



## **KETCHUM URBAN RENEWAL BOARD MEETING AGENDA**

### **REGULAR MEETING**

August 16, 2021, beginning at 2:00 PM  
480 East Avenue, Ketchum, Idaho

**Members of the public may observe the meeting live on the KURA's website at  
<https://www.ketchumura.org/kura/meetings> or attend the meeting in person.**

*If you would like to comment on an agenda item, please submit your comment to [info@ketchumura.org](mailto:info@ketchumura.org) by noon the day of the meeting. Comments will be provided to the Ketchum Urban Renewal Agency.*

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## **AGENDA**

### **CALL TO ORDER**

### **ROLL CALL**

### **COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS**

### **COMMUNICATION FROM THE PUBLIC**

### **CONSENT CALENDAR: (ALL ACTION ITEMS)**

1. ACTION ITEM: Approval of Bills.
2. ACTION ITEM: Approval of July 26, 2021, Meeting Minutes.

### **PUBLIC HEARING**

3. ACTION ITEM: Proposed FY 21/22 Budget.
4. ACTION ITEM: Adopt Resolution 21-URA03.

### **DISCUSSION ITEMS**

5. DISCUSSION ITEM: Status on KURA Projects.
6. DISCUSSION ITEM: City participation in HAWK related expenses.

### **ACTION ITEMS**

7. ACTION ITEM: Presentation and request for FY 21/22 funding by Sun Valley Economic Development (SVED).
8. ACTION ITEM: Request for KURA participation in Warm Springs Road/Main Street Alternative Study.
9. ACTION ITEM: Discussion and direction to staff on preferred option for public outreach, proposed survey, and BCHA collaboration for First and Washington KURA site.

### **ADJOURNMENT**



*Any person needing special accommodations to participate in the above noticed meeting should contact the Ketchum Urban Renewal Agency prior to the meeting at (208) 726-3841. This agenda is subject to revisions and additions. Revised portions of the agenda are underlined in bold. Public information on agenda items is available in the Clerk's Office located at 480 East Ave. N in Ketchum or (208) 726-3841.*

*STAY INFORMED! – visit [www.ketchumura.org](http://www.ketchumura.org) To receive notifications from the Ketchum Urban Renewal Agency, please sign up at [www.ketchumura.org](http://www.ketchumura.org).*

## Report Criteria:

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

[Report].GL Account Number = "9610000000"- "9848009999"

Vendor Name	Invoice Number	Description	Net Invoice Amount
<b>URBAN RENEWAL AGENCY</b>			
<b>URBAN RENEWAL EXPENDITURES</b>			
<b>98-4410-3100 OFFICE SUPPLIES &amp; POSTAGE</b>			
COPY & PRINT, L.L.C.	108890	Name Signs - Burke, Rubel	24.60
<b>98-4410-4200 PROFESSIONAL SERVICES</b>			
SUN VALLEY ECONOMIC DEVEL	1289	Q4 2021	3,750.00
ELAM & BURKE	191482	General Representation June 2021	1,544.80
ELAM & BURKE	191483	2021 Financing June 2021	7,081.20
ELAM & BURKE	192009	General Representation July 2021	1,242.40
ELAM & BURKE	192010	2021 Financing July 2021	2,649.30
<b>98-4410-7110 ECONOMIC DEVELOPMENT PROJECTS</b>			
SUN VALLEY CULINARY INSTIT	C#50065, FINA	Services provide per KURA contract 50065	14,000.00
Total URBAN RENEWAL EXPENDITURES:			30,292.30
Total URBAN RENEWAL AGENCY:			30,292.30
Grand Totals:			30,292.30



## Meeting Minutes

### Special Meeting

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Monday, July 26, 2021

2:00 PM

Ketchum City Hall

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#### **CALL TO ORDER:**

Chairman, Ed Johnson called the meeting to order at 2:00 p.m.

#### **ROLL CALL:**

##### **Present**

Chair, Ed Johnson

Vice-Chair, Casey Dove

Commissioner, Amanda Breen

Commissioner, Casey Burke

Commissioner, Carson Palmer (*via Zoom*)

Commissioner, Susan Scovell

Commissioner, Jim Slanetz

##### **Other Attendees:**

Executive Director, Suzanne Frick

Treasurer, Shellie Ruble

Secretary, Tara Fenwick

KURA Attorney, Ryan Armbruster

Harry Griffith, Sun Valley Economic Development

#### **CONSENT AGENDA:**

Chair, Ed Johnson asked a question on the cost of the HAWK System. Executive Director, Suzanne Frick will research the question and bring back the response to the Commission.

**Motion to approve the Consent Agenda; approval of bills and meeting minutes of June 21, 2021. Commissioner, Amanda Breen presented the motion, Commissioner, Jim Slanetz seconded the motion. The motion passed. All in favor.**

Meeting minutes of June 21, 2021. Correction on the HAWK material.

#### **COMMUNICATIONS FROM THE BOARD OF COMMISSIONERS:**

None



**DISCUSSION ITEMS:**

1. Action Item – presentation and request for payment from the Sun Valley Culinary Institute.

Sun Valley Economic Development Director, Harry Griffith requested reimbursement of \$14,000 be allowed per the contract for the delivery of; 1) professional short course program and, 2) Revelry Group Tax match.

Commissioner, Susan Scovell asked if the students who completed the spring courses were from the local area. Sun Valley Economic Development Director, Harry Griffith, confirmed all students in the spring courses were from the local area and for the fall program half of the students are local and the others are coming from other areas.

He indicated there would be no request for funding in FY22.

**Motion to approve a payment of \$14,000.00 be made to the Sun Valley Culinary Institute. Commissioner, Susan Scovell presented the motion, Commissioner, Jim Slanetz seconded the motion. The motion passed. All in favor.**

4. Discussion on process and options for development on the First and Washington KURA properties.

Executive Director, Suzanne Frick encouraged the Commission to consider two approaches: 1) specific RFP, 2) outreach and identification of options prior to RFP.

The URA would like to gather community input via a survey, advertising, social media or other methods and address development options per community feedback. If possible, partnership with the Blaine County Housing Authority (BCHA). A request was made for BCHA to attend the next meeting.

**PUBLIC COMMENT:**

Chair, Ed Johnson welcomed the public to make comment.

Nancie Tatum read a statement to the Commission which recommended focusing on establishing a strategy for housing and parking.

5. Action Item – recommendation to approve resolution URA21-02.



**Motion to approve resolution URA21-02.**

**Commissioner, Amanda Breen presented the motion, Commissioner, Casey Dove seconded the motion. The motion passed. All in favor.**

**6. Review and direction to staff on FY22 draft budget:**

- a. 2M for infrastructure
- b. Operations
- c. Reduced contribution that goes to City for administrative staffing support.

Executive Director Suzanne Frick shared infrastructure/mobility projects were on the City's list for FY22 that KURA could participate in if they would like. A request was made to provide the City's CIP budget at the next meeting.

Commission gave staff direction to proceed with FY22 budget, with changes to the cover page.

**ADJOURNMENT:**

**Motion to adjourn.**

**Commissioner, Susan Scovell presented the motion, Commissioner, Casey Burke seconded the motion.**

**The motion passed. All in favor.**

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Ed Johnson, Chairman

ATTEST:

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Tara Fenwick, Secretary





## **Ketchum Urban Renewal Agency**

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

August 16, 2021

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **Recommendation to Hold Public Hearing and Approve FY 2021-22 Budget and Adopt Resolution No. 21-URA03 The FY 2021-22 Annual Appropriation Resolution**

#### Introduction/History

Per Idaho Code 50-2006 the Urban Renewal Agency (URA) is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum.

On July 26, 2021, the Board reviewed the proposed budget for Fiscal Year Beginning October 1, 2021, and ending September 30, 2022, containing the proposed revenues and expenditures necessary for all purposes for said fiscal year to be raised and appropriated within Ketchum, Idaho. Notice of the proposed budget was published in the Idaho Mountain Express on July 28, 2021.

#### Analysis

The Board will hold a Public Hearing on August 16, 2021, at 2:00 PM for the purpose of considering and adopting a final budget and making appropriations to each fund for the forthcoming fiscal year 2021-22 at which time the public may appear and be heard upon any part or parts of said budget.

The Board will consider adopting Resolution Number 21-URA003, entitled the Annual Appropriation Resolution for the Fiscal Year beginning October 1, 2021, appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the Urban Renewal Agency and providing an effective date.

During the review of the proposed budget, a request was made to provide the City of Ketchum proposed Capital Improvement Budget. The budget is included as Attachment C.



#### Financial Requirement/Impact

The Fiscal Year 2021-2022 Urban Renewal Agency Budget provides budget authority for the services and projects the Agency anticipates providing during the new fiscal year.

#### Recommendation and Motions

1. I move to approve the proposed 2021-21 FY Ketchum Urban Renewal Budget
2. I MOVE TO ADOPT RESOLUTION NO. 21-URA03, The Annual Appropriation Resolution appropriating sums of money authorized by law and deemed necessary to defray all expenses and liabilities of the Urban Renewal Agency, for the Fiscal Year commencing October 1, 2021, and ending September 30, 2022, for all general, special and corporate purposes; directing the Executive Director to submit said budget; and providing an effective date.

#### Attachments:

- A. Proposed FY21-22 Budget
- B. Resolution 21-URA03
- C. Proposed City Capital Improvement Budget



## **Fiscal Year 2021-22 Proposed Budget**

**Chairman:** *Ed Johnson*

**Vice-Chair:** Casey Dove

**Commissioners:** *Amanda Breen, Casey Burke,  
Jim Slanetz, Carson Palmer, Susan Scovell*

**Executive Director:** *Suzanne Frick*

**Treasurer:** *Shellie Rubel*

**Secretary:** *Tara Fenwick*



## Ketchum Urban Renewal Agency Fund

The purpose of the Ketchum Urban Renewal Agency Fund is to provide the financial authority to facilitate urban renewal activities within the boundaries of the Ketchum Urban Renewal District. Resolution 06-33, establishing the Ketchum Urban Renewal Agency, was adopted by the City Council on April 3, 2006. Resolution 06-34, establishing the revenue allocation area wherein urban renewal activities may occur, was subsequently adopted by the City Council on April 3, 2006. Finally, the Ketchum Urban Renewal Plan was adopted by the City Council with passage of Ordinance 992 on November 15, 2006. The Urban Renewal Plan was amended in 2010 with passage of Ordinance 1077.

### FY 2021-22 Highlights

**Summary:** The objective of the Ketchum Urban Renewal Agency Fund is to support the projects to be undertaken during the fiscal year and to provide budget authority to make required principal and interest payments on the 2010 Urban Renewal Bonds.

For Fiscal Year 2021-22, the KURA will increase its focus on infrastructure while maintaining a commitment to economic development, its enacted owner participation agreements, and reimbursement of In-Lieu Housing funds.



## Ketchum Urban Renewal Agency Fund

### FY 2021-22 Highlights

Capital:	\$ 2,000,000
Owner Participation Agreements	\$ 236,000
Economic Development	\$ 25,000

## FY 21/22 Proposed Revenue and Expenditures

		2019	9/30/2019	2020	9/30/2020	2021	2022
		Budget	Actuals	Budget	Actuals	Budget	Budget Proposed
	<b>Revenue</b>						
98-3100-1000	TAX INCREMENT REVENUE	\$ 1,437,890	\$ 1,639,850	\$ 1,481,027	\$ 1,746,178	\$ 1,650,000	\$ 1,750,000
98-3100-1050	PROPERTY TAX REPLACEMENT	\$ -	\$ 13,627	\$ -	\$ 13,627	\$ -	\$ -
98-3100-9000	PENALTY & INTEREST ON TAXES	\$ 1,000	\$ 2,899	\$ 2,500	\$ 2,693	\$ 2,500	\$ 2,500
98-3700-____	OTHER REVENUE	\$ 50,000	\$ 59,864	\$ 38,500	\$ 54,022	\$ 38,500	\$ 36,000
98-3800-9__	FUND BALANCE	\$ -	\$ -	\$ -	\$ -	\$ 520,000	\$ 1,078,883
	<b>Total</b>	<b>\$ 1,488,890</b>	<b>\$ 1,716,239</b>	<b>\$ 1,522,027</b>	<b>\$ 1,816,520</b>	<b>\$ 2,211,000</b>	<b>\$ 2,867,383</b>
	<b>Expenditure</b>						
98-4410-3100	OFFICE SUPPLIES & POSTAGE	\$ 500	\$ 128	\$ 500	\$ 53	\$ 500	\$ 500
98-4410-4200	PROFESSIONAL SERVICES	\$ 56,000	\$ 62,804	\$ 56,000	\$ 58,241	\$ 56,000	\$ 66,000
98-4410-4400	ADVERTISING & LEGAL PUBLICATIO	\$ 1,000	\$ 398	\$ 1,000	\$ 456	\$ 1,000	\$ 1,000
98-4410-4600	LIABILITY INSURANCE	\$ 2,740	\$ 2,734	\$ 2,740	\$ 2,789	\$ 2,928	\$ 3,074
98-4410-4800	DUES, SUBSCRIPTIONS, & MEMBERS	\$ -	\$ 1,402	\$ -	\$ 1,550	\$ 1,500	\$ 2,600
98-4410-4900	PERSONNEL TRAINING/TRAVEL/MTG	\$ 2,000	\$ -	\$ 2,000	\$ -	\$ 2,000	\$ 2,000
98-4410-5000	ADMINISTRATIVE EXPNS-CITY GEN	\$ 31,911	\$ 31,911	\$ 32,868	\$ 32,868	\$ 32,869	\$ 34,547
98-4410-6100	REPAIR & MAINT--MACHINERY & EQ	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 500
98-4410-8801	REIMBURSE CITY GENERAL FUND	\$ 105,394	\$ 105,394	\$ 108,556	\$ 87,048	\$ 84,001	\$ 75,184
98-4410-8852	REIMBURSE IN-LIEU HOUSING FUND	\$ 90,000	\$ -	\$ 100,000	\$ -	\$ 90,000	\$ -
98-4410-9930	URA FUND OP. CONTINGENCY	\$ 124,290	\$ -	\$ 25,000	\$ -	\$ 25,000	\$ 15,000
	<b>Sub Total</b>	<b>\$ 413,835</b>	<b>\$ 204,771</b>	<b>\$ 328,664</b>	<b>\$ 183,005</b>	<b>\$ 295,798</b>	<b>\$ 200,405</b>
	<b>Capital Improvements</b>						
98-4410-7100	INFRASTRUCTURE PROJECTS	\$ 400,000	\$ 296,773	\$ 485,758	\$ 13,545	\$ 1,196,147	\$ 2,000,000
98-4410-7101	LIMELIGHT OPA	\$ 150,000	\$ 134,924	\$ 150,000	\$ 140,670	\$ 150,000	\$ 150,000
98-4410-7102	AUBERGE OPA	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
98-4410-7103	MISCELLANEOUS OPA	\$ 40,000	\$ -	\$ 10,000	\$ 14,052	\$ 10,000	\$ 14,000
98-4410-7104	COMMUNITY LIBRARY OPA	\$ -	\$ 263,180	\$ 50,000	\$ 50,000	\$ 50,000	\$ 50,000
98-4410-7110	ECONOMIC DEVELOPMENT PROJECTS	\$ 25,000	\$ 7,500	\$ 25,000	\$ 32,500	\$ 25,000	\$ 35,000
98-4410-7112	311 FIRST (WILSON)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000
98-4410-7900	DEPRECIATION EXPENSE	\$ -	\$ 5,855	\$ -	\$ 15,885	\$ -	\$ 16,000
98-4410-7950	AMORTIZATION COSTS	\$ -	\$ 10,188	\$ -	\$ 10,188	\$ -	\$ 11,000
	<b>Sub Total</b>	<b>\$ 615,000</b>	<b>\$ 718,420</b>	<b>\$ 720,758</b>	<b>\$ 276,840</b>	<b>\$ 1,431,147</b>	<b>\$ 2,288,000</b>
	<b>Debt Service</b>						
98-4800-4200	PROF.SERVICES-PAYING AGENT	\$ 1,600	\$ 1,750	\$ 1,600	\$ 1,750	\$ 1,600	\$ -
98-4800-8100	DEBT SERVICE ACCT PRIN-2010	\$ 160,000	\$ 160,000	\$ 180,000	\$ 180,000	\$ 200,000	\$ -
98-4800-8200	BOND DEBT SRVCE RESRV-INT EXP	\$ -	\$ (3,117)	\$ -	\$ (3,712)	\$ -	\$ -
98-4800-8300	DEBT SRVC ACCT INTRST-2010	\$ 298,455	\$ 297,739	\$ 291,005	\$ 281,081	\$ 282,455	\$ -
98-4800-8400	DEBT SERVICE ACCT PRIN-2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 240,000
98-4800-8500	DEBT SRVC ACCT INTRST-2021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 138,978
	<b>Sub Total</b>	<b>\$ 460,055</b>	<b>\$ 456,372</b>	<b>\$ 472,605</b>	<b>\$ 459,120</b>	<b>\$ 484,055</b>	<b>\$ 378,978</b>
	<b>Total Expenditures</b>	<b>\$ 1,488,890</b>	<b>\$ 1,379,563</b>	<b>\$ 1,522,027</b>	<b>\$ 918,964</b>	<b>\$ 2,211,000</b>	<b>\$ 2,867,383</b>

## Materials and Services Detail FY 21/22



Description		FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
Professional Services		\$ 56,000	\$ 56,000	\$ 66,000
	Attorney	\$ 40,000		
	Auditor	\$ 2,000		
	SVED	\$ 15,000		
	Misc. Services	\$ 9,000		
Dues, Subscriptions, Memberships		\$ 1,500	\$ 1,500	\$ 2,600
	Redevelopment Association of Idaho	\$ 2,600		
Personnel Training / Travel / Meetings		\$ 2,000	\$ 2,000	\$ 2,000
	Meetings	\$ 2,000		

## Capital Outlay FY 21/22



Description	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
<b>Infrastructure Projects:</b>	\$ 485,758	\$ 1,196,147	\$ 2,000,000
<b>Economic Development Projects:</b>	\$25,000	\$ 25,000	\$ 25,000

## Staffing Analysis FY 21/22



Position	FY 19/20 Budget	FY 20/21 Budget	FY 21/22 Budget
Chairman	1	1	1
Vice-Chair	1	1	1
Commissioners	5	5	5
Executive Director	0.10	0.10	0.25
Planning & Building Director	0.25	0.25	0
Treasurer	0.10	0.10	0.10
Secretary	0.10	0.10	0.10
AP & Payroll	0.05	0.05	0.05
Janitors(2)	0.00	0.00	0
Building Maintenance	0.00	0.00	0
<b>TOTAL</b>	7.6	7.6	7.5



## RESOLUTION NO. 21-URA03

BY THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, TO BE TERMED “THE ANNUAL APPROPRIATION RESOLUTION”, APPROPRIATING SUMS OF MONEY AUTHORIZED BY LAW AND DEEMED NECESSARY TO DEFRAID ALL EXPENSES AND LIABILITIES OF THE URBAN RENEWAL AGENCY, FOR THE FISCAL YEAR COMMENCING OCTOBER 1, 2021, AND ENDING SEPTEMBER 30, 2022, FOR ALL GENERAL, SPECIAL AND CORPORATE PURPOSES; DIRECTING THE EXECUTIVE DIRECTOR TO SUBMIT SAID BUDGET; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, made on the date hereinafter set forth by the Ketchum Urban Renewal Agency of Ketchum, Idaho, an independent public body corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, a duly created and functioning urban renewal agency for Ketchum, Idaho, hereinafter referred to as the Agency.

WHEREAS, the Agency, an independent public body, corporate and politic, is an urban renewal agency created by and existing under the authority of and pursuant to the Idaho Urban Renewal Law of 1965, being Idaho Code, Title 50, Chapter 20, as amended and supplemented;

WHEREAS, the City Council of the City of Ketchum, Idaho (the City), on October 30, 2006, after notice duly published, conducted a public hearing on the Ketchum Urban Renewal Plan (the Urban Renewal Plan);

WHEREAS, following said public hearing the City adopted its Ordinance No. 992 on November 15, 2006, approving the Urban Renewal Plan and making certain findings;

WHEREAS, the City Council of the City of Ketchum, Idaho (the City), on November 15, 2010, after notice duly published, conducted a public hearing and adopted its Ordinance No. 1077, approving a revised Urban Renewal Area Plan with a revised revenue allocation area;

WHEREAS, pursuant to Idaho Code Sections 50-2006, 50-2903(5) and 50-1002, Agency staff has prepared a budget and the Agency has tentatively approved estimated revenues and expenditures for the fiscal year commencing October 1, 2021, and ending September 30, 2022, by virtue of its action at the Agency’s Board meeting of July 26, 2021;

WHEREAS, Agency has previously published notice of a public hearing to be conducted on August 16, 2021 at 2:00 p.m., at the Ketchum City Council Chambers, located at 480 East Avenue North, Ketchum, Idaho;

WHEREAS, on August 16, 2021, pursuant to Section 50-1002, Idaho Code, the Agency held a public hearing at the Ketchum City Council Chambers, located at 480 East Avenue North, Ketchum, Idaho, on the proposed budget and considered public comment on services, expenditures, and revenues planned for Fiscal Year 2022;

WHEREAS, pursuant to Section 50-2006, Idaho Code, the Agency is required to pass an annual appropriation resolution and submit the resolution to the City Clerk of the City of Ketchum.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE KETCHUM URBAN RENEWAL AGENCY OF KETCHUM, IDAHO, AS FOLLOWS:

Section 1: That the sums of money, or as much thereof as may be authorized by law, needed, or deemed necessary to defray all expenses and liabilities of the Agency, as set forth in Exhibit A, which is annexed hereto and by reference made a part of this Resolution, are hereby appropriated for the general, special and corporate purposes and objectives of the Agency for the fiscal year commencing October 1, 2021, and ending September 30, 2022.

Section 2: That the Chairman shall submit said budget to the City of Ketchum upon adoption of this Resolution.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Ketchum Urban Renewal Agency of the City of Ketchum, Idaho, on August 16, 2021. Signed by the Chairwoman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on this 19th day of August 2021.

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Ed Johnson  
Chairman

ATTEST:

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Tara Fenwick  
Secretary

## EXHIBIT A

### URBAN RENEWAL AGENCY FUND

#### EXPENDITURES:

URA Expenditures	2,488,405
URA Debt Service Expenditures	<u>378,978</u>
<b>Total Expenditures</b>	<b>2,867,383</b>

#### REVENUE:

Tax Increment Revenue	1,750,000
Other Revenue	38,500
Fund Balance	<u>1,078,883</u>
<b>Total Revenue</b>	<b>2,867,383</b>

Ketchum Capital Improvement Program  
Sources/Uses Summary - FY 2022

DRAFT 2022

	Description	Department	Status	Encumbrance Year (FY)	Projected Cost	Projected Funding Sources				% Growth	
						Capital Fund			Urban Renewal Agency		Impact Fees (All)
						Local Option Tax	Current Year Funding*	Planned Use of Fund Balance			
1	Starting Fund Balance					\$1,134,143		\$0			
2	FY 2021 End of Year Resources (GF Trans Year End)						\$1,000,000				
3	Current Year/Planned Use Resources					\$500,000	\$465,000		\$0	\$0	
4	FY 2022										
5	Utility/Pick-Up Truck (2006 / 2021)	Fire	Proposed	2022	\$68,250	\$68,250	\$0				
6	Command Car (2012 / 2022)	Fire	Proposed	2022	\$57,750	\$57,750	\$0				
7	Firefighting EQ (tools)	Fire	Proposed	2022	\$14,680	\$14,680	\$0				
8	PPE (turnout gear)	Fire	Proposed	2022	\$31,375	\$31,375	\$0				
9	Radios (portable)	Fire	Proposed	2022	\$14,000	\$14,000	\$0				
10	Medical (city provided)	Fire	Proposed	2022	\$4,000	\$4,000	\$0				
11	Rescue (city provided)	Fire	Proposed	2022	\$24,800	\$24,800	\$0				
12	Shop Tools	Fire	Proposed	2022	\$2,500	\$2,500	\$0				
13		Fire	Department Total	2022	\$217,355	\$217,355	\$0	\$0	\$0	\$0	
14	Little Park Upgrades	Facilities	Proposed	2022	\$54,000	\$54,000	\$0				
15	Ford Ranger 2004	Facilities	Proposed	2022	\$35,000		\$35,000				
16	Water Conservation Upgrades Cost Savings	Facilities	Proposed	2022	\$20,000		\$20,000				
17	Atkinson Park Irrigation Upgrades	Facilities	Proposed	2022	\$25,000		\$25,000				
18	Atkinson Park Replace Fence Little League Field	Facilities	Proposed	2022	\$12,000		\$12,000				
19	Edelweiss Park Install Irrigation Hookup	Facilities	Proposed	2022	\$10,000		\$10,000				
20	Forest Service Park Replace Restroom Fixtures	Facilities	Proposed	2022	\$6,500		\$6,500				
21	Forest Service Park Replace Stage for KA	Facilities	Proposed	2022	\$6,000		\$6,000				
22	Forest Service Park New Roof Residential Bldgs	Facilities	Proposed	2022	\$20,000		\$20,000				
23	Forest Service Park Paint All Buildings	Facilities	Proposed	2022	\$35,000		\$35,000				
24	Rotary Park Replace Irrigation	Facilities	Proposed	2022	\$32,000		\$32,000				
25	Towne Square Design Scope	Facilities	Proposed	2022	\$75,000		\$15,000		\$60,000		
26	Add Trash Cans (Citywide)	Facilities	Proposed	2022	\$10,000		\$10,000				
27	Replace Trash Can (Citywide)	Facilities	Proposed	2022	\$10,000		\$10,000				
28	City Streetscape Electrical Upgrades	Facilities	Proposed	2022	\$4,500		\$4,500				
29	Power Line Undergrounding	Power	Proposed	2022	\$180,000		\$180,000				
30		Facilities/Power	Department Total	2022	\$535,000	\$54,000	\$421,000	\$0	\$60,000	\$0	
31	SH-75 Pathway-North of Town (Engineering)	Mobility	Proposed	2022	\$39,000		\$31,200			\$7,800	
32	1st Avenue and Sun Valley Road (Construction)	Mobility	Proposed	2022	\$95,700	\$76,560	\$76,560			\$19,140	
33	East Avenue and Sun Valley Road (Construction)	Mobility	Proposed	2022	\$113,100	\$90,480	\$90,480			\$22,620	
34	Downtown Core Sidewalk infill	Mobility	Proposed	2022	\$222,000		\$0		\$177,600	\$44,400	
35	Main St./Warm Springs Concept Design	Mobility	Proposed	2022	\$200,000		\$160,000			\$40,000	
36	Sun Valley Road Mill and Overlay (ITD FUNDED)	Mobility	Proposed	2022	\$864,600		\$864,600			\$0	
37	Sidewalk Curb and Gutter Repairs	Mobility	Proposed	2022	\$111,111		\$111,111				

Ketchum Capital Improvement Program  
Sources/Uses Summary - FY 2022

DRAFT 2022

	Description	Department	Status	Encumbrance Year (FY)	Projected Cost	Projected Funding Sources				% Growth
						Capital Fund			Urban Renewal Agency	Impact Fees (All)
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1	Starting Fund Balance					\$1,134,143		\$0		
2	FY 2021 End of Year Resources (GF Trans Year End)						\$1,000,000			
3	Current Year/Planned Use Resources					\$500,000	\$465,000		\$0	\$0
4	FY 2022									
38		Mobility	Department Total	2022	\$1,645,511	\$167,040	\$1,333,951	\$0	\$177,600	\$133,960
39	Atkinson Park New Soccer Goals	Recreation	Proposed	2022	\$10,000	\$10,000	\$0			
40	Bald Mountain Trail Connector Study	Recreation	Proposed	2024	\$10,000	\$10,000	\$0			
41	Van/bus from Mt Rides	Recreation	Proposed	2022	\$11,000		\$11,000			
42		Recreation	Department Total	2022	\$31,000	\$20,000	\$11,000	\$0	\$0	\$0
43	Dodge Durango (new)	Police	Proposed	2022	\$45,000	\$45,000	\$0			
44	Chevy Tahoe (new)	Police	Proposed	2022	\$50,000	\$50,000	\$0			
45	City Share of Record Management System	Police	Proposed	2022	\$0	\$21,000	-\$21,000			
46	Radios (portable)	Police	Proposed	2022	\$68,500	\$68,500	\$0			
47	Radar Trailer (1)	Police	Proposed	2022	\$0	\$16,000	-\$16,000			
48		Police	Department Total	2022	\$163,500	\$200,500	-\$37,000	\$0	\$0	\$0
49	Rectangle Rapid Flashing Beacon	Street/Equipment	Proposed	2022	\$25,000		\$25,000			
50	Cat 950 Loader	Street/Equipment	Proposed	2022	\$200,000		\$200,000			
51		Street/Equipment	Department Total	2022	\$225,000	\$0	\$225,000	\$0	\$0	\$0
53	IT Upgrades	Technology	Proposed	2022	\$50,000		\$50,000			
54		Technology	Department Total	2022	\$50,000	\$0	\$50,000	\$0	\$0	\$0
55	Sustainability Infrastructure	Sustainability Infrastructure	Proposed	2022	\$50,000		\$50,000			
56		Sustainability Infrastructure	Department Total	2022	\$50,000	\$0	\$50,000	\$0	\$0	\$0
57	2022 Proposed Totals				\$2,917,366	\$658,895	\$2,053,951	\$0	\$237,600	\$133,960
58	2022 Approved Totals				\$0	\$0	\$0	\$0	\$0	\$0



## Sun Valley Economic Development





FY 2021 Amount Received:  
**\$15,000**

## Accomplishments

- Leadership of the Blaine County COVID Recovery Committee
- Opening of the Sun Valley Culinary Institute
- Attraction of 29 jobs in association with a Tax Reimbursement Incentive award
- Generated significant ROI for KURA for every dollar over last 5 years



FY 2022 Request:

**\$15,000**

9% of overall budget

## Focus/Takeaways

- Continued support for community/business recovery from Covid
- Advice on access to ARPA funding programs
- Growth in Sun Valley Culinary Institute with start of 1Yr Professional program
- Advocacy and support for short, medium & long term workforce housing programs
- Other special projects & analysis as requested





**SUN VALLEY  
ECONOMIC  
DEVELOPMENT**

# **SVED 2021 Action Plan**

REVISED

January 15, 2021

# 2021 Action Plan - Framework

Performance Objective Number	Action Plan Category	Strategic Categories
1	Business Attraction, Expansion, Retention and/or Creation	ATTRACTION+
2		COVID
3		HOUSING
4		INFRASTRUCTURE
5		WORKFORCE
6	Place Making	RECREATION
7		EVENTS
8	Training	PROFESSIONAL
9		OTHER
10	Other	MEMBERSHIP
11		FINANCIAL
12		ORGANIZATIONAL

# Action Plan - Attraction, Retention, Expansion & Creation

	Potential Strategy	Potential Tactics/Projects	Priority/ Weight (3=Hi)	Potential Targets
1	Recruit specific/focused relocation leads	Food & Beverage services Small professional offices Satellite offices Promotion of WRV Quality of Place	3	Jester/Food Innovation Center Private equity, VCs, etc  Stories & testimonials
2	Respond to Commerce RFPs	As needed	3	Non-infrastructure heavy co's
3	Solicit & draft Idaho incentive applications	TRIs PTEs STEP & Other	3	Jester
4	Regular outreach to local businesses and organizations	Phone call & Zoom until covid safe	3	Target with DoC priority 75 list Internal 3+/week

# Action Plan - COVID Response

	Potential Strategy	Potential Tactics/Projects	Priority/ Weight (3=Hi)	Potential Targets
1	Access to Funding	CARES IV applications SBA program applications Other agency applications Local grant applications	3	2 webinars for educatn/support 2+ SBA local applications RIVDA seminar Develop local grant program
2	Community Education	Dashboard issuance Relocation metrics analysis Business surveys & polling Forum & summit hosting	3	6 monthly reports Forum or report for community 2x surveys 1 Covid program
3	Improvements in Operating Environment	Blaine Recovery Comm/WG participatn Regulatory change advocacy	3	Convene weekly/monthly mtgs New common space access Revised indoor space rules Accelerate business vaccines
4	Community Economic Future Reimaging	Blaine Post-COVID vision Brand repositioning messaging	2	Revised White Paper(s) Messaging materials
5	Changes in business models	Succession planning/real estate control Ownership brokerage	1	2+ closing interventions

# Action Plan - Housing & Infrastructure

	Potential Strategy	Potential Tactics/Projects	Priority/ Weight (3=Hi)	Potential Targets
1	Expansion of Middle-Income Inventory	Medium term inventory database Multi-family project advocacy Regulatory policy change Supply incentives	3	Analysis & reporting Peregrine, Big Valley, other SUR 2.0, ACIs, ADUs policy Property Tax Exemption amend.
2	Accessible Rental Options	Mixed Use project advocacy City Policy change advocacy Long-term rental incentive policies Short Term Rental regulatory change	2	State Lobby consortium formed ST rentals, employmnt covenants National strategy assessment IEDA Public Affairs lobbying
3	Hotel-led Affordable Housing Units	Hotel project advocacy	2	Marriott Signature, 1 <sup>st</sup> & 4th
4	Expansion of Broadband Access	CARES IV/FCC grant applications Regional supply/demand analysis Open Internet Provider access Subsidized modems	2	Indian Creek, So. Bellevue, etc.
5	Improved Transportation Systems	SUN capabilities Commuting/Public Transit	2	Support lead organization efforts

# Action Plan - Workforce

	Potential Strategy	Potential Tactics/Projects	Priority/ Weight (3=Hi)	Potential Targets
1	Workforce Development	TPM Regional Cohort formation Apprenticeship programs Internship programs	2	Construction/Trades, Hospitality Culinary Home-bound students
2	Community Education	Living wage/ALICE metrics	1	Support lead organization efforts
3	Talent Attraction	Quality of Place marketing Satellite Urban office marketing	1	BBB, Relocate Recreate Google, FB, etc.

# Action Plan - Place Making/Training/Other

	Potential Strategy	Potential Tactics/Projects	Priority/ Weight (3=Hi)	Potential Targets
1	Increase recreational assets & opportunities	Baldy Forest Health WRV Travel Management Plan Hwy 75 Parking SV Culinary Institute	2	Working Group/Sponsor support FEMA BRIC grant application
2	Revitalize Marquis Events	Organize 2021 Economic Summit Conduct economic impact assessments	2	New post-Covid world theme Symp, Trailing, Jazz, Tour, Ice, etc
3	Improve team skills & influence	Increased IEDA engagement RIVDA Board participation	2	Join Govt Affairs/other commttee SBA/SBDC loan review commttee
4	Expand Membership rolls	New member value proposition Young professional's program Urban relocatees program	3	85 new baseline target 5 lapsed renewals 5 new members signups
5	Maintain/improve Financial Performance	Optimize P&L performance Secure additional grants	3	CARES IV program access
6	Optimize organizational Structure	Evaluate collaboration alternatives Secure alternative funding sources	3	VSV consolidation Bus. Improve. Dist. assessme



## **Ketchum Urban Renewal Agency**

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

August 16, 2021

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO PROVIDE FUNDING FOR MAIN STREET (SH-75) AND WARM SPRINGS CORRIDOR ALTERNATIVE ANALYSIS STUDY**

#### Introduction/History

Main Street through Ketchum and the Warm Springs Corridor were highlighted in the adopted Transportation Master Plan as two key streets in need of additional analysis to improve pedestrian, bike and vehicle circulation. The city obtained a scope and cost estimate for performing the analysis (Attachment A).

The total cost of evaluating both Main Street and Warm Springs Road totaled \$179,539. The city has \$100,000 available and is requesting the KURA participate in the analysis and fund up to \$79,539. Both Streets are in the KURA District and are essential corridors that support local businesses and provide critical access for pedestrians, bikes buses and cars.

#### Analysis

The 2010 adopted KURA Plan identifies the role and funding priorities for the KURA. On Pages 2 and 3 of the KURA Plan, specific goals related to this request are:

- (d) The strengthening of the economic base of the Revenue Allocation Area and the community by the installation of needed site improvements and public facilities to stimulate new commercial expansion, employment and economic growth especially through the creation of affordable workforce housing;
- (e) To provide adequate land for parks and open spaces, pedestrian walkways, street rights-of-way and parking facilities
- (f) Provide improvements to the streets, rights-of-way and other public infrastructures.



The KURA has indicated in the past, a priority for funding actual improvements. However, in this case, the study of alternatives must occur before any improvements can be designed or implemented. By KURA assisting with funding the study, the Board has the opportunity to provide input and feedback on the options that may be the subject of future KURA funding.

The option exists for the study to be divided into two phases. One phase is the analysis of Main Street and the other phase, analysis of Warm Springs Road. From a planning perspective, separating out the analysis of these two streets is problematic. Both streets are linked together and the analysis and solutions should be studied comprehensively as a circulation system instead of as individual streets.

As proposed, the majority of the funding will come from the city and a smaller portion from the KURA. Staff supports this request and recommends the KURA approve the funding.

#### Financial Requirement/Impact

There are sufficient funds in this fiscal year to support this request.

#### Recommendation and Motion

Staff recommends the KURA approve funding in the amount of \$79,539 and if supportive, adopt the following motion:

“I move to authorize KURA funding of \$79,539 for the preparation of the Main Street (SH-75) and Warm Springs Corridor Alternatives Analysis.”



## Ketchum Urban Renewal Agency

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

### APPLICATION FOR PROJECTS REQUESTING FUNDING FROM THE KURA

#### Applicant and Project Information

Applicant Name: CITY OF KETCHUM  
Representative: CITY ADMINISTRATOR - JASON RILEY  
Phone: 208-727-3084  
Email: JRILEY@KETCHUMIDAHO.ORG

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

Estimated Date of Completion: \_\_\_\_\_

Name of Project: MAIN STREET / WARM SPRINGS  
VARIOUS STUDY

Project Description: ANALYSIS TO IMPROVE TRANSPORTATION /  
INFRASTRUCTURE.

Project Location: MAIN STREET / WARM SPRINGS - 10TH & LEWIS

#### Application Submittal Requirements

- ☒ Brief narrative describing the proposed public benefit of the project
- ☒ Map of project location
- ☒ Attached professional bids, if applicable
- ☐ Attached preliminary/construction drawings, if applicable

#### Notes on Submittals

#### Projects Questions:

1. Is this project identified within the Urban Renewal Plan for KURA?
2. If identified in the Urban Renewal Plan, indicate section and page:
3. Estimated assessed value of project after completion (taxable value):
4. Will any KURA board members or staff financially benefit from the project?
5. New or retained jobs resulting from project:
6. Approximate return on public fund investment. (I.e. Public\$/Private\$)
7. Funding amount requested:

Yes: ☒ No: ☐  
Section: F, B, 3.4 Page: 3, 5, 7  
\$ UNKNOWN  
Yes: ☐ No: ☒  
Full Time: 4 Part Time: 1  
\$ UNKNOWN  
\$ 43,919. - 22,576.

Applicant's Signature \_\_\_\_\_

Date: 8/12/21



## City of Ketchum

August 2, 2021

Mayor Bradshaw and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Bradshaw and City Councilors:

### **Direction To Staff Regarding Scope and Associated Budget for Main Street (SH-75) and Warm Springs Corridor Alternatives Analysis Study**

#### Recommendation and Summary

Staff is seeking direction from Council on the preferred scope and budget of the Main Street (SH-75) and Warm Springs Corridor Alternative Analysis Study.

Options for the Council to Consider:

- **Option A:** Fund both studies from existing city budget
- **Option B:** Phase studies for multi-year funding option
- **Option C:** Fund existing budgeted amount (\$100k) and request funding from KURA for remainder

#### Introduction and History

The Master Transportation Plan adopted in March 2021 recommended the city pursue a detailed analysis evaluating alternatives for both the Warm Springs Road and 10<sup>th</sup> Street and Lewis Street intersection, as well as a Main Street Lane Reconfiguration.

As a collector, Warm Springs Road connects recreation and residences to downtown. It carries high volumes of traffic from Main Street to northwest of Lewis Street. Several alternative improvements have been recommended for these intersections from multi-way stop control and traffic signals to conventional or mini roundabouts to improve the safety and mobility through the intersection.

The Main Street Lane Reconfiguration would evaluate reducing the existing four-lane roadway through downtown to a three-lane configuration and improved pedestrian realm with wider sidewalks, better streetscapes, better protected crossings (bulb outs), and reducing vehicle-to-vehicle conflicts.

The studies would provide a detailed and thorough evaluation of the existing traffic volumes, future traffic volumes, and evaluation of alternatives.

Following state require Qualified Based Selection (QBS) procedures, the City issued a request for qualified firms to submit written proposals to provide traffic engineering services for the Main Street (SH-75) and Warm Springs Road Corridor Alternatives Analysis. Three proposals were received. Each proposal was internally reviewed and ranked by staff. The highest ranked qualified firm was HDR, Inc.

Per QBS, staff began negotiations with HDR. HDR has prepared a scope/budget for each study for Council consideration.

#### Sustainability Impact

None

#### Financial Impact

Currently \$100,000 budgeted towards the studies.

**Option A:** Fund both studies from City budget would cost approximately \$179,539.

**Option B:** Phasing of studies for multi-year funding. Based on the scope the projects may be broken into 3 phases for consideration.

Phasing Cost				
Study	Phase 1 Existing Conditions	Phase 2 Future Conditions	Phase 3 Alt. Analysis & Report	Total Cost
Warm Springs Road, 10th Street, and Lewis Street Intersection	\$ 34,699.47	\$ 11,493.00	\$ 48,294.00	\$ 94,486.47
Main Street Lane Reconfiguration	\$ 37,672.51	\$ 11,760.00	\$ 35,621.00	\$ 85,053.51

**Option C:** Proceed with both studies and request the balance of funding from the Ketchum Urban Renewal Agency (KURA) at their August 16 meeting.

Staff will be prepared to walk through these options and outline the pros and cons with each.

#### Attachments:

City of Ketchum Warm Springs Alternatives Analysis Draft Scope and Budget

City of Ketchum Main Street Alternatives Analysis Draft Scope and Budget



## SCOPE OF SERVICES

### Project Description

The purpose of the project is to evaluate alternatives for the Warm Springs Road intersections with 10<sup>th</sup> Street and Lewis Street for the City of Ketchum, Idaho (City).

This Scope of Services (SOS) includes the data collection, travel demand forecasting, analysis, and alternatives evaluation for the Warm Springs Road intersections. HDR Engineering, Inc. (HDR) is the prime consultant with L2 Data Collection (L2) as subconsultant.

The scope narrative is organized by the following tasks:

- Task 100 Project Management
- Task 200 Project Goals and Objectives
- Task 300 Data Collection
- Task 400 Existing Conditions
- Task 500 Future Conditions
- Task 600 Alternative Concepts Analysis and Evaluation
- Task 700 Final Concept Refinement and Report

### 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. This scope of services assumes an six (6) month project duration for estimating purposes, with report delivery no later than March 31, 2022, based on an NTP of August 13, 2021.
3. 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.
4. All deliverables will be electronic PDF files. Where hard copies are required it will be noted in the tasks below.

## 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)

City of Ketchum Warm Springs Road Corridor Alternatives Analysis			HDR											
				Principal in Charge	Quality Control	Project Manager	Senior Land Use Planner	Planner	Senior Traffic Engineer	Traffic Engineer	Public Involvement Specialist	Public Involvement Support	CADD/Graphic Support	Admin. Support
		TOTAL												
100	Project Management	80.5	1	0	28.5	13	0	14	0	0	0	0	4	20
110	Project Initiation and Project Management Plan	11	1		2								4	4
120	Kick-off Meeting	32			8	12		12						
130	Project Team Meetings	7.5			4.5	1		2						
140	Status Calls	5			5									
150	Project Administration, Progress Reports and Invoicing	25			9									16
200	Project Goals and Objectives	6	0	0	2	2	0	2	0	0	0	0	0	0
210	Develop the Project Goals and Objectives	6			2	2		2						
300	Data Collection	6			2	2			2					
400	Existing Conditions	78	0	2	2	4	10	12	44	0	0	4	0	0
410	Land Use Review	12				4	8							
420	Capacity and Operational Analysis	17			1			4	12					
430	Crash Mapping and Analysis	20						4	16					
440	Document Existing Conditions	29		2	1		2	4	16			4		
500	Future Conditions	79	0	2	3	0	4	16	50	0	0	4	0	0
510	Travel Demand Forecasts	6					2	2	2					
520	Define Performance Standards	4			2			2						
530	Capacity and Operational Analysis	20						4	16					
540	No-Build Crash Frequency and Severity Analysis	20						4	16					
550	Document Future Needs Assessment	29		2	1		2	4	16			4		
600	Alternative Concepts Analysis and Evaluation	206	0	8	4	2	6	46	100	0	0	40	0	0
610	Alternative Concept Development	108			2	2	4	20	40			40		
620	Capacity and Operational Analysis	16						4	12					
630	Relative Crash Frequency and Severity	32						8	24					
640	Alternative Concept Cost Estimates	14		2				4	8					
650	RRFB Comparison	10		2				4	4					
660	Benefits Determination and Evaluation	26		4	2		2	6	12					
700	Final Report	122	0	6	14	2	2	20	36	0	0	24	18	0
710	Draft Report	74		4	2	2	2	16	24			16	8	
720	Final Report	28		2	2			4	12			8		
730	Adoption	20			10								10	
	Total:	577.5	1.0	18.0	55.5	25.0	22.0	110.0	232.0	0.0	0.0	72.0	22.0	20.0
	Total Check:	577.5	1.0	18.0	55.5	25.0	22.0	110.0	232.0	0.0	0.0	72.0	22.0	20.0
	Percent of Project Total:	100.0%	0.2%	3.1%	9.6%	4.3%	3.8%	19.0%	40.2%	0.0%	0.0%	12.5%	3.8%	3.5%



## SCOPE OF SERVICES

### Project Description

The purpose of the project is to evaluate one alternative for Main Street (SH-75) between River Street and Saddle Road for the City of Ketchum, Idaho (City).

This Scope of Services (SOS) includes the, data collection, travel demand forecasting, analysis, and alternatives evaluation for Main Street. HDR Engineering, Inc. (HDR) is the prime consultant with L2 Data Collection (L2) as subconsultant.

The scope narrative is organized by the following tasks:

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#### Deliverables

- Project Management Plan (information only, no review)

HDR Engineering, Inc.  
City of Ketchum Main Street (SH-75) Alternatives Analysis

City of Ketchum Main Street (SH-75) Alternatives Analysis			HDR											
			TOTAL	Principal in Charge	Quality Control	Project Manager	Senior Land Use Planner	Planner	Senior Traffic Engineer	Traffic Engineer	Public Involvement Specialist	Public Involvement Support	CADD/Graphic Support	Admin. Support
100	Project Management	80.5	1	0	28.5	13	0	14	0	0	0	0	4	20
110	Project Initiation and Project Management Plan	11	1		2								4	4
120	Kick-off Meeting	32			8	12		12						
130	Project Team Meetings	7.5			4.5	1		2						
140	Status Calls	5			5									
150	Project Administration, Progress Reports and Invoicing	25			9									16
200	Project Goals and Objectives	6	0	0	2	2	0	2	0	0	0	0	0	0
210	Develop the Project Goals and Objectives	6			2	2		2						
300	Data Collection	6			2	2		2						
400	Existing Conditions	86	0	2	2	4	10	14	48	0	0	6	0	0
410	Land Use Review	12				4	8							
420	Capacity and Operational Analysis	17			1			4	12					
430	Crash Mapping and Analysis	20						4	16					
440	Before/After Pedestrian Evaluation	6						2	4					
450	Document Existing Conditions	31		2	1		2	4	16			6		
500	Future Conditions	81	0	2	3	0	6	16	48	0	0	6	0	0
510	Travel Demand Forecasts	12					4	4	4					
520	Define Performance Standards	4			2			2						
530	Capacity and Operational Analysis	14						2	12					
540	No-Build Crash Frequency and Severity Analysis	20						4	16					
550	Document Future Needs Assessment	31		2	1		2	4	16			6		
600	Alternative Concepts Analysis and Evaluation	125	0	5	6	2	6	24	66	0	0	16	0	0
610	Alternative Concept Development	40		2	2	2	4	4	10			16		
620	Capacity and Operational Analysis	18			2			4	12					
630	Relative Crash Frequency and Severity	16						4	12					
640	Alternative Concept Cost Estimate	21		1				4	16					
650	Benefits Determination and Evaluation	30		2	2		2	8	16					
700	Final Report	112	0	6	14	2	2	20	36	0	0	24	8	0
710	Draft Report	74		4	2	2	2	16	24			16	8	
720	Final Report	28		2	2			4	12			8		
730	Adoption	10			10									
	Total:	496.5	1.0	15.0	57.5	25.0	24.0	90.0	200.0	0.0	0.0	52.0	12.0	20.0
	Total Check:	496.5	1.0	15.0	57.5	25.0	24.0	90.0	200.0	0.0	0.0	52.0	12.0	20.0
	Percent of Project Total:	100.0%	0.2%	3.0%	11.6%	5.0%	4.8%	18.1%	40.3%	0.0%	0.0%	10.5%	2.4%	4.0%



CONSULTANT NAME: HDR Engineering, Inc.

PROJECT NAME: City of Ketchum Main Street (SH-75) Alternatives Analysis

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	@	\$305.00	=	\$305.00
2 Quality Control	= 15.00	@	\$190.00	=	\$2,850.00
3 Project Manager	= 57.50	@	\$224.00	=	\$12,880.00
4 Senior Land Use Planner	= 25.00	@	\$224.00	=	\$5,600.00
5 Planner	= 24.00	@	\$138.00	=	\$3,312.00
6 Senior Traffic Engineer	= 90.00	@	\$226.00	=	\$20,340.00
7 Traffic Engineer	= 200.00	@	\$116.50	=	\$23,300.00
8 Public Involvement Specialist	= 0.00	@	\$179.00	=	\$0.00
9 Public Involvement Support	= 0.00	@	\$126.75	=	\$0.00
10 CADD/Graphic Support	= 52.00	@	\$112.00	=	\$5,824.00
11 Admin. Support	= 12.00	@	\$93.00	=	\$1,116.00
12 Accounting	= 20.00	@	\$85.00	=	\$1,700.00
<b>TOTAL =</b>		496.50	<b>TOTAL =</b>		<b>\$77,227.00</b>

### B. OUT-OF-POCKET EXPENSES

**HDR TOTAL ESTIMATED EXPENSE\* = \$1,668.10**

\* See attached Direct Expenses for HDR

### C. ESCALATION

Anticipated Agreement Date: June 22, 2021

Project Duration: 10 months

Escalation Period: 5 months

Total Labor Cost		Esc Ratio		Annual Esc	
\$77,227.00	X	50%	x	3.0%	=
					<b>\$1,158.41</b>

**HDR Subtotal = \$80,053.51**

### D. SUBCONSULTANTS

Ls Data Collection	\$5,000.00
<b>Subconsultant Subtotal</b>	<b>= \$5,000.00</b>

**TOTAL = \$85,053.51**

CONSULTANT NAME: HDR Engineering, Inc.  
 PROJECT NAME: City of Ketchum Main Street (SH-75) Alternatives Analysis  
 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	-	@ \$ 0.560	= \$ -	
12 Meals	Day	6	@ \$ 66.00	= \$ 396.00	
13 Lodging	Each	2	@ \$ 147.00	= \$ 294.00	
14 Lodging Tax	Each	2	@ \$ 22.05	= \$ 44.10	
15 Airfare - Denver to Boise	Each	1	@ \$ 350.00	= \$ 350.00	
16 Airfare - Spokane to Boise	Each	1	@ \$ 250.00	= \$ 250.00	
17 Rental Car	Each	2	@ \$ 75.00	= \$ 150.00	
18 Fuel	Gals	40	@ \$ 3.50	= \$ 140.00	
<b>HDR Engineering, Inc. Total Estimated Expenses</b>				<b>\$1,668.10</b>	

Task 120

Number of People Trips 4		Trips 1		Miles/trip		300 Days/Trip 1	
Expense	Unit	Estimated Amount	Unit Cost	Estimated Expense			
Meals	Day	5	@ \$ 66.00	= \$ 330.00			
Lodging	Each	2	@ \$ 147.00	= \$ 294.00			
Lodging Tax	Each	2	@ \$ 22.05	= \$ 44.10			
Airfare - Denver to Boise	Each	1	@ \$ 350.00	= \$ 350.00			
Airfare - Spokane to Boise	Each	1	@ \$ 250.00	= \$ 250.00			
Rental Car	Each	1	@ \$ 75.00	= \$ 75.00			
Fuel	Gals	20	@ \$ 3.50	= \$ 70.00			

14.4

Jordan Block fly to Boise, drive with team to Ketchum  
 Sean Messner fly to Boise, drive with team to Ketchum

Task 730

Number of People Trips 1		Trips 1		Miles/trip		300 Days/Trip 1	
Expense	Unit	Estimated Amount	Unit Cost	Estimated Expense			
Meals	Day	1	@ \$ 66.00	= \$ 66.00			
Rental Car	Each	1	@ \$ 75.00	= \$ 75.00			
Fuel	Gals	20	@ \$ 3.50	= \$ 70.00			

CONSULTANT NAME: L2 Data Collection

PROJECT NAME: City of Ketchum Main Street (SH-75) Alternatives Analysis

PROJECT NO.: N/A

KEY NO. N/A



June 2, 2021

**TRAFFIC DATA COLLECTION SERVICES FOR  
HDR  
Scope of Services and Cost Proposal**

L2 Data Collection (L2DC) is pleased to submit this proposal to provide traffic data collection services in Ketchum, ID.

**1. Data Collection: Intersection Turning Movement**

Type: Vehicle Volume & Direction

Time: 7:00-9:00AM and 4:00-6:00PM

Classification: Yes

Pedestrian & Bikes: Yes

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street & River Street

Main Street and 1st Street

Main Street and 2nd Street

Main Street and Sun Valley Road

Main Street and 4th Street (Sun Valley Trail)

Main Street and 5th Street

Main Street and 6th Street

SH-75 and 10th Street

Warm Springs Road and 10th Street

Warm Springs Road and Lewis Street

SH-75 and Serenade Lane

2nd Street and Serenade Lane

2nd Street and River Street

1st Avenue and River Street

1st Avenue and 2nd Street

1st Avenue and Sun Valley Road

1st Avenue and 4th Street (Sun Valley Trail)

1st Avenue and 5th Street

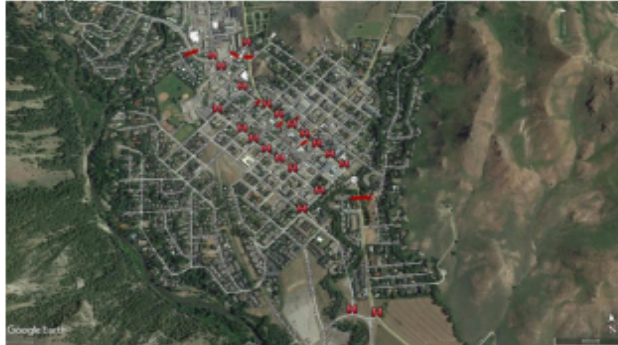
1st Avenue and 6th Street

1st Avenue and 8th Street

Warm Springs and 8th Street



Site Image:



**2. Data Collection: Machine Tube Count**

Type: Vehicle Volume & Direction

Duration: 24-hours

Classification: Yes \*

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street east of River Street

Main Street between Sun Valley Road and 2nd Street

Main Street east of 5th Street

SH-75 east of 10th Street

Warm Springs west of Lewis Street

Warm Springs east of 7th Street

10th Street between Warm Springs Road and SH-75

\* It may not be possible to collect accurate speed and classification data in the congested areas on Main Street.

**3. Deliverables**

The Traffic Data Report will be delivered no later than 10 days after the on-site data collection is completed.

**4. Contract and Payment Terms**

Payment terms for the services listed above are net 90 days. Client will notify L2DC, prior to authorizing work, if terms are pay-when-paid.

**5. Cost Proposal**

The total lump-sum cost for the services listed above is \$12,650.00, including travel time, mileage, lodging, data collection and data processing.



### **120 Kick-off Meeting**

A kick-off meeting will be held to outline the project objectives, roles and responsibilities, critical success factors, and to review the schedule. This meeting will include City staff, ITD staff, and three (3) HDR staff (PM + two [2] key task leads). HDR will prepare the agenda, schedule, and facilitate the kick-off meeting with City staff to discuss the project objectives, approach, schedule, available information, etc.

#### **Assumptions**

- The kickoff meeting will be held in person in the City of Ketchum. Two (2) team members will travel from out of state to attend the meeting.
- Meeting attendance includes three (3) HDR staff (PM + two [2] key task leads).
- The kickoff meeting is anticipated to last three (3) hours, including preparing meeting minutes, and five (5) hours of travel time.

#### **Deliverables**

- Kickoff meeting agenda and minutes

### **130 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**

- Three (3) team coordination meetings will be scheduled as needed.
- Meeting attendance includes three (3) HDR staff (PM + two [2] key task leads).
- Project Team meetings are anticipated to last one and a half (1 ½) hours, including preparing meeting minutes.

#### **Deliverables**

- Project Team meetings agendas and minutes

### **140 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**

- Ten (10) status calls at ½ hour each.

#### **Deliverables**

- Action Item List - via email, if necessary

### **150 Project Administration, Progress Reports and Invoicing**

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. The HDR PM will coordinate with L2 as needed to complete data collection. 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 (assume six [6] invoices)

## **200 PROJECT GOALS AND OBJECTIVES**

### **210 Develop the Project Goals and Objectives**

In coordination with the kickoff meeting, HDR will discuss the established the project goals and objectives that the City and ITD will develop. This will include a high-level review and discussion of land use plans and opportunities of economic and real estate development and placemaking with potential improvements, including redevelopment along Warm Springs Road near the 10<sup>th</sup> Street and Lewis Street intersections.

HDR will summarize goals and objectives in the meeting minutes for City review following the meeting. Once comments are received from the City and the appropriate input incorporated, the goals and objectives will be documented in the Final Report.

### **Assumptions**

- Three (3) HDR staff, City staff, and ITD staff will meet in the kickoff meeting in task 120.
- Travel expenses for this will be under the kickoff meeting under Task 120.

### **Deliverables**

- Meeting minutes under Task 120

## **300 DATA COLLECTION**

HDR will contact the appropriate agencies (e.g. City of Ketchum, Blaine County, Mountain Rides, Wood River Bicycle Coalition, and ITD District 4) to assist in updating and collecting the following data:

- Most recent five calendar years of crash data (e.g., type, severity, injuries) including location information
- Locations in the project area identified as exceeding statewide or local performance measure for crash frequency or severity
- Signalized intersections and signal timings
- Posted speeds
- Number of lanes/cross-sections for project roadways
- Pavement conditions (assuming data are readily available and completed)
- Existing bike lanes, sidewalks, publicly maintained off-street pedestrian/bike facilities
- Pedestrian and bicycle counts on project and surrounding corridors
- Transit routes
- Proposed and adopted plans for future land use and development
- Significant land use changes and/or developments since the last Comprehensive Plan
- Peak hour and AADT counts at key intersections and segments by L2 as summarized in their proposal (attached)



HDR will document the existing conditions, including roadway and intersection configurations, pedestrian facilities, bicycle facilities, surrounding land use, and will collect the existing travel time data along Main Street using the floating car methodology as part of the kickoff.

Base map data (AutoCAD or GIS format) for use in analyzing and presenting transportation information will be obtained from the City of Ketchum, including land use and current zoning. HDR will provide information to the City to update the base maps with current development and infrastructure as needed. The ITD travel demand model TAZ information will be reviewed as well to help estimate future population, households, and employment.

HDR will review completed data and recommend updates and request additional information from the City.

#### **Deliverables**

- Existing Data Summary included in the Draft and Final project reports

## L2 Data Collection

June 2, 2021

### TRAFFIC DATA COLLECTION SERVICES FOR HDR Scope of Services and Cost Proposal

L2 Data Collection (L2DC) is pleased to submit this proposal to provide traffic data collection services in Ketchum, ID.

#### 1. Data Collection: Intersection Turning Movement

Type: Vehicle Volume & Direction

Time: 7:00-9:00AM and 4:00-6:00PM

Classification: Yes

Pedestrian & Bikes: Yes

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street & River Street

Main Street and 1st Street

Main Street and 2nd Street

Main Street and Sun Valley Road

Main Street and 4th Street (Sun Valley Trail)

Main Street and 5th Street

Main Street and 6th Street

SH-75 and 10th Street

Warm Springs Road and 10th Street

Warm Springs Road and Lewis Street

SH-75 and Serenade Lane

2nd Street and Serenade Lane

2nd Street and River Street

1st Avenue and River Street

1st Avenue and 2nd Street

1st Avenue and Sun Valley Road

1st Avenue and 4th Street (Sun Valley Trail)

1st Avenue and 5th Street

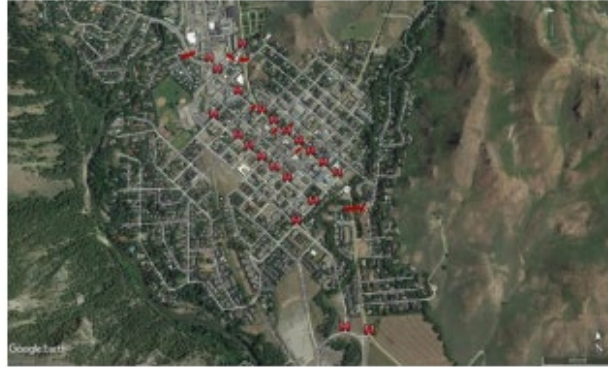
1st Avenue and 6th Street

1st Avenue and 8th Street

Warm Springs and 8th Street

## L2 Data Collection

Site Image:



#### 2. Data Collection: Machine Tube Count

Type: Vehicle Volume & Direction

Duration: 24-hours

Classification: Yes \*

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street east of River Street

Main Street between Sun Valley Road and 2nd Street

Main Street east of 5th Street

SH-75 east of 10th Street

Warm Springs west of Lewis Street

Warm Springs east of 7th Street

10th Street between Warm Springs Road and SH-75

\* It may not be possible to collect accurate speed and classification data in the congested areas on Main Street.

#### 3. Deliverables

The Traffic Data Report will be delivered no later than 10 days after the on-site data collection is completed.

#### 4. Contract and Payment Terms

Payment terms for the services listed above are net 90 days. Client will notify L2DC, prior to authorizing work, if terms are pay-when-paid.

#### 5. Cost Proposal

The total lump-sum cost for the services listed above is \$12,650.00, including travel time, mileage, lodging, data collection and data processing.



## **400 EXISTING CONDITIONS**

### **410 Land Use Review**

HDR will review the streetscape and public realm elements in the areas surrounding the project corridors and areas to identify the components that contribute to a cohesive pedestrian and business zone and those that can help foster local businesses and residents or catalyze economic and real estate development.

### **420 Capacity and Operational Analysis**

HDR will analyze the study area roadways and intersections under existing conditions collected in Task 300. Level of service (LOS) will be reported based on Highway Capacity Manual (HCM) metrics using Synchro, SimTraffic, Sidra, and Highway Capacity Software (HCS) traffic operations analysis tools. Existing travel times along Main Street as well as delay will be compared to results from Synchro or SimTraffic simulation runs.

### **430 Crash Mapping and Analysis**

HDR will analyze the gathered crash history within the study area for the most current five (5) years to identify locations with potential for safety improvement. HDR will evaluate crash rate, frequency, and equivalent property damage to develop a relative ranking intersections and segments within the project area. HDR will complete a crash analysis following Highway Safety Manual (HSM) procedures for each intersection and roadway segment to determine the existing crash rates. Crash rates will be evaluated and summarized to determine high accident locations. Specific focus of the analysis will include fatal and serious injury crashes. HDR will develop a figure showing crash locations and types and will discuss safety concerns with the City and ITD to identify locations that are safety concerns for motor vehicles, bicyclists, and pedestrians.

A summary of identified corrective actions and countermeasures in line with proposed alternatives will be prepared.

#### **Assumptions**

- Capacity and safety analysis will include intersections with counts conducted in Task 300.
- The City will obtain all crash data.
- Emergency Responders and the Ketchum Traffic Authority will be invited to a team meeting conference call under Task 130 to discuss safety issues. Crash materials and analysis will be shared with them prior to the meeting.

### **440 Before/After Pedestrian Evaluation**

HDR will analyze the operations at the signals updated with the pedestrian scramble before and after they are implemented to evaluate performance and compare operations.

#### **Assumptions**

- This analysis will be for existing conditions. Future Conditions will use the pedestrian scramble.
- The existing conditions Synchro model will be updated with the pedestrian scramble and results developed. No new model or additional analysis will be completed.

### **450 Document Existing Conditions**

HDR will prepare an Existing Conditions Technical Memorandum to document information collected throughout the Existing Conditions Analysis task and identify the baseline for where





project transportation facilities are in terms of operations, connectivity, and safety. It is expected that the technical memorandum will be included in the final project documents as the Existing Conditions section.

#### **Deliverables**

- Existing Conditions Technical Memorandum

## **500 FUTURE CONDITIONS**

### **510 Travel Demand Forecasts**

HDR will develop traffic volume forecasts for project roadways and intersection for the analysis year of 2042 using the volumes collected by L2, the growth rates and factors HDR completed for the City of Ketchum Master Transportation Plan update, and the SH-75, Elkhorn Rd to River St, Ketchum with ITD. HDR will propose growth rates to be used for this project and coordinate them with the City and ITD for approval before moving forward with the forecast conditions analyses.

#### **Assumptions**

- HDR will confirm traffic forecasting, distributions and turning movement volumes with the City and ITD before proceeding with analyses in subsequent tasks.

#### **Deliverables**

- Estimated travel demand forecasts (included in Future Conditions Technical Memorandum)

### **520 Define Performance Standards and Evaluation Criteria**

HDR will work with the City to determine performance standards and level of service (LOS) thresholds for all modes of travel for use in the needs analysis. The ITD District 4 Traffic Engineer will be included in the discussion and determination of these standards. HDR will prepare a summary of the recommended performance standards, and LOS thresholds will be prepared.

### **530 Capacity and Operational Analysis**

HDR will conduct no-build capacity analyses for the project intersections, roadways and multi-use facilities identified for the 2042 analysis year. This analysis will identify deficiencies and needs for project facilities and will support the alternative improvements development and analyses in Task 600.

#### **Deliverables**

- No-build capacity and operational analyses results (included in Future Conditions Technical Memorandum)

### **540 No-Build Crash Frequency and Severity Analysis**

HDR will estimate future crash conditions on Main Street using the HSM Predictive Method or Crash Modification Factors, as appropriate. If the Predictive Method is used and calibration factors are available, they will be integrated into the analysis. This analysis will support the alternative improvements development and analyses in Task 600.

#### **Deliverables**

- No-build safety analysis results (included in Future Conditions Technical Memorandum)



## **550 Document Future Needs Assessment**

HDR will prepare a Future Needs Assessment Technical Memorandum to document the work completed for the needs assessment tasks. It is expected that the technical memorandum will be included in the final plan document as the Future Needs Assessment chapter.

### **Deliverables**

- Future Conditions Assessment Technical Memorandum

## **600 ALTERNATIVE CONCEPTS ANALYSIS AND EVALUATION**

### **610 Alternative Concept Development**

HDR will coordinate with City and ITD staff to develop a feasible alternative to improve Main Street operations for all modes as well as connectivity as a three-lane configuration with modifications to side streets. HDR will develop a conceptual plan view layout with a brief written descriptions depicting and addressing major and minor roadways, land use, private property, and development opportunity impacts, right-of-way impacts, placemaking and public realm improvement, bicycle and pedestrian accommodations and crossings, and major utility, and/or drainage relocations. Operational analysis models as described below will be prepared to estimate how the segments and key intersections of Main Street will operate and compare the results to the baseline no-build alternatives from Task 500.

### **Assumptions**

- HDR will confirm traffic forecasting, distributions and turning movement volumes with the City and ITD before proceeding with analyses in subsequent tasks.
- If the lane reconfiguration is determined to not be feasible, additional alternatives may be added to this scope by the City for development, review and analysis as additional services.

### **620 Capacity and Operational Analysis**

HDR will conduct an operational analysis for the lane reconfiguration alternative under 2042 analysis year conditions. Intersection, multimodal, and roadway segment operational LOS will be estimated for roadways and intersections with assumed intersection control identified through discussions with the City and ITD. Travel times along Main Street as well as delay will be determined from the Synchro or SimTraffic simulation runs of each alternative.

### **630 Relative Crash Frequency and Severity**

HDR will forecast crash conditions under the proposed Main Street lane reconfiguration alternative. The analysis will be conducted using the HSM predictive method or Crash Modification Factors (CMFs) as appropriate. The analysis will be conducted under 2041 analysis year conditions.

### **640 Alternative Concept Cost Estimates**

HDR will prepare a conceptual cost estimate to implement the proposed Main Street lane reconfiguration alternative. A potential one-way couplet alignment and conceptual cost will also be developed for comparison.



## 650 Benefits Determination and Evaluation

HDR will prepare a list of benefits and impacts the proposed Main Street lane reconfiguration alternative for discussion with the Project Team, along with the conceptual one-way couplet option. Benefits and impacts will be evaluated through the discussion and the alternative will be compared to the No-Build scenario. A summary of the identified benefits and impacts and Project Team discussion will be included in the Final Report.

### Assumptions

- The traffic operational and safety project area will include Main Street from River Street to Saddle Road.
- Detailed operational modeling with Synchro and SimTraffic, conceptual cost estimating, benefit determination and evaluation, and safety analyses will be limited to the proposed Main Street lane reconfiguration alternative.
- Detailed safety analysis will be limited to the proposed Main Street lane reconfiguration alternative.
- The alternative concept will not require additional right-of-way along Main Street.

## 700 FINAL REPORT

### 710 Draft Report

The results of the analyses and screening completed under Task 600 will be compiled into a report format that documents the alternatives analyses and provides a recommendation on the lane reconfiguration alternative for Main Street. The report will also include potential funding sources for The City and ITD to consider and key components of the alternative that may score well on grant applications. The report will also include conceptual layouts and preliminary cost estimates.

HDR will distribute the Draft Report electronically to City staff to share with City Council and agency partners, including the ITD District 4 Traffic Engineer, and other stakeholders. The Draft Report will also be available via the City's website for the public and other stakeholders to review and provide comment via the website for a defined review period. HDR and City staff will discuss the public and stakeholder comments and resolutions on the Draft Report via conference call.

### Assumptions

- Draft Report will be up to twenty (20) pages, with figures. Appendices will be additional pages.
- City will post the Draft Report on the City's website
- One (1) review of the Draft Report will be conducted by the City Council and staff
- City will compile all City Council, staff, ITD, stakeholder, and public comments and provide to HDR
- HDR and City staff will discuss comments and resolutions at team meeting identified under Task 130.

### Deliverables

- Draft Report
- Comment and response matrix from public and stakeholder review of Draft Report



## **720 Final Report**

HDR will finalize the Report by incorporating comments received. HDR will provide a Final Report to City staff, City Council, agency partners, and the general public in electronic format.

### **Assumptions**

- Final Report will be up to twenty (20) pages, with figures. Appendices will be additional pages.

### **Deliverables**

- Final Report

## **730 Adoption**

HDR will assist the City, as needed, with the report adoption process. Anticipated tasks include presenting the plan to the City Council. This is intended to be an on-call task that will be utilized by the City on an as-needed/as-requested basis.

### **Assumptions**

- Effort associated with this task is limited to a total of ten (10) hours by HDR as well as travel expenses to attend one (1) City Council meeting.
- Revisions to the Final Report will not be required.

### **Deliverables**

- Assist the City with Plan adoption, as-needed/as-requested

CONSULTANT NAME: HDR Engineering, Inc.

PROJECT NAME: City of Ketchum Warm Springs Road Corridor Altern

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	@	\$305.00	=	\$305.00
2 Quality Control	= 18.00	@	\$190.00	=	\$3,420.00
3 Project Manager	= 55.50	@	\$224.00	=	\$12,432.00
4 Senior Land Use Planner	= 25.00	@	\$224.00	=	\$5,600.00
5 Planner	= 22.00	@	\$138.00	=	\$3,036.00
6 Senior Traffic Engineer	= 110.00	@	\$226.00	=	\$24,860.00
7 Traffic Engineer	= 232.00	@	\$116.50	=	\$27,028.00
8 Public Involvement Specialist	= 0.00	@	\$179.00	=	\$0.00
9 Public Involvement Support	= 0.00	@	\$126.75	=	\$0.00
10 CADD/Graphic Support	= 72.00	@	\$112.00	=	\$8,064.00
11 Admin. Support	= 22.00	@	\$93.00	=	\$2,046.00
12 Accounting	= 20.00	@	\$85.00	=	\$1,700.00
<b>TOTAL =</b>		577.50	<b>TOTAL =</b>		<b>\$88,491.00</b>

### **B. OUT-OF-POCKET EXPENSES**

**HDR TOTAL ESTIMATED EXPENSE\* = \$1,668.10**

\* See attached Direct Expenses for HDR

### **C. ESCALATION**

Anticipated Agreement Date: June 22, 2021  
Project Duration: 10 months  
Escalation Period: 5 months

Total Labor Cost		Esc Ratio		Annual Esc	
\$88,491.00	X	50%	x	3.0%	=
					<b>\$1,327.37</b>

**HDR Subtotal = \$91,486.47**

### **D. SUBCONSULTANTS**

Ls Data Collection		\$3,000.00
<b>Subconsultant Subtotal</b>	<b>=</b>	<b>\$3,000.00</b>

**TOTAL = \$94,486.47**

CONSULTANT NAME: HDR Engineering, Inc.  
 PROJECT NAME: City of Ketchum Warm Springs Road Corridor Alternatives Analysis  
 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	-	@ \$ 0.560	= \$ -	
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15 Airfare - Denver to Boise	Each	1	@ \$ 350.00	= \$ 350.00	
16 Airfare - Spokane to Boise	Each	1	@ \$ 250.00	= \$ 250.00	
17 Rental Car	Each	2	@ \$ 75.00	= \$ 150.00	
18 Fuel	Gals	40	@ \$ 3.50	= \$ 140.00	
<b>HDR Engineering, Inc. Total Estimated Expenses</b>				<b>\$1,668.10</b>	

Task 120

Number of People Trips 4		Trips 1		Miles/trip		300 Days/Trip 1	
Expense	Unit	Estimated Amount	Unit Cost	Estimated Expense			
Meals	Day	5	@ \$ 66.00	= \$ 330.00			
Lodging	Each	2	@ \$ 147.00	= \$ 294.00			
Lodging Tax	Each	2	@ \$ 22.05	= \$ 44.10			
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Rental Car	Each	1	@ \$ 75.00	= \$ 75.00			
Fuel	Gals	20	@ \$ 3.50	= \$ 70.00			

14.4

Jordan Block fly to Boise, drive with team to Ketchum  
 Sean Messner fly to Boise, drive with team to Ketchum

Task 730

Number of People Trips 1		Trips 1		Miles/trip		300 Days/Trip 1	
Expense	Unit	Estimated Amount	Unit Cost	Estimated Expense			
Meals	Day	1	@ \$ 66.00	= \$ 66.00			
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Fuel	Gals	20	@ \$ 3.50	= \$ 70.00			

**CONSULTANT NAME: L2 Data Collection**

**PROJECT NAME: City of Ketchum Warm Springs Road Corridor Alternatives Analysis**

**PROJECT NO.: N/A**

**KEY NO. N/A**



June 2, 2021

**TRAFFIC DATA COLLECTION SERVICES FOR  
HDR  
Scope of Services and Cost Proposal**

L2 Data Collection (L2DC) is pleased to submit this proposal to provide traffic data collection services in Ketchum, ID.

**1. Data Collection: Intersection Turning Movement**

Type: Vehicle Volume & Direction

Time: 7:00-9:00AM and 4:00-6:00PM

Classification: Yes

Pedestrian & Bikes: Yes

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street & River Street

Main Street and 1st Street

Main Street and 2nd Street

Main Street and Sun Valley Road

Main Street and 4th Street (Sun Valley Trail)

Main Street and 5th Street

Main Street and 6th Street

SH-75 and 10th Street

Warm Springs Road and 10th Street

Warm Springs Road and Lewis Street

SH-75 and Serenade Lane

2nd Street and Serenade Lane

2nd Street and River Street

1st Avenue and River Street

1st Avenue and 2nd Street

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1st Avenue and 4th Street (Sun Valley Trail)

1st Avenue and 5th Street

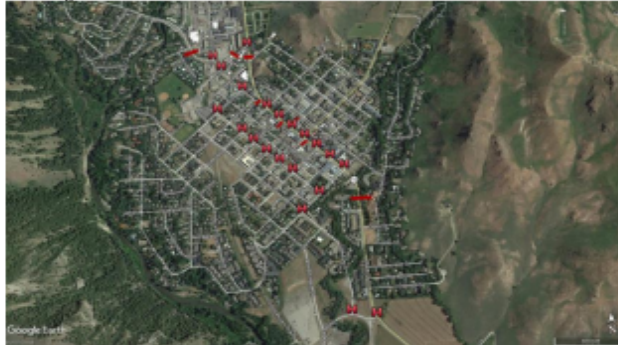
1st Avenue and 6th Street

1st Avenue and 8th Street

Warm Springs and 8th Street



Site Image:



**2. Data Collection: Machine Tube Count**

Type: Vehicle Volume & Direction

Duration: 24-hours

Classification: Yes \*

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street east of River Street

Main Street between Sun Valley Road and 2nd Street

Main Street east of 5th Street

SH-75 east of 10th Street

Warm Springs west of Lewis Street

Warm Springs east of 7th Street

10th Street between Warm Springs Road and SH-75

\* It may not be possible to collect accurate speed and classification data in the congested areas on Main Street.

**3. Deliverables**

The Traffic Data Report will be delivered no later than 10 days after the on-site data collection is completed.

**4. Contract and Payment Terms**

Payment terms for the services listed above are net 90 days. Client will notify L2DC, prior to authorizing work, if terms are pay-when-paid.

**5. Cost Proposal**

The total lump-sum cost for the services listed above is \$12,650.00, including travel time, mileage, lodging, data collection and data processing.



### **120 Kick-off Meeting**

A kick-off meeting will be held to outline the project objectives, roles and responsibilities, critical success factors, and to review the schedule. This meeting will include City staff and three (3) HDR staff (PM + two [2] key task leads). HDR will prepare the agenda, schedule, and facilitate the kick-off meeting with City staff to discuss the project objectives, approach, schedule, available information, etc.

#### **Assumptions**

- The kickoff meeting will be held in person in the City of Ketchum. Two (2) team members will travel from out of state to attend the meeting.
- Meeting attendance includes three (3) HDR staff (PM + two [2] key task leads).
- The kickoff meeting is anticipated to last three (3) hours, including preparing meeting minutes, and five (5) hours of travel time.

#### **Deliverables**

- Kickoff meeting agenda and minutes

### **130 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**

- Three (3) team coordination meetings will be scheduled as needed.
- Meeting attendance includes three (3) HDR staff (PM + two [2] key task leads).
- Project Team meetings are anticipated to last one and a half (1 ½) hours, including preparing meeting minutes.

#### **Deliverables**

- Project Team meetings agendas and minutes

### **140 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**

- Ten (10) status calls at ½ hour each.

#### **Deliverables**

- Action Item List - via email, if necessary

### **150 Project Administration, Progress Reports and Invoicing**

HDR will staff and manage a project team to provide project deliverables and manage the budget and schedule. The HDR PM will coordinate with L2 as needed to complete data collection. 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 (assume six [6] invoices)

## **200 PROJECT GOALS AND OBJECTIVES**

### **210 Develop the Project Goals and Objectives**

In coordination with the kickoff meeting, HDR will discuss the established the project goals and objectives that the City will develop. This will include a high-level review and discussion of land use plans and opportunities of economic and real estate development and placemaking with potential improvements, including redevelopment along Warm Springs Road near the 10<sup>th</sup> Street and Lewis Street intersections.

HDR will summarize goals and objectives in the meeting minutes for City review following the meeting. Once comments are received from the City and the appropriate input incorporated, the goals and objectives will be documented in the Final Report.

### **Assumptions**

- Three (3) HDR staff and City staff will meet in the kickoff meeting in task 120.
- Travel expenses for this will be under the kickoff meeting under Task 120.

### **Deliverables**

- Meeting minutes under Task 120

## **300 DATA COLLECTION**

HDR will contact the appropriate agencies (e.g. City of Ketchum, Blaine County, Mountain Rides, Wood River Bicycle Coalition) to assist in updating and collecting the following data:

- Most recent five calendar years of crash data (e.g., type, severity, injuries) including location information
- Locations in the project area identified as exceeding statewide or local performance measure for crash frequency or severity
- Posted speeds
- Number of lanes/cross-sections for project roadways
- Pavement conditions (assuming data are readily available and completed)
- Existing bike lanes, sidewalks, publicly maintained off-street pedestrian/bike facilities
- Pedestrian and bicycle counts on project and surrounding corridors
- Transit routes
- Proposed and adopted plans for future land use and development
- Significant land use changes and/or developments since the last Comprehensive Plan
- Peak hour and AADT counts at key intersections and segments by L2 as summarized in their proposal (attached)

HDR will document the existing conditions, including roadway and intersection configurations, pedestrian facilities, bicycle facilities, and surrounding land use as part of the kickoff.



Base map data (AutoCAD or GIS format) for use in analyzing and presenting transportation information will be obtained from the City of Ketchum, including land use and current zoning. HDR will provide information to the City to update the base maps with current development and infrastructure as needed. The ITD travel demand model TAZ information will be reviewed as well to help estimate future population, households, and employment.

HDR will review completed data and recommend updates and request additional information from the City.

#### **Deliverables**

- Existing Data Summary included in the Draft and Final project reports

## L2 Data Collection

June 2, 2021

### TRAFFIC DATA COLLECTION SERVICES FOR HDR Scope of Services and Cost Proposal

L2 Data Collection (L2DC) is pleased to submit this proposal to provide traffic data collection services in Ketchum, ID.

**1. Data Collection: Intersection Turning Movement**

Type: Vehicle Volume & Direction

Time: 7:00-9:00AM and 4:00-6:00PM

Classification: Yes

Pedestrian & Bikes: Yes

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street & River Street

Main Street and 1st Street

Main Street and 2nd Street

Main Street and Sun Valley Road

Main Street and 4th Street (Sun Valley Trail)

Main Street and 5th Street

Main Street and 6th Street

SH-75 and 10th Street

Warm Springs Road and 10th Street

Warm Springs Road and Lewis Street

SH-75 and Serenade Lane

2nd Street and Serenade Lane

2nd Street and River Street

1st Avenue and River Street

1st Avenue and 2nd Street

1st Avenue and Sun Valley Road

1st Avenue and 4th Street (Sun Valley Trail)

1st Avenue and 5th Street

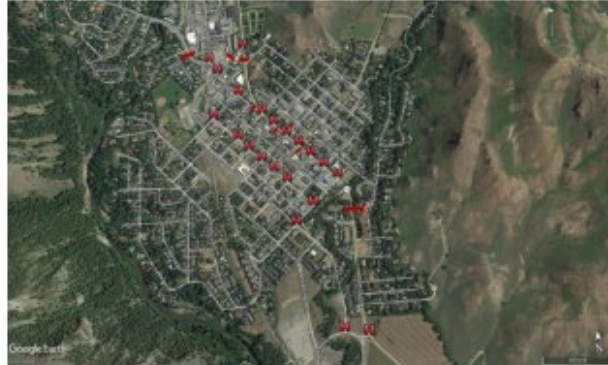
1st Avenue and 6th Street

1st Avenue and 8th Street

Warm Springs and 8th Street

## L2 Data Collection

Site Image:



**2. Data Collection: Machine Tube Count**

Type: Vehicle Volume & Direction

Duration: 24-hours

Classification: Yes \*

Day: Weekday – Tuesday, Wednesday, or Thursday

Locations:

Main Street east of River Street

Main Street between Sun Valley Road and 2nd Street

Main Street east of 5th Street

SH-75 east of 10th Street

Warm Springs west of Lewis Street

Warm Springs east of 7th Street

10th Street between Warm Springs Road and SH-75

\* It may not be possible to collect accurate speed and classification data in the congested areas on Main Street.

**3. Deliverables**

The Traffic Data Report will be delivered no later than 10 days after the on-site data collection is completed.

**4. Contract and Payment Terms**

Payment terms for the services listed above are net 90 days. Client will notify L2DC, prior to authorizing work, if terms are pay-when-paid.

**5. Cost Proposal**

The total lump-sum cost for the services listed above is \$12,650.00, including travel time, mileage, lodging, data collection and data processing.



## **400 EXISTING CONDITIONS**

### **410 Land Use Review**

HDR will review the streetscape and public realm elements in the areas surrounding the project corridors and areas to identify the components that contribute to a cohesive pedestrian and business zone and those that can help foster local businesses and residents or catalyze economic and real estate development.

### **420 Capacity and Operational Analysis**

HDR will analyze the study area roadways and intersections under existing conditions collected in Task 300. Level of service (LOS) will be reported based on Highway Capacity Manual (HCM) metrics using Synchro, SimTraffic, Sidra, and Highway Capacity Software (HCS) traffic operations analysis tools.

### **430 Crash Mapping and Analysis**

HDR will analyze the gathered crash history within the study area for the most current five (5) years to identify locations with potential for safety improvement. HDR will evaluate crash rate, frequency, and equivalent property damage to develop a relative ranking intersections and segments within the project area. HDR will complete a crash analysis following Highway Safety Manual (HSM) procedures for each intersection and roadway segment to determine the existing crash rates. Crash rates will be evaluated and summarized to determine high accident locations. Specific focus of the analysis will include fatal and serious injury crashes. HDR will develop a figure showing crash locations and types and will discuss safety concerns with the City to identify locations that are safety concerns for motor vehicles, bicyclists, and pedestrians.

A summary of identified corrective actions and countermeasures in line with proposed alternatives will be prepared.

#### **Assumptions**

- Capacity and safety analysis will include intersections with counts conducted in Task 300.
- The City will obtain all crash data.
- Emergency Responders and the Ketchum Traffic Authority will be invited to a team meeting conference call under Task 130 to discuss safety issues. Crash materials and analysis will be shared with them prior to the meeting.

### **440 Document Existing Conditions**

HDR will prepare an Existing Conditions Technical Memorandum to document information collected throughout the Existing Conditions Analysis task and identify the baseline for where project transportation facilities are in terms of operations, connectivity, and safety. It is expected that the technical memorandum will be included in the final project documents as the Existing Conditions section.

#### **Deliverables**

- Existing Conditions Technical Memorandum



## 500 FUTURE CONDITIONS

### 510 Travel Demand Forecasts

HDR will develop traffic volume forecasts for project roadways and intersection for the analysis year of 2042 using the volumes collected by L2, the growth rates and factors HDR completed for the City of Ketchum Master Transportation Plan update, and the SH-75, Elkhorn Rd to River St, Ketchum project. HDR will propose growth rates to be used for this project and coordinate them with the City for approval before moving forward with the forecast conditions analyses.

#### Assumptions

- HDR will confirm traffic forecasting, distributions and turning movement volumes with the City before proceeding with analyses in subsequent tasks.

#### Deliverables

- Estimated travel demand forecasts (included in Future Conditions Technical Memorandum)

### 520 Define Performance Standards and Evaluation Criteria

HDR will work with the City to determine performance standards and level of service (LOS) thresholds for all modes of travel for use in the needs analysis. HDR will prepare a summary of the recommended performance standards, and LOS thresholds will be prepared.

### 530 Capacity and Operational Analysis

HDR will conduct no-build capacity analyses for the project intersections, roadways and multi-use facilities identified for the 2042 analysis year. This analysis will identify deficiencies and needs for project facilities and will support the alternative improvements development and analyses in Task 600.

#### Deliverables

- No-build capacity and operational analyses results (included in Future Conditions Technical Memorandum)

### 540 No-Build Crash Frequency and Severity Analysis

HDR will estimate future crash conditions using the HSM Predictive Method or Crash Modification Factors, as appropriate. If the Predictive Method is used and calibration factors are available, they will be integrated into the analysis. This analysis will support the alternative improvements development and analyses in Task 600.

#### Deliverables

- No-build safety analysis results (included in Future Conditions Technical Memorandum)

### 550 Document Future Needs Assessment

HDR will prepare a Future Needs Assessment Technical Memorandum to document the work completed for the needs assessment tasks. It is expected that the technical memorandum will be included in the final plan document as the Future Needs Assessment chapter.

#### Deliverables

- Future Conditions Assessment Technical Memorandum

## 600 ALTERNATIVE CONCEPTS ANALYSIS AND EVALUATION

### 610 Alternative Concept Development

HDR will coordinate with City staff to develop feasible alternatives to improve intersections of Warm Springs Road with 10<sup>th</sup> Street and Lewis Street for all modes as well as connectivity, including:

- Realignment of these intersections to reduce skew with stop control
- Roundabout
- Dog Bone Roundabout
- Signalization
- No-Build

HDR will apply a high-level screening to the alternatives identified to determine the pros and cons of each, identifying fatal flaws that will keep the alternative from serving as intended or that have significant impacts. HDR will work with City staff to develop qualitative criteria, including safety, to apply to each alternative. At one of the project team meetings, the qualitative criteria results for each alternative will be compared and discussed by the project team. This will narrow down the alternatives to move forward efficiently with detailed analyses for the top two (2) alternatives, along with the no-build for a total of three (3) alternatives.

Following the identification of the top two (2) alternatives, HDR will advance and refine the screened alternatives and develop conceptual plan view layouts with brief written descriptions depicting and addressing major and minor roadways, land use, private property, and development opportunity impacts, and right-of-way impacts, placemaking and public realm improvement, bicycle and pedestrian accommodations and crossings, and major utility, and/or drainage relocations. Operational and safety analysis models will be prepared to estimate how the intersections of each alternative will operate and compare the results to the baseline no-build alternatives from Task 500. Crash modification factors will be used to estimate the relative safety performance of the identified alternatives. In addition, if one of the proposed alternatives from Task 610 includes these intersections, these will be accounted for in the analysis.

#### Assumptions

- HDR will confirm traffic forecasting, distributions and turning movement volumes with the City before proceeding with analyses in subsequent tasks.

### 620 Capacity and Operational Analysis

HDR will conduct and complete an operational and safety analysis for each of the top two (2) alternatives from Task 610 under 2042 analysis year conditions.

### 630 Relative Crash Frequency and Severity

HDR will forecast crash conditions under the proposed Warm Springs Road intersection concepts. The analysis will be conducted using the HSM predictive method or CMFs as appropriate.



## **640 Alternative Concept Cost Estimates**

HDR will prepare conceptual cost estimates to implement each of the top alternatives from Task 610.

## **650 RRFB Detection Evaluation**

HDR will evaluate rectangular rapid flashing beacon (RRFB) activation types for the Wood River Trail crossing at the YMCA on Warm Springs Road. Three (3) activation types will be compared, including push buttons, radar detection, and thermal detection. The evaluation will be qualitative in nature and be included in the traffic and safety operational study.

## **660 Benefits Determination and Evaluation**

HDR will prepare a list of benefits and impacts of each of the top alternatives from Task 610 for discussion with the Project Team. Benefits and impacts will be evaluated through the discussion and each Alternative Concept will be compared to the No-Build scenario. A summary of the identified benefits and impacts and Project Team discussion will be included in the Screening Summary Memorandum.

### **Assumptions**

- The traffic and safety operational study area will include the intersections of Warm Springs Road with 10<sup>th</sup> Street and Lewis Street.

### **Deliverables**

- Screening Summary Memorandum

## **700 FINAL REPORT**

### **710 Draft Report**

The results of the analyses and screening completed under Task 700 will be compiled into a report format that documents the alternatives analyses for the Warm Springs Road intersections with 10<sup>th</sup> Street and Lewis Street. The report will also include potential funding sources for the City to consider and key components of the alternative that may score well on grant applications. The report will also include conceptual layouts and preliminary cost estimates.

HDR will distribute the Draft Report electronically to City staff to share with City Council, agency partners, and other stakeholders. The Draft Report will also be available via the City's website for the public and other stakeholders to review and provide comment via the website for a defined review period. HDR and City staff will discuss the public and stakeholder comments and resolutions on the Draft Report via conference call.

### **Assumptions**

- Draft Report will be up to twenty (20) pages, with figures. Appendices will be additional pages.
- City will post the Draft Report on the City's website
- One (1) review of the Draft Report will be conducted by the City Council and staff
- City will compile all City Council, staff, stakeholder, and public comments and provide to HDR
- HDR and City staff will discuss comments and resolutions at team meeting identified under Task 130.

### **Deliverables**





- Draft Report
- Comment and response matrix from public and stakeholder review of Draft Report

## **720 Final Report**

HDR will finalize the Report by incorporating comments received. HDR will provide a Final Report to City staff, City Council, agency partners, and the general public in electronic format.

### **Assumptions**

- Final Report will be up to twenty (20) pages, with figures. Appendices will be additional pages.

### **Deliverables**

- Final Report

## **730 Adoption**

HDR will assist the City, as needed, with the report adoption process. Anticipated tasks include presenting the plan to the City Council. This is intended to be an on-call task that will be utilized by the City on an as-needed/as-requested basis.

### **Assumptions**

- Effort associated with this task is limited to a total of ten (10) hours by HDR as well as travel expenses to attend one (1) City Council meeting.
- Revisions to the Final Report will not be required.

### **Deliverables**

- Assist the City with Plan adoption, as-needed/as-requested





## **Ketchum Urban Renewal Agency**

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

August 16, 2021

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO PROVIDE DIRECTION TO STAFF ON PUBLIC OUTREACH APPROACH FOR PREPARATION OF AN RFP FOR THE FIRST STREET AND WASHINGTON AVENUE KURA PROPERTY**

#### Introduction/History

At the July 26, 2021, meeting, the KURA asked staff to return with options on how to conduct public outreach prior to preparation of a Request for Proposal (RFP) for development on the KURA owned site at First Street and Washington Avenue. The Board also asked if BCHA could attend the August meeting for a discussion on potential partnerships.

This report provides outreach options for Board consideration and recommended direction to staff. BCHA Executive Director Nathan Harvill will be present at the meeting to provide an overview of BCHA and ideas for partnering with KURA.

#### Outreach Options

The following options are presented for consideration:

OPTION 1: Hire a firm or individual to assist with community outreach.

This option has several considerations. Staff can either identify firms that are known to have outreach experience and ask for cost proposals, or an RFP could be prepared and issued to solicit responses.

Staff has done preliminary outreach to a Boise Firm, Agnew:Beck, who has experience in assisting in this type of effort and who previously worked with the city a few years ago. The firm has conducted outreach for projects being undertaken by Capital City Development Corporation, the urban renewal agency in Boise, and also have worked

closely with the City of Idaho Falls on a couple projects that are anticipated to have urban renewal play a role in their development. The general process of community outreach that leads to an RFP for a project is familiar to the firm. They have helped housing entities in Idaho and Alaska develop projects and pro formas, and can assist in bringing a financial lens to a project. This firm may also be working with the City of Ketchum to update the community housing strategic plan.

OPTION 2: KURA staff, in conjunction with City staff, would prepare outreach materials and conduct the outreach. Under this option, outreach materials such as surveys, open houses, social media posts, newspaper advertisements, direct mail, or other outreach approaches would be managed and coordinated by staff.

OPTION 3: The Board establish a subcommittee to work with staff in developing an outreach plan. In this option, staff and the subcommittee would work together on creating a plan and preferred outreach strategies.

Staff Recommendation Staff recommends Option 1 with staff working with interested firms directly instead of issuing an RFP. Staff, working with the consultant, would scope out the approach and cost and return to the Board for approval prior to proceeding with a contract for services. Staff would return to the Board at the September meeting with a proposed scope and cost for Board direction.

Financial Requirement/Impact

Should the Board decide to pursue Option 1, there will be cost for the services. There are sufficient funds in this fiscal year and next fiscal year to support a professional services contract for the work.

Recommendation

Staff recommends the Board identify the preferred option and provide any direction or guidance to staff.