



City of Ketchum

### CITY COUNCIL MEETING AGENDA MEMO

Meeting Date:  Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- City Council approved Master Services Agreement #22841 with Jacobs Engineering for miscellaneous design services.
- **Task Order 09** includes roadway rehabilitation of SH-75/Main Street from 6th Street to Saddle Road, including mill and overlay, ADA ramp upgrades, drainage improvements, signing and striping, traffic control planning, and coordination with related infrastructure projects.
- The project will incorporate pedestrian accessibility improvements, evaluation and replacement of non-compliant guardrail systems, and intersection bulb-outs where appropriate to improve pedestrian safety and corridor functionality.
- The project will also address drainage deficiencies throughout the corridor and conduit extensions for future connections of fiber and signal infrastructure.
- **Task Order 10** includes rehabilitation of approximately .7 miles of SH-75/Main Street, including roadway mill and overlay, ADA ramp improvements, drainage upgrades, signing and striping updates, and traffic control planning.
- The design effort will be closely coordinated with the 10<sup>th</sup> Street Reconstruction project and planned waterline improvements, to support efficient construction sequencing and comprehensive corridor improvements.

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

Sustainability Impact:

Financial Impact:

None OR Adequate funds exist in account:	Funding for Task Order 09 (\$135,900) is anticipated to be approximately 70% from the City's Street Fund (road design), with the remaining balance funded through Urban Renewal Agency (path design) funding previously approved in the FY26 CIP budget. Task Order 10 (\$378,980) will be 100% reimbursed by the Idaho Transportation Department.
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Attachments:

1. Task Orders 09 & 10
2. Purchase Orders 26145 & 26146

**Effective Date:** \_\_\_\_\_

Task Order 09 – SH-75 / Main Street Rehabilitation, 6<sup>th</sup>  
Street to Saddle Road

This Task Order 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 Task Order 09 – SH-75 / Main Street Rehabilitation, 6<sup>th</sup> Street to Saddle Road, attached hereto and incorporated herein.

**Pricing: \$378,980**

Time and Expense per attached Task Order 09 – SH-75 / Main Street Rehabilitation, 6<sup>th</sup> Street to Saddle Road.

**CITY OF KETCHUM**

**JACOBS ENGINEERING GROUP INC.**

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

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

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

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

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

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

## **Task Order 09**

### **Scope of Services**

#### **SH-75 / Main Street Rehabilitation, 6<sup>th</sup> Street to Saddle Road**

This document outlines the tasks necessary to provide preliminary and final design services for the rehabilitation of SH-75 / Main Street for the City of Ketchum and Idaho Transportation Department (ITD). This Task Order is between Jacobs Engineering Group (Jacobs) and the City of Ketchum, but the project work is funded by the ITD. The project will be designed and constructed in a collaborative partnership between the three parties.

Roadway improvements include peel and pave of SH-75 Main Street from 6th Street to approximately 200 feet south of Saddle Road (as outlined in the approved Roadway Materials Report, authored by American Geotechnics and dated 11-27-2019), across the full roadway width within right-of-way and provide ADA ramps and drainage facilities as necessary.

Specific to reading this Task Order, *light line* means the task or activity is included in the complementary task order (10<sup>th</sup> Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path).

### **General Assumptions:**

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

- This scope of work is closely coordinated with the 10<sup>th</sup> Street Reconstruction and SH-75 Multi-Use Path Projects and will be included in the same construction bid package. The work will also reference and coordinate with the City of Ketchum waterline design.
- The SH-75 multi-use path and 10<sup>th</sup> Street Reconstruction will be shown in *light line* on this set of drawings to provide full project intent, and to indicate that funding will be allocated from a different source.
- All permanent work will be located within existing right-of-way, if temporary easements or other work outside of the right-of-way is needed, that issue will be addressed at that time.
- City Public Works Director will coordinate with local utilities to provide information about this project to create an understanding of anticipated utility work within the project footprint. Jacobs will still work directly with utilities for mapping information.
- SH-75 rehabilitation limits will be from Backwoods Sports to Saddle Road (200 feet south) providing space for the SH-75 multi-path east of the highway.
- ADA ramp design affiliated with the multi-use path between 6<sup>th</sup> and 10<sup>th</sup> streets will be provided in this SH-75 roadway design package.

- Scope excludes Geotechnical Engineering investigation. Jacobs Engineering Group (Jacobs) will review available information in the approved Roadway Materials Report, authored by American Geotechnics and dated 11-27-2019). See Task 2 for more information.
- Drainage required for this project footprint will be coordinated with the SH-75 multi-use path and the proposed waterline. It is anticipated that most drainage elements will be designed and shown as part of this task order.
- SH-75 drainage design will identify all existing storm drainage facilities within the project footprint, and incorporate new curbs/valley gutters, infiltration basins, catch basins, drywells, and to tie into system where applicable.
- SH-75 signing and striping layouts will meet current ITD standards and City standards (parking stall length for example) or other best practices.
- A traffic control plan (TCP) will encompass these project limits including the 10<sup>th</sup> Street Reconstruction, SH-75 Multi-Use Path, and waterline Projects.
- An erosion and sediment control plan (ESCP) for this project will not be included, but a lump sum sediment control bid item will be included in the cost estimate schedule.
- Roadway Design will be following the American Association of State Highway and Transportation Officials (AASHTO) Policy on Geometric Design of Highways and Streets (Green Book), ITD Design Manual, and any other ITD design processes and associated ITD reference manuals, at the current time of execution of this contract.
- Calculations and plan notations will be provided in U.S. customary units.
- No additional potholing for utilities will be necessary.
- All project environmental documentation required will be the responsibility of and performed by ITD, with exception to preparation of a draft ITD Environmental Checklist (Form 654).
- Construction packages will utilize ITD Standard Specifications and supplements available at time of the approved Design Study Report.
- All project work products will be submitted to ITD electronically, unless otherwise noted in this TO, through ProjectWise Explorer (PW) in pdf format. PW will be used for CADD file storage, Word documents, PDF documents, Microstation and OpenRoads files (including terrain models in landxml format).
- Design exceptions are not anticipated.
- Time and cost estimates will be based on historical information of unit pricing for similar projects. The Consultant does not guarantee that the time and cost estimates will reflect actual bid amounts.
- Jacobs will utilize Bluebeam to document review comments and responses in lieu of a separate Comment Response Form. In addition, Jacobs will utilize and manage Bluebeam Revu Studio Sessions to the extent possible to allow concurrent reviews by multiple

reviewers in a single document in place of consolidating separate review documents. Jacobs will respond to all ITD review comments.

- The Consultant will not coordinate directly with permitting and regulatory agencies without prior approval from ITD.
- Opal Engineering will be developing the waterline replacement design. Jacobs team will coordinate with the Opal team to incorporate the drawings into the bid package and to create a design that is the best complement of projects – roadway, waterline, and pathway.

## **Task 1 – Project Management**

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

- Program, supervise, and coordinate Project work and staff
- Communicate regularly with City's and ITD'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 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% Preliminary Design**

The Jacobs team will develop a preliminary design for the project, based on the concept design provided by ITD and the section previously developed by Jacobs (6<sup>th</sup> to 10<sup>th</sup>). The Jacobs portion will

be refreshed for inclusion into the preliminary design package. Preliminary roadway design tasks include the design of any horizontal alignments/shifts, profile grades, typical sections, preliminary intersection layouts, ADA facility and sidewalk improvements, and construction traffic control. The design will mill and inlay the existing full-width roadway and re-grade the cross-slopes to match existing curb and gutter features. The design will be modeled to determine preliminary cut and fill limits and quantities. Preliminary design plans will be developed following the ITD Design Manual.

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 and bike and pedestrian mobility. This work will be incorporated into the project design to provide the best improvement for the roadway segment.

- Pedestrian ramp improvements for ramps determined to be non-compliant with current ADA standards will be shown on the preliminary plans. Detailed grading of ADA pedestrian ramps will be performed during Final Design. Sidewalks will be evaluated for connectivity and condition along the project limits and recommendations will be made in the preliminary plans for sidewalk construction.
- Review existing guardrail installations within the project limits for compliance with current MASH (guardrail) and ITD standards, including any areas determined to warrant adding guardrail, such as the area just south of 9<sup>th</sup> Street along the west side after the apartments with parking within the ROW. All guardrail identified to be outside compliance with those standards will be replaced.
- Existing pavement markings will be replicated within the project limits for use as proposed pavement markings. Sign replacement efforts will be limited to signs impacted by design efforts and signs that have either reached the end of their service life, do not match current MUTCD standards, or are adjusted and consolidated to reduce sign pollution
- Develop details depicting roadway rehabilitation methods based on geotechnical report recommendations and direction provided by ITD.
- Develop draft of ITD Environmental Checklist (Form 654). A site visit for one Environmental Planner is included.
- Design layout will be confirmed but generally it is anticipated to include 0.7 miles or pavement rehabilitation, addition of bulb-outs at intersections where they do not currently exist. Tie into existing sidewalk or concurrent pathway project on east side of SH-75. Each ramp and sidewalk tie in will be evaluated at each location specifically.
- Aerial imagery, geotechnical investigation information, topographic survey, ITD maintenance and field inspection information will be utilized to locate areas where existing roadway

drainage is deficient. Drainage issues will be assessed for cause and remediation recommendations will be developed and documented in a Technical Memorandum.

- Conduit will be extended north on SH-75 for future fiber and signal interconnect.

### Proposed Sheet List

SHEET TYPE	SH-75 Rehabilitation Prelim Sheets
Title Sheet / Sheet Index	1
Legend Sheet	1
Survey Control Map*	1
Project Clearance Summary	1
Pipe Clearance Summary	1
Typical Section	2
Roadway Summary	2
Roadway Plan/Profile	11
Approach Detail	6
Curb Plan and Profile	2
Curb Ramp Detail	2
Roadway Detail	2
Drainage Detail	5
Signing and Pavement Marking	11
Construction Staging Plan	2
Temporary Traffic Control Plan	2
Utility Plan	11
<b>TOTAL SHEETS</b>	<b>62</b>

*\*Provided by City selected surveyor to be included in plan set*

### Assumptions:

- Scope excludes Geotechnical Engineering investigation. Geotechnical analysis of the existing report provided by ITD will be reviewed; it is assumed pavement sections are provided in the report. Jacobs will develop drawing details for inclusion into the construction package.
- Mapping of existing utilities will be based on utility data provided by the City and Utility Companies; Jacobs will coordinate with Utility Companies to request facility maps and will prepare utility letters and exhibits as needed.
- In general, final surface elevation of the road will not change.

- New curb and gutter are anticipated for minor parts of the project to accommodate widening of the sidewalk and facilitate minor drainage improvements associated with such improvements. ADA ramps with truncated domes will be developed to meet project design standards.
- The City and ITD will provide timely review of the 30% Preliminary Design Package within 14 days or over a virtual meeting.
- Minimum erosion and sediment control will be developed and included in design. The Construction Contractor will be responsible for developing, applying for, and submitting a final Stormwater Pollution and Prevention Plan (SWPPP) to the Idaho DEQ, as necessary.
- No new signage is anticipated.
- Topographic survey will be provided by the City no later than September 2026.
- No additional Traffic Analysis will be completed under this scope of work; no additional signal timing adjustments are anticipated as part of this project. ITD is responsible for any additional signal modification, or it will be added to this scope at a later time.

### **Deliverables:**

- 30% design plans for the project will be provided in electronic format (pdf). The drawings will be half size (11"x17").
- 30% design plans cost estimate will be provided and split up accordingly, items in gray are included in separate task order:
  - Schedule A – SH-75 / Main Street Rehabilitation
  - Schedule B – SH-75 Multi-Use Pathway
  - Schedule C – 10<sup>th</sup> Street, Main Street to Warm Springs Road
  - Schedule D – Waterline – (*Jacobs will incorporate the waterline project schedule provided by others*)

## **Task 3 – Public Involvement Support**

Jacobs will support the City of Ketchum Communications team, providing graphic materials to help convey messages to the public or specific property owners as needed by the City.

### **Assumptions:**

- The City of Ketchum will conduct all outreach activities, schedule meetings, and reserve meeting spaces as needed. Jacobs will be available to attend up to two meetings on site in support of the City.

- Jacobs will provide draft content for emails, website updates, and meeting materials, up to a dozen graphic items.
- This effort is developed in coordination with complementary task order (10<sup>th</sup> Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path) and costs are estimated at half the amount for each task order.

**Deliverables:**

- Graphic materials and content as requested by the City.

**Task 4 – 90% Final Design**

The 90 percent design plans will show final design layouts. Jacobs will prepare and provide final design package for SH-75 Main Street for City’s and ITD’s review. The design plans will incorporate preliminary design review comments and feedback.

Technical and legal specifications will be developed to the 90% level including incorporation of the water line project.

**Proposed Sheet List**

SHEET TYPE	SH-75 Rehabilitation Final Sheets
Title Sheet / Sheet Index	1
Legend Sheet	1
Survey Control Map*	1
Project Clearance Summary	1
Pipe Clearance Summary	2
Typical Section	4
Roadway Summary	4
Roadway Plan/Profile	11
Approach Detail	6
Curb Plan and Profile	4
Curb Ramp Detail	4
Roadway Detail	4
Drainage Detail	10
Signing and Pavement Marking	13
Construction Staging Plan	4
Temporary Traffic Control Plan	4
Utility Plan	11
<b>TOTAL SHEETS</b>	<b>85</b>

**Assumptions:**

- The City and ITD will provide timely review of the 90% Final Design Package within 14 days or over a virtual meeting.

**Deliverables:**

- 90% design plans and specifications for the projects will be provided in electronic format (pdf). The drawings will be half size (11"x17").
- 90% design plans cost estimate will be provided and split up accordingly, items in gray are included in separate task order:
  - Schedule A – SH-75 / Main Street Rehabilitation
  - Schedule B – SH-75 Multi-Use Pathway
  - Schedule C – 10<sup>th</sup> Street, Main Street to Warm Springs Road
  - Schedule D – Waterline (*Jacobs will incorporate the waterline project schedule provided by others*)

## **Task 5 – 100% Plans, Specifications, and Estimate (PS&E)**

Jacobs will prepare and provide PS&E design package for SH-75 Main Street for City's and ITD's review. The design plans will incorporate 90% design review comments and feedback.

**Assumptions:**

- The City will provide timely review of the PS&E Package within 14 days or over a virtual meeting.

**Deliverables:**

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

## **Task 6 -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 or for electronic bidding platforms.

After the Bid Opening and receipt of the bid document, Jacobs will review each bid for compliance and provide documentation to the City regarding bid acceptability. Jacobs will provide a Recommendation of Award with a template identifying next steps and materials to be attached for Council review, as well as identifying what needs to be attached with the Agreement to the Contractor once the Council has made the award.

**Assumptions:**

- Bidding documents will be combined this Main Street project with 10<sup>th</sup> Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path project and the waterline project to create one biddable document with several Schedules to allow for separation of ITD funded and City funded work.
- Effort and time to combine projects, conduct bidding and evaluation are being split between each task order, though activities are shown in each task order for information continuity.
- The City will hold the Pre-bid meeting at City Hall; Jacobs and ITD will attend.
- The City will conduct the Bid Opening at City Hall and will scan and send bid documents to Jacobs for review and ITD for documentation. Jacobs will provide evaluation to City and ITD.
- Jacobs anticipates no more than two Addenda.

**Deliverables:**

- Bid review documentation.
- Recommendation of Award including template for next steps and materials.

**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 – May 18, 2026
- 30% Preliminary Design Submittal – July 31, 2026
- 90% Final Design Submittal – October 30, 2026
- 100% PS&E Design Submittal – November 30, 2026
- Final PS&E Complete – December 15, 2026
- Bid Advertisement – February 8 – 15, 2027

- Bid Opening – February 16, 2027
- Recommendation for Bid Award – February 26, 2027

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

Task Order 10 – 10<sup>th</sup> Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path

This Task Order 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 the attached Task Order 10 – Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path, attached hereto and incorporated herein.

**Pricing: \$135,900**

Time and Expense per attached Task Order 10 - Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path.

**CITY OF KETCHUM**

**JACOBS ENGINEERING GROUP INC.**

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

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

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

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

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

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

**Task Order 10**  
**Scope of Services**  
**10th Street Reconstruction, Warm Springs Road to Main Street**  
**and SH-75 Multi-Use Path**

This document outlines the tasks necessary to provide preliminary and final design services for the reconstruction of 10th Street and the development of a new multi-use pathway in the City of Ketchum, Idaho.

Roadway improvements include full reconstruction of 10th Street from Warm Springs Road to Main Street, across the full roadway width within right-of-way.

In addition, the project includes design of a new multi-use pathway along State Highway 75 (SH-75) extending from 6th Street to Saddle Road.

Specific to reading this Task Order, *light line* means the task or activity is included in the complementary task order (SH-75/Main Street Rehabilitation, 6<sup>th</sup> to Saddle Road).

## **General Assumptions:**

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

- This scope of work is closely coordinated with the Idaho Transportation Department (ITD) SH-75 Roadway Rehabilitation Project and will be included in the same construction bid package. The work will also reference and coordinate with the City of Ketchum waterline replacement project extending from 6<sup>th</sup> Street towards Saddle Road.
- The SH-75 Main Street project will be shown in *light line* on this set of drawings to provide full project intent, and to indicate that funding will be allocated from a different source.
- All permanent work will be located within existing right-of-way, if temporary easements or other work outside of the right of way is needed, that issue will be addressed at that time.
- Survey will be provided by others for 10<sup>th</sup> Street and along the east side of SH-75 to accommodate pathway survey needs. Currently the only available survey encompasses the SH-75 right of way.
- City Public Works Director will coordinate with local utilities to provide information about this project to create an understanding of anticipated utility work within the project footprint. Jacobs will still work directly with utilities for mapping information.
- 10<sup>th</sup> Street reconstruction limits to tie-in with proposed SH-75 design and end before the alley near Warm Springs Road.

- SH-75 multi-use path construction limits to match up to proposed SH-75 roadway design grading along the project corridor. ADA ramp design affiliated with the multi-use path between 6<sup>th</sup> and 10<sup>th</sup> streets will be provided in the SH-75 roadway design.
- Drainage required for this project footprint will be coordinated with the SH-75 Main Street project. It is anticipated that most drainage elements will be designed and shown in the SH-75 Main Street drawing set.
- 10<sup>th</sup> Street drainage design to identify all existing storm drainage system within the project footprint, and incorporate new curbs/valley gutters, catch basins, and drywells, and to tie into system where applicable.
- Scope excludes Geotechnical Engineering investigation. Jacobs Engineering Group (Jacobs) will review available information. See Task 2 for more information.
- 10<sup>th</sup> Street signing and striping layouts will meet current City standards (parking stall length for example) or other best practices.
- A traffic control plan (TCP) for this project will not be needed since the SH-75 roadway project TCP will include this project.
- An erosion and sediment control plan (ESCP) for this project will not be included, but a lump sum sediment control bid item will be included in the cost estimate schedule.
- 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, will be used.

## Task 1 – Project Management

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

- Program, supervise, and coordinate Project work and staff
- Communicate regularly with City's project manager
- Establish regular coordination meetings with the design engineer for the waterline project
- 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 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% Preliminary Design**

**Task 2.1 – 10<sup>th</sup> Street Reconstruction**

The 30% design plans will show preliminary design layouts. The reconstruction 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. Jacobs will also evaluate Pavement Evaluation report based on additional borings collected along 10<sup>th</sup> Street. 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 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.

**Proposed Sheet List**

<b>SHEET TYPE</b>	<b>10<sup>th</sup> Street Reconstruction Prelim Sheets</b>
Roadway Summary	1
Typical Sections	1
Plan	2
Profile	2
Plan/Profile	-
Roadway Detail	2
Drainage Plan/Profile	2
Drainage Detail	-
Signing/Striping	2
Traffic Control	-
<b>TOTAL SHEETS</b>	<b>12</b>

## Task 2.2 – SH-75 Multi-Use Path

The pathway is currently near 30 percent design level and will require minimal refreshing and minor revisions associated with the development of the SH-75 Roadway Rehabilitation design or other input from property owners. An expected 13 sheets will be submitted for 30 percent design.

Jacobs will coordinate with the design engineer for the waterline work running north along SH-75 to ensure coordinated design effort for waterline alignment and storm drainage systems. Jacobs will work with the design engineer to accommodate space on the cover sheet, table of contents, etc. and to coordinate specifications.

### Assumptions:

- 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 or secure a team to do so.
- 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 of the 30% Preliminary Design Package within 14 days or over a virtual meeting.
- Design engineer for the waterline project will be responsible for meeting the project schedule.

### Deliverables:

- 30% design plans for the projects will be provided in electronic format (pdf). The drawings will be half size (11"x17"). 10<sup>th</sup> Street Reconstruction plans and SH-75 Multi-Use Pathway plans will be separated.
- 30% design plans cost estimate will be provided and split up accordingly, item in light line is included in separate task order:
  - Schedule A – SH-75 / Main Street Rehabilitation
  - Schedule B – SH-75 Multi-Use Pathway
  - Schedule C – 10<sup>th</sup> Street, Main Street to Warm Springs Road
  - Schedule D – Waterline (*Jacobs will incorporate the waterline project schedule provided by others*)

## Task 3 – Public Involvement Support

Jacobs will support the City of Ketchum Communications team, providing graphic materials to help convey messages to the public or specific property owners as needed by the City.

### Assumptions:

- The City of Ketchum will conduct all outreach activities, schedule meetings, and reserve meeting spaces as needed. Jacobs will be available to attend up to two meetings on site in support of the City.
- Jacobs will provide draft content for emails, website updates, and meeting materials, up to a dozen graphic items.
- This effort is developed in coordination with complementary task order (SH-75/Main Street Rehabilitation, 6<sup>th</sup> to Saddle Road) and costs are estimated at half the amount for each task order.

### Deliverables:

- Graphic materials and content as requested by the City.

## Task 4 – 90% Final Design

The 90% design plans will show final design layouts. Jacobs will prepare and provide final design package for 10<sup>th</sup> Street Reconstruction and SH-75 Multi-Use Pathway projects for City's review. The design plans will incorporate City's 30 percent design review comments and feedback.

Technical and legal specifications will be developed to the 90% level including incorporation of the water line project.

**Proposed Sheet List**

SHEET TYPE	10 <sup>th</sup> Street Reconstruction Final Sheets	SH-75 Multi-Use Pathway Final Sheets
Roadway Summary	1	1
Typical Sections	1	1
Plan	2	-
Profile	2	-
Plan/Profile	-	11
Roadway Detail	4	1
Drainage Plan/Profile	2	-
Drainage Detail	4	-
Signing/Striping	2	-
Traffic Control	-	-
<b>TOTAL SHEETS</b>	<b>18</b>	<b>14</b>

**Assumptions:**

- The City will provide timely review of the 90% Final Design Package within 14 days or over a virtual meeting.

**Deliverables:**

- 90% design plans and specifications for the projects will be provided in electronic format (pdf). The drawings will be half size (11"x17").
- 90% design plans cost estimate will be provided and split up accordingly, item in light line is included in separate task order:
  - Schedule A – SH-75 / Main Street Rehabilitation
  - Schedule B – SH-75 Multi-Use Pathway
  - Schedule C – 10<sup>th</sup> Street, Main Street to Warm Springs Road
  - Schedule D – Waterline (*Jacobs will incorporate the waterline project schedule provided by others*)

**Task 5 – 100% Plans, Specifications, and Estimate (PS&E)**

Jacobs will prepare and provide PS&E design package for 10<sup>th</sup> Street Reconstruction and SH-75 Multi-Use Pathway projects for City’s review. The design plans will incorporate City’s 90% design review comments and feedback.

**Assumptions:**

- The City will provide timely review of the PS&E Package within 14 days or over a virtual meeting.
- The design engineer for the waterline project will provide drawings and specifications as needed to be included in the package.

**Deliverables:**

- Final PS&E contract documents will be provided in an electronic format (pdf).

## **Task 6 -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 or for electronic bidding platforms.

After the Bid Opening and receipt of the bid document, Jacobs will review each bid for compliance and provide documentation to the City regarding bid acceptability. Jacobs will provide a Recommendation of Award with a template identifying next steps and materials to be attached for Council review, as well as identifying what needs to be attached with the Agreement to the Contractor once the Council has made the award.

**Assumptions:**

- Bidding documents will be combined with 10<sup>th</sup> Street Reconstruction, Warm Springs Road to Main Street and SH-75 Multi-Use Path project to create one biddable document with several Schedules to allow for separation of ITD funded and City funded work.
- Effort and time to combine projects, conduct bidding and evaluation is being split between each task order, though activities are shown in each task order for information continuity.
- The City will hold the Pre-bid meeting at City Hall; Jacobs staff can facilitate via virtual meeting, and ITD will attend.
- The City will conduct the Bid Opening at City Hall and will scan and send bid documents to Jacobs for review and ITD for documentation. Jacobs will provide evaluation to City and ITD.
- Jacobs anticipates no more than two Addenda.

**Deliverables:**

- Bid review documentation.
- Recommendation of Award including template for next steps and materials.

**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 – May 18, 2026
- 30% Preliminary Design Submittal – July 31, 2026
- 90% Final Design Submittal – October 30, 2026
- 100% PS&E Design Submittal – November 30, 2026
- Final PS&E Complete – December 15, 2026
- Bid Advertisement – February 8 – 15, 2027
- Bid Opening – February 16, 2027
- Recommendation for Bid Award – February 26, 2027



# 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: 26145

<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
05/19/2026	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	North Main St Rehabilitation 03-4193-7136	378,980.00	378,980.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		378,980.00

\_\_\_\_\_  
 Authorized Signature



# 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: 26146**

<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
05/19/2026	CCHING	CCHING			

Quantity	Description			Unit Price	Total
1.00	10th St Reconstruction	03-4193-7611	761102	95,130.00	95,130.00
1.00	N Main St Multi Use Pathway	03-4193-7137		40,770.00	40,770.00
SHIPPING & HANDLING					0.00
TOTAL PO AMOUNT					135,900.00

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 Authorized Signature