Code, ADA, Lifesafety, or modifications that affect the design.
- Perform four (4) Architectural site visits.
- Perform one (1) Architectural and Engineering punchlist at the end of the project.
- Process submittals, including receipt, review of, and appropriate action on Shop Drawings, Product, Data, Samples, and other submittals required by the Contract Documents.
- Issue Change Requests.

The terms and conditions of the original contract executed June 19, 2020, shall apply to the services provided in this Task Order Authorization. This Authorization shall be considered an addendum to the original contract with the Architect/Engineer.

Task Order Authorization

Task Order Nos.: 07-08

Project Name, Location: Ketchum City Hall, Ketchum, Idaho

Project No.: 20126.000

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Compensation shall be as follows:**Task 07 – Payroll Cost basis not-to-exceed \$35,000.00 plus Reimbursable Expenses****Task 08 – Payroll Cost basis not-to-exceed \$40,000.00 plus Reimbursable Expenses**

This Task Order Authorization constitutes your acceptance and authorization for the Architect and/or Engineer to proceed with the services described above.

Approved By: _____

Neil Bradshaw, Mayor

Approved By: _____

John D. Maulin, Executive Vice President

John D. Maulin
Executive Vice President
Electronic Signature
CSHQA, Inc.
2021.04.15 14:09:23-06'00'

Date: _____

Date: April 15, 2021

We appreciate this opportunity and look forward to continuing to work together on this project. If you have questions, please let us know.

Sincerely,

CSHQA, Inc.



Danielle Weaver, AIA

DW:me