



City of Ketchum

CITY COUNCIL MEETING AGENDA MEMO

Meeting Date: Staff Member/Dept:

Agenda Item:

Recommended Motion:

Reasons for Recommendation:

- City staff held an initial bike committee meeting in November of 2023 to obtain feedback on top bike network priorities. These we incorporated into the design of Main St. where applicable.
- Staff is reengaging the Bike Committee on 12/18 and looks to task Jacobs to lead the technical design discussion and follow-up
- Jacobs will then work to create final concept designs for presentation to council and the public in February

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

Sustainability Impact:

Financial Impact:

<input type="text" value="None OR Adequate funds exist in account:"/>	<input type="text" value="Of the total \$60,000 on this Task Order, \$50,000 is budgeted in KURA CIP, leaving \$10,000 for Ketchum CIP budget"/>
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Attachments:

1. Jacobs Task Order 3 – Planning and Design – Bike Network Plan
2. Jacobs PO 25058

Effective Date: _____

Task Order 03 – Bike Network Plan

This Amendment 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 03 – Bike Network Plan, attached hereto and incorporated herein.

Pricing: \$60,000

Time and Expense per attached Task Order 03 Bike Network Plan.

CLIENT

JACOBS ENGINEERING GROUP INC.

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Task Order 3
Scope of Services
PLANNING AND DESIGN SERVICES
Bike Network Plan

Task Order 3 covers the effort necessary to provide Design and Planning Services for the Bike Network in Ketchum. This project is being conducted under the Master Professional Services Agreement, #22841, signed April 12, 2023, between Jacobs Engineering Group, Inc., (Jacobs) and the City of Ketchum (City).

Task Order Team:

Program Manager/Project Manager: Betsy Roberts
Senior Planner: Daren Fluke
Civil Lead: Mateo Franzoia
Subconsultant: Mark Sindell/GGLO

Overall Project Assumptions:

1. Development of the Bike Network Plan will not include cost estimates or detailed traffic analysis.

TASK 1 – Project Management

Objective: Successful management of this Task Order and efficient coordination of invoicing with City of Ketchum.

Activities:

- Lead development of the Bike Network Plan Task Order to ensure Scope of Work is reflective of decisions made and is prepared in a timely manner for Council approval.
- The Project Manager will work closely with City Project Manager (PM) to support overall successful plan development and to monitor outstanding issues, schedule impacts, plan concerns, and project change conditions.
- Jacobs PM will provide updates for the Monthly Progress as part of the invoice.

Assumptions:

1. Duration of project is assumed to be four months November through March 1, 2025
2. Weekly internal team meetings with Jacobs and GGLO will be held requiring up to 2 Jacobs staff and 2 GGLO staff per meeting

Deliverables:

1. Final Scope of Work
2. Invoice information provided as part of Program Manager overall invoices
3. Information for Monthly Progress Reports
4. Notes from meetings or decision points as appropriate

TASK 2 – Plan Development and Milestone Events

2.1. City/Consultant Workshop 01, Nov. 26

Objective: Assemble existing Bike Network documents and maps to be used as starting point for design and secure concurrence from Ketchum and Jacobs-GGLO team on scope, deliverables, and basic network layout and parameters.

Activities:

- Collect existing Bike Network mapping and documents, including updated or new planning documents.
- Review data for gaps.
- Develop clear, concise list of project goals and priorities (draft) including City directed “requirements” such as “no loss of parking”, and other side-boards, etc.
- Incorporate City provided desires including minimum infrastructure (N to S and W to E), points of entry, etc.
- Conduct virtual meeting to collaborate and confirm project parameters, sideboards, connection points, deliverables, and acceptance of schedule.

Assumptions:

1. The Bike Network base developed in conjunction with the Main Street redesign will be used as the starting point
2. Virtual meeting to be held Nov. 26 and will include GGLO and 2 Jacobs staff

Deliverables:

1. Existing Base Map with notes from meeting
2. Meeting notes and documentation confirming project direction/scope

2.2. City/Consultant Workshop 02, Dec. 4

Objective: Refine materials based on Workshop 01 and secure confirmation.

Activities:

- Meet with Ketchum team to review:
 - Develop options package identifying opportunities for network connections, section opportunities, and infrastructure adjustments, etc. from Meeting 01.
 - Develop Pros and Cons regarding options presented.
 - Develop a DRAFT Bike Street Classification framework (e.g. Bicycle/Pedestrian Level of Stress) to determine major and minor bike routes. This will include evaluation criteria used for this process.

Assumptions:

1. The existing Bike Network base with input from Meeting 01 will be used as the starting point
2. Connections will be identified, and infrastructure opportunities will be provided
3. Bike Network Plan will not include any cost estimates
4. Meeting to be held in-person at Ketchum City Hall Dec. 4, with GGLO staff and up to 2 Jacobs in person

Deliverables:

1. Base Network Map and proposed street sections for bike facilities displayed graphically
2. Pros, Cons, and/or significant tradeoffs for each option
3. Bike Street Classification framework
4. Bike Advisory Committee draft agenda and slide deck

2.3. City/Consultant Workshop 03, January 2025

Objective: Discuss the results of the Bike Advisory Committee meeting and determine needed modifications to the proposed bike network and street sections before preparing the plan for City Council Review.

Activities:

- Conduct third Working Session (virtual) with the Ketchum team to review input from the Bike Advisory Committee meeting and determine any needed modifications.
- Refine package and graphics and prepare any other items necessary for presentation to the City Council.

Assumptions:

1. For Workshop 03, up to 3 Jacobs staff (virtual), 2 GGLO staff (may be in person), and City will attend for up to 2 hours
2. Jacobs will organize the meeting. Effort includes workshop preparation and facilitation

2.4. City/Consultant Workshop 04, January 2025

Objective: Discuss the results of the City Council meeting and determine needed modifications to the proposed bike network and street sections before preparing the plan and graphics for the public engagement activities.

Activities:

- Conduct fourth (and final) Working Session (virtual) with City to review city council feedback and any necessary changes.
- Refine package and graphics as needed.
- Prepare exhibits for public engagement effort.

Assumptions:

1. For Workshop 04, up to 2 Jacobs staff (virtual), 2 GGLO staff (maybe in person), and City will attend for 1 hour
2. Jacobs will organize the meeting. Effort includes workshop preparation and facilitation

Deliverables:

1. One (1) **Revised** Base Map showing 'Feeder Neighborhoods', Streets, and Perimeter
2. **Revised** Bike Street Classification Report including:
 - a. Street Classification Table
 - b. Pros and Cons Analysis
 - c. Evaluation Criteria with Scoring
3. **Revised** Bike Network Typical Sections
4. **Revised** Bike Network Character Elements (Images)

2.5. Development of Final Deliverables, February 2025

Objective: Prepare and deliver the final Bike Network Plan.

Activities:

- Develop Share updated graphics

Assumptions:

1. Electronic deliverables for City use or printing

Deliverables:

1. Updated Base Map and graphic support figures (sections, examples, etc.)
 - a. One base map
 - b. Up to 8 sections, and 6 additional graphics

TASK 3 – Public Engagement

3.1. Bike Advisory Committee Meeting, December 18th

Objective: Conduct a meeting of the Bike Advisory Committee and obtain input and feedback on the proposed bike network and street sections.

Activities:

- Develop Share updated graphics, pros/cons, etc.
- Develop Bike Character Elements (images) and ROM Budgets.
- Document preferred options for presentation to public and determine level of information to be provided at public outreach meeting.
- Collect new comments from City for Working Session 03.
- Prepare for Bike Committee Meeting

Assumptions:

2. For Public Engagement with Bike Advisory Committee, up to 2 Jacobs staff and 2 GGLO staff in person.
3. Effort includes workshop preparation and facilitation.

Deliverables:

2. One (1) Updated Base Map including adjustments from Workshop 01
3. Updated Bike Street Classification Scheme
4. Updated Bike Network Typical Sections
5. Bike Network Character Elements (Images)

3.2 City Council Draft Plan Presentation, January 2025

Objective: Attend a meeting with the City Council to obtain input and feedback on the proposed bike network and street sections, share the feedback from the Bike Advisory Committee, and prepare for the public engagement efforts.

Activities:

- Prepare a slide deck highlighting important planning considerations, the citywide bike network, and proposed street sections.

- Attend and present to the City Council

Assumptions:

1. Jacobs up to 2 staff members (virtual) and GGLO (in person)
2. Effort includes PPT information for presentation to Council by City staff.

Deliverables:

1. Powerpoint slide deck highlighting the Bike Street Classification Report, the Bike Network, Typical Sections, and Bike Network Character Elements

3.3. Public Engagement Support, January/February 2025

Objective: Prepare graphic presentation materials for Public Meeting and actively participate.

Activities:

- Develop necessary exhibits to show results from Bike Network Plan.
- Support City staff for presentations to Council and public.

Assumptions:

1. City will schedule and manage all public meetings.
2. Public meetings will be combined with sidewalk plans as mobility sessions.
3. Two separate occasions of Public Involvement meetings with the general public. Up to 2 Jacobs staff, 2 GGLO staff and City will participate for each occasion.

Deliverables:

1. One (1) Overall Roll Plot Figure
2. Up to four (4) Bike Network Related Exhibits on Poster Board (36"x54")

PERIOD OF PERFORMANCE: Overall – November 2024 through March 31, 2025

Total Project Fee Design: \$60,000

Jacobs - \$30,000

GGLO - \$30,000

This is a Time & Materials, Not-to-Exceed Amount.



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: 25058

To: 5737 JACOBS ENGINEERING GROUP, INC. PO BOX 5018713 ST LOUIS MO 63150-8713	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
12/10/2024	CCHING	CCHING			

Quantity	Description	Unit Price	Total
1.00	TASK ORDER 3: BIKE NETWORK PLANNING 03-4193-7150	60,000.00	60,000.00
	SHIPPING & HANDLING		0.00
	TOTAL PO AMOUNT		60,000.00

 Authorized Signature