



Ketchum Urban Renewal Agency

P.O. Box 2315 | 480 East Ave. N. | Ketchum, ID 83340

January 18, 2022

Chair and Commissioners
Ketchum Urban Renewal Agency
Ketchum, Idaho

Information for Kick-off and Discussion With Agnew Beck on Public Outreach for First Street and Washington Avenue KURA Property

Introduction/History

In November 2021, the KURA approved a contract with Agnew Beck to conduct public outreach for development of the KURA property at First Street and Washington Avenue. The scope of work is included in Attachment A. Instead of the scope of work commencing in October, the work will begin in January 2022.

The KURA work session will occur at the January 18, 2021, meeting. In preparation of the work session, the following agenda is provided so the Board can prepare for the discussion.

1. Introductions
2. Facilitated discussion and KURA Commissioners to gather feedback on:
 - How would Commission like to be involved and updated?
 - What is the spectrum of uses Commission would like to explore?
 - What do Commissioners see as the key “wins” or accomplishments we hope to achieve from this process?
 - Are there specific stakeholder groups we should work to hear from/engage with?
 - Anything else on your mind?
3. Recap of next steps and thank you

In addition to the information above, Agnew Beck will provide a brief summary of the community survey responses related to potential development of publicly owned properties, key issues identified in the Housing Action Plan data collection and confirmation the project scope and timeline are acceptable to the Board.

Ketchum Urban Renewal Agency Site Specific Outreach and Engagement <i>Submitted by Agnew::Beck September 13, 2021</i>	Principal		Data Analyst and Project Support		Total
Timeframe: October 2021 to March 2022	hours	rate	hours	rate	
		\$170		\$100	
Task 1: Project Initiation (Oct)	14	\$2,380	16	\$1,600	\$3,980
1A. Project Team Kick-Off	4	\$680	6	\$600	
1.B Virtual Work Session with KURA Commissioners	8	\$1,360	4	\$400	
1C. Conduct Stakeholder Analysis and Develop Engagement Plan	2	\$340	6	\$600	
Deliverables from Task 1: Stakeholder engagement plan; summary of KURA staff and Commissioners project goals and objectives; project management schedule and work plan					
Task 2: Project Research and Preliminary Findings (Oct-Dec)	32	\$5,440	50	\$5,000	\$10,440
2A. Key Informant Interviews	8	\$1,360	12	\$1,200	
2B. Review and Summarize Existing Site Conditions Information	6	\$1,020	12	\$1,200	
2C. Coordinate Community Survey Questions and Analysis	4	\$680	12	\$1,200	
2D. Key Findings	8	\$1,360	8	\$800	
2E. Share Preliminary Findings with KURA Commissioners and Staff/Project Team	6	\$1,020	6	\$600	
Deliverables from Task 2: Site considerations summary map; community survey and key informant findings; preliminary findings memo/presentation					
Task 3: Conduct Additional Community Outreach (Dec-Feb)	30	\$5,100	36	\$3,600	\$8,700
3A. Facilitate Community Workshops	30	\$5,100	36	\$3,600	
Deliverables from Task 3: Workshop materials and documentation					
Task 4: Summarize and Synthesize Community Preferences (Feb-Mar)	14	\$2,380	18	\$1,800	\$4,180
4A. Summarize and Share Findings	8	\$1,360	12	\$1,200	
4B. Share Final Findings with KURA Commissioners and Staff/Project Team	6	\$1,020	6	\$600	
Deliverables from Task 4: Summary boards/final findings					
Expenses *					\$1,750
TOTAL	90	\$ 15,300	120	\$ 12,000	\$ 29,050

EXCLUSIONS + TERMS

* Expense line includes Travel and Non-Travel Expenses. Travel Expenses estimate assumes up two (2) in-person visits by 1 or 2 people per visit. Visits are assumed to be 2 days/1 night. Costs include lodging, mileage and per diem, using current federal mileage and per diem rates. Other meetings will be held virtually. A::B strictly adheres to current CDC and local health authority health and safety guidance when planning for and participating in in-person meetings/events/gatherings. Non-Travel Expenses covers costs for use of equipment and services required in the normal performance of the contract. Costs for printing, mailing or otherwise distributing materials, or for paid advertising are not included in this budget and would be paid for directly by client, as needed.

Rights to final versions of all materials are transferred to the client upon conclusion of the project. A::B reserves the right to use any and all project materials for educational and marketing purposes. A::B reserves the rights to any draft or conceptual materials developed in the course of the project, or other materials specified in the terms of the contract.

A::B reserves the right to move budget between tasks, staff and subcontractors so long as costs do not exceed the total budget.