

**CITY COUNCIL CALENDAR OF THE CITY OF KETCHUM, IDAHO**

**Monday, November 18, 2013, beginning at 5:30 p.m.**

**480 East Avenue, North, Ketchum, Idaho**

Approximate starting time for each agenda item is indicated at left.



- 5:30 1. CALL TO ORDER.
2. COMMUNICATIONS FROM MAYOR AND COUNCILORS.
  - 5:30 a) Communications from Mayor and Councilors.
  - 5:35 b) Presentation of Certificates of Recognition - Mayor Hall.
3. COMMUNICATIONS FROM THE PUBLIC.
  - 5:45 a) Communications from the public.
4. COMMUNICATIONS FROM CITY STAFF.
  - 6:00 a) Glass Recycling Site Selection Recommendation with the Hemingway School 5th Grade Recycling Club - Joyce Allgaier, AICP, Planning Manager. Tab 1
  - 6:30 b) Ketchum Transit Hub Update and Mountain Rides Recommendation regarding the consultant team for the design of the Ketchum Transportation Center – Lisa Horowitz, Community and Economic Development Director. Tab 2
- 6:50 5. COMMUNICATIONS FROM THE PRESS.
6. PUBLIC HEARINGS
  - 6:55 a) PUBLIC HEARING upon the application by RGSV LLC, for subdivision preliminary plat at Lot 14, Mortgage Row Subdivision (91 Meadow Circle) to subdivide the existing Lot 14, Mortgage Row Subdivision into two (2) lots located in the Limited Residential (LR) zoning district - Rebecca Bundy, Senior Planner. Tab 3
7. AGREEMENTS AND CONTRACTS.
  - 7:25 a) Contract for Services with Fly Sun Valley Alliance - Lisa Horowitz, Community and Economic Development Director. Tab 4
8. RESOLUTIONS
  - 7:40 a) Resolution 13-016: Accepting the canvassed election results for the November 5, 2013 election - Gary Marks, City Administrator. Tab 5
  - 7:50 b) Resolution 13-017: Establishing criteria for the Ketchum member of the Sun Valley Air Service Board - Lisa Horowitz, Community and Economic Development Director. Tab 6
- 8:10 9. CONSENT CALENDAR. Tab 7
  - a) Approval of minutes from the November 4, 2013 Council meeting.
  - b) Recommendation to approve current bills and payroll summary.
  - c) Approval of 2013-14 Liquor, Beer & Wine Licenses.
10. EXECUTIVE SESSION to discuss personnel, litigation and land acquisition pursuant to Idaho Code §§67-2345 1(a) (b), (c) and (f).
11. ADJOURNMENT.

Any person needing special accommodations to participate in the above noticed meeting should contact the City of Ketchum three days prior to the meeting at (208) 726-3841.

This agenda is subject to revisions and additions. NOTE: 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.

Check out our website: [www.ketchumidaho.org](http://www.ketchumidaho.org).

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



November 13, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## November 18, 2013 City Council Agenda Report

The regular Council meeting will begin at **5:30 p.m.**

### 2. COMMUNICATION FROM MAYOR AND COUNCIL.

#### b) Presentation of Certificates of Recognition - Mayor Hall.

Mayor Hall will recognize individuals and businesses for their service to the Ketchum community.

RECOMMENDATION: None.

**RECOMMENDED MOTION: None.**

This is an executive function.

### 4. COMMUNICATIONS FROM CITY STAFF.

#### a) Glass Recycling Site Selection Recommendation with the Hemingway School 5th Grade Recycling Club - Joyce Allgaier, AICP, Planning Manager.

Staff is seeking Council approval of a new site for the collection of glass. The City is in need of relocating the glass collection facility that was previously located at the LDS Church site. After review and consideration of several alternative sites, City staff, in conjunction with the Hemingway School 5<sup>th</sup> Grade Recycling Club, has recommended siting the collection in the YMCA parking lot. The students of the Recycling Club will be present to make a presentation to Council. A staff report from Joyce Allgaier has been provided for council review.

RECOMMENDATION: Staff respectfully recommends the Council approve the siting of the glass and cardboard recycling facility to the YMCA parking lot.

**RECOMMENDED MOTION: *“I move to approve the siting of the glass and cardboard recycling facility to the YMCA parking lot.”***

This is a legislative matter.

- b) Ketchum Transit Hub Update and Mountain Rides Recommendation regarding the consultant team for the design of the Ketchum Transportation Center – Lisa Horowitz, Community and Economic Development Director.

A staff report from Lisa Horowitz has been provided in the packet for council review.

RECOMMENDATION: None

**RECOMMENDED MOTION: None**

6. PUBLIC HEARINGS.

- a) PUBLIC HEARING upon the application by RGSV LLC, for subdivision preliminary plat at Lot 14, Mortgage Row Subdivision (91 Meadow Circle) to subdivide the existing Lot 14, Mortgage Row Subdivision into two (2) lots located in the Limited Residential (LR) zoning district - Rebecca Bundy, Senior Planner.

A staff report from Rebecca Bundy has been provided in the packet for council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the application by RGSV LLC for subdivision preliminary plat of Lot 14, Mortgage Row Subdivision (91 Meadow Circle) into two (2) single family lots, Lots 14A and 14B.

**RECOMMENDED MOTION: *“I move to approve the application by RGSV LLC for subdivision preliminary plat of Lot 14, Mortgage Row Subdivision (91 Meadow Circle) into two (2) single family lots, Lots 14A and 14B, finding that the application does meet the standards for approval under Ketchum Municipal Code, Chapter 16.04, Subdivisions.”***

This is a legislative matter.

7. AGREEMENTS AND CONTRACTS.

- a) Contract for Services with Fly Sun Valley Alliance, Lisa Horowitz, Community and Economic Development Director.

The City has appropriated \$50,000 in the FY2013-14 Local Option Tax (LOT) Fund for a contract with Fly Sun Valley Alliance to pursue air and ground travel opportunities. A staff report from Lisa Horowitz, the contract for

services and a scope of services has been provided in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve the contract for services with Fly Sun Valley Alliance.

**RECOMMENDED MOTION: *“I move to approve the contract for services with Fly Sun Valley Alliance in the amount of \$50,000 for FY2013-14.”***

This is a legislative matter.

8. RESOLUTIONS.

- a) Resolution 13-016: Accepting the canvassed election results for the November 5, 2013 election – Gary Marks, City Administrator.

Resolution 13-016 accepts the canvassed election results of the November 5, 2013 election. A staff report from Sandy Cady and a copy of Resolution 13-016 have been included in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve Resolution 13-016 accepting the canvassed election results of the November 5, 2013 election.

**RECOMMENDED MOTION: *“I move to approve Resolution 13-016 accepting the canvassed election results of the November 5, 2013 election.”***

This is a legislative matter.

- b) Resolution 13-017: Establishing criteria for the Ketchum member of the Sun Valley Air Service Board - Lisa Horowitz, Community and Economic Development Director.

A staff report from Lisa Horowitz and a copy of Resolution 13-017 have been included in the packet for Council review.

RECOMMENDATION: Staff respectfully recommends the City Council approve Resolution 13-017 regarding Ketchum board member qualifications for the Sun Valley Air Service Board.

**RECOMMENDED MOTION: *“I move to adopt Resolution 13-017 regarding Ketchum board member qualifications for the Sun Valley Air Service Board.”***

This is a legislative matter.

9. CONSENT AGENDA.

- a) Approval of minutes from the November 4, 2013 Council meeting.

Copies of the minutes from the November 4, 2013 Council meeting have been provided in the packet for Council review.

- b) Recommendation to approve current bills and payroll summary.

A list of bills for approval and the payroll summary have been included in the packet for Council review.

- c) Approval of the 2013-14 Liquor, Beer & Wine Licenses.

Staff recommends approval of the list of 2013-2014 Liquor, Beer & Wine Licenses included in the packet.

Sincerely,

Gary B. Marks  
City Administrator

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



November 11, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## GLASS RECYCLING DROP-OFF SITE SELECTION

### Introduction/History

In the summer of 2013, the public-use glass recycling containers were removed from the City's recycling drop-off location on 4<sup>th</sup> Street (aka the LDS Church parking lot). Neighbors in the vicinity had rightfully complained about the noise associated with the glass collection operation there and the Mayor authorized removal of the receptacle. At that time, no alternative site was in place and consequently many citizens contacted the City and Clear Creek to have the service reinstated and a new site designated for the service. Public sentiment indicated that citizens value the opportunity to increase recycling opportunities and to have glass collected<sup>1</sup>. Planning Staff headed up the task to find a new location along with Streets Superintendent, Brian Christiansen. We happily accepted the offer of Hemingway School Technology teacher, Scott Slonim, and the 5<sup>th</sup> Grade Recycling Club to assist in this process and help improve recycling options in Ketchum.



### Current Report

The Recycling Club and Staff identified criteria for determining the best location for the new glass collection site. The criteria are listed below.

A good glass collection site...

1. Should not be located close to residential uses as glass collection makes noise;
2. Should be convenient for people to use, preferably not requiring an additional vehicle trip, and a place with easy vehicular circulation;
3. Should be located on a paved surface so that it is easy to sweep and clean, as there will likely be glass breakage associated with drop-off and collection;
4. Should be easy to access and maintain for snowplowing and by Clear Creek

<sup>1</sup> At this time "5B Recycling", provided through Blaine County government, only collects glass and buries it in an inert pit at Ohio Gulch. Glass is not actually recycled or reused due to the cost of shipping, processing and lack of quantity in our region.

- service trucks during collection;
- 5. Should be located in such a place that it is not visually detractive from the site; and
- 6. Should be located on City or other public or semi-public land.

The siting team considered and/or evaluated, to various degrees, several sites within the City, including the following:

- City of Ketchum Lewis Street property;
- City of Ketchum Pump Park parking lot;
- City of Ketchum public parking lot located at 2<sup>nd</sup> St./Washington Ave.;
- Hemingway School parking lot;
- Post Office area/Simplot lot;
- Rotary Park (undeveloped corner); and the
- North terminus of 8<sup>th</sup> Street.

After an evaluation that included site visits and discussion, the Recycling Club, with concurrence from City Staff determined that the glass collection facility should be relocated to what is known as the YMCA parking lot. This site best met the selection



criteria due to its proximity and convenience to where people commonly travel in town, the good separation distance between the specific site and residential uses (approximately 250 feet to the closest residential structure at Northwood Place), its solid paved surface, and easy circulation and vehicular access for both citizen users, and Clear Creek collection trucks.

against the masonry wall that forms this boundary line. The preferred site is on the paved portion of the parking lot, at the point where it changes to the unpaved surface. (Basically, the midway point in the parking lot between the YMCA and Northwood Place.) To allow for easy siting and operations, three parking spaces in total are proposed to be committed to the receptacles for glass and cardboard. It appears that these are the least used parking spaces in the lot because they are the farthest from the YMCA building.



Presently there are a number of unauthorized cars, trailers, and other vehicles that are using the city property and found on the preferred site for the

glass recycling. Staff will address this matter and get the area cleared of these vehicles.

City Staff met with Mike Goitiandia of Clear Creek to seek his advice and opinion about the site. Mr. Goitiandia concurs that the site is suitable and will work well operationally. He indicated that pick-up will likely occur on Tuesday and Friday mornings before the usual peak morning traffic occurs in the area. He also suggested that the City offer cardboard pick up at this location as well as continuing cardboard pick up at the LDS Church site. Clear Creek will be responsible for collection and maintenance of the grounds proximate to the glass and cardboard receptacles. (The City Street Department will continue with its normal snowplowing operations of the lot.)



Jason Fry, Executive Director of the Wood River YMCA was contacted by Staff and has indicated that he has no issues with the use of this section of the parking lot. Jason was of the mind that the lease agreement with the City would not need to be amended. Both his and Staff's feeling is that these receptacles are necessary and utilitarian public facilities and have little impact on the function of the parking lot. Additionally, the facilities are temporary in nature and can be removed if the need arose. Jason noted that the Church of the Bigwood uses the parking lot as well, but that the use of these spaces, practically speaking, is only used at peak holiday or event times. Staff will strive to contact the church leadership prior to the meeting.

#### Financial Requirement/Impact

The financial implications are minor. Some staff time has been allocated to this project but will not require additional time or financial support beyond what we already dedicate to this site (snowplowing primarily). The City would not incur costs associated with the actual relocation of the recycling containers.

#### Recommendation

Staff recommends approval of the YMCA site for the purposes of accommodating the glass and cardboard collection receptacles.

#### Suggested Motion

"I move to approve the siting of the glass and cardboard recycling receptacles at the YMCA parking lot."

Sincerely,

Joyce Allgaier, AICP  
Planning Manager

# City of Ketchum, Idaho

P.O. Box 2315 Ketchum, ID 83340 (208) 726-3841 Fax: (208) 726-8234



November 12, 2013

Mayor Hall and City Councilors  
City of Ketchum  
Ketchum, Idaho

Mayor Hall and City Councilors:

## **Ketchum Transportation Hub Update and Mountain Rides Recommendation**

- Attachment A: Schematic Sketch of the Mountain Rides Board recommended alternative
- Attachment B: September 2013 Request for Proposal, Transportation Hub Design and Engineering Services
- Attachment C: Proposal Response: Eggers Associates and team
- Attachment D: Proposal Ranking

### Introduction/History

The 2004 Ketchum Parking Master Plan calls for improvements to downtown transit service that will increase pedestrian use and decrease vehicular/bus/pedestrian conflicts. These concepts are reinforced in the 2006 Downtown Master Plan.

Mountain Rides and City staff have been exploring options for a downtown transportation hub for several years as shown in the project chronology below. This concept was ready for action in December, 2011 as a result of a \$200,000 US Department of Transportation Grant that was awarded to Mountain Rides for the purpose of a Downtown Ketchum Intermodal Center, and a \$112,000 Federal Transportation Administration Grant for a passenger waiting area structure. The Aspen Transit Center was also viewed by a variety of elected officials in the spring of 2011.

After initially considering one preferred site on East Avenue, a stakeholder committee was formed to go back to the drawing board and hold a series of public workshops on the benefits of a Ketchum Transportation Hub.

### Project Chronology

- February 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Discussion of need and strategic direction for a Ketchum Transportation Hub; discussion of various locations.

- March 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Committee discussion of a process to approach the City of Ketchum on a Ketchum Transportation Hub.
- May 12, 2010 Mountain Rides Planning and Marketing Committee Meeting. Review of project and ongoing discussion.
- April 14, 2010 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transportation Hub.
- November 2, 2011 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transportation Hub and preparation for Public Workshop.
- November 2011 to February 2012. Approximately 200 hours of individual (one-on-one) business and community meetings were conducted.
- December 16, 2011 Ketchum City Council. Council approval of a joint contract with Mountain Rides and LSC Consulting for consulting services on a concept design for a Ketchum Transportation Center (Attachment A).
- December 21, 2011 Mountain Rides Board Meeting. Board approval of a joint contract with Ketchum and LSC Consulting for consulting services on a concept design for a Ketchum Transportation Center.
- March 13, 2012 Transportation Center Public Workshop. This workshop included a Power Point Presentation by LSC Consulting (Attachment B) on why mountain resort towns design transportation centers, and four design alternatives for the preferred site on East Avenue.
- March 15, 2012 Ketchum Urban Renewal Agency Meeting. The KURA Board agree to reconsider the question of contributing towards the \$50,000 required local match after their July/August financials were reviewed by the KURA Executive Director, Gary Marks. The Board discussed location, and each Board member made comments regarding the recommendations of Mountain Rides.
- March 16, 2012 City Council Meeting. The Council discussed the \$50,000 required local match; the need for additional traffic analysis; the benefits of a jitney (see City Council Minutes, Attachment C.)
- March 21, 2012 Mountain Rides Board Meeting. The Board expressed support for a preferred site on East Avenue, and discussed various issues relative to the project.

- April 4, 2012 Mountain Rides Planning and Marketing Committee Meeting. Committee discussed progress to date, and reviewed a template for analysis of alternative sites, discussion of next steps.
- April 18, 2012 Mountain Rides Board Meeting. Public comment taken on the process to date and initial discussion of a revised contract for services with LSC Consulting.
- May 2, 2012. Mountain Rides Board Meeting Approval of a revised Contract for Services with LSC Consulting and the City of Ketchum that includes a public process regarding the site evaluation.
- May 7, 2012. City Council Meeting. Approval of a revised Contract for Services with LSC Consulting and Mountain Rides that includes a public process regarding the site evaluation.
- June 19, 2012. Public Workshop: Could a Transportation Hub Benefit our Community? This was the first open house of four. This open house focused on the question of WHY Ketchum would want a transportation center.
- August 23 & 30, 2012. Public Workshop: Transportation Hubs in other Resort Communities.
- October 23, 2012. Public Workshop: Criteria for Transportation Hubs.
- February 13, 2013. Public Workshop: Potential Site Analysis; from 18 locations to the Final Four.
- March 6, 2013. Mountain Rides Committee meeting. Update to Mountain Rides committee by the Transportation Hub Team on workshops and input to date.
- March 20, 2013. Mountain Rides Board meeting. The working group for the Transportation Hub process made a final presentation to the Mountain Rides Board with their comments and site recommendations. The plan was to make a presentation to the Ketchum City Council with a concept and project plan.
- April 25, 2013: Property Owners and Stakeholder meeting
- June 3, 2013: Ketchum City Council briefing on preferred alternative

### Current Report

Attachment A to this report shows the preferred alternative proposed by Mountain Rides. The Preferred Alternative would be a split facility, with stops on two sides of Sun Valley Road, at the Visitor Center for westbound buses, and at the Elephants Perch for Eastbound buses. The final design will visually link the two split facilities to create a recognizable facility. The intersection of East Avenue and Sun Valley Road would be improved with pedestrian bulb outs and other amenities. Bulb outs will be designed with fire truck turn radius and snow plow needs in mind. The Preferred Alternative has the following advantages:

- Takes advantage of a corridor already heavily used by transit, as well as bus stops currently in use.
- Has the least impact on parking of any alternative considered, with a resulting loss of 3-5 spaces.
- Takes advantage of co-locating a portion of the Transportation Hub with the Visitor Center, already a community gathering location.
- Is close to Town Square and other downtown amenities.

The City Council was briefed on the Preferred Alternative in June of 2013. The Council was briefed on the process whereby Mountain Rides would issue an RFQ and be the lead agency for the design of the facility. Ketchum Council will then approve the design after design phase of the public process is complete. Staff anticipates that Ketchum will jointly manage the construction contract with Mountain Rides once design is complete.

In September, 2013, a Request for Qualifications for a design team consisting of urban design/landscape architecture, architecture, engineering, transit and public art was issued by Mountain Rides, with input from Ketchum staff. Two teams submitted proposals. Interviews were conducted by a subcommittee consisting of Jason Miller, Lisa Horowitz and Mountain Rides Board members Peter Everett and Dave Patrie on October 31, 2013. The panel unanimously recommended the team lead by Eggers Associates. The RFQ stipulates that once a preferred team is selected, a contract cost is to be negotiated. Staff has initiated negotiations with Eggers Associates. Mountain Rides Board will be voting in concept on this contract on November 20, with a final vote in December.

### Financial Requirement/Impact

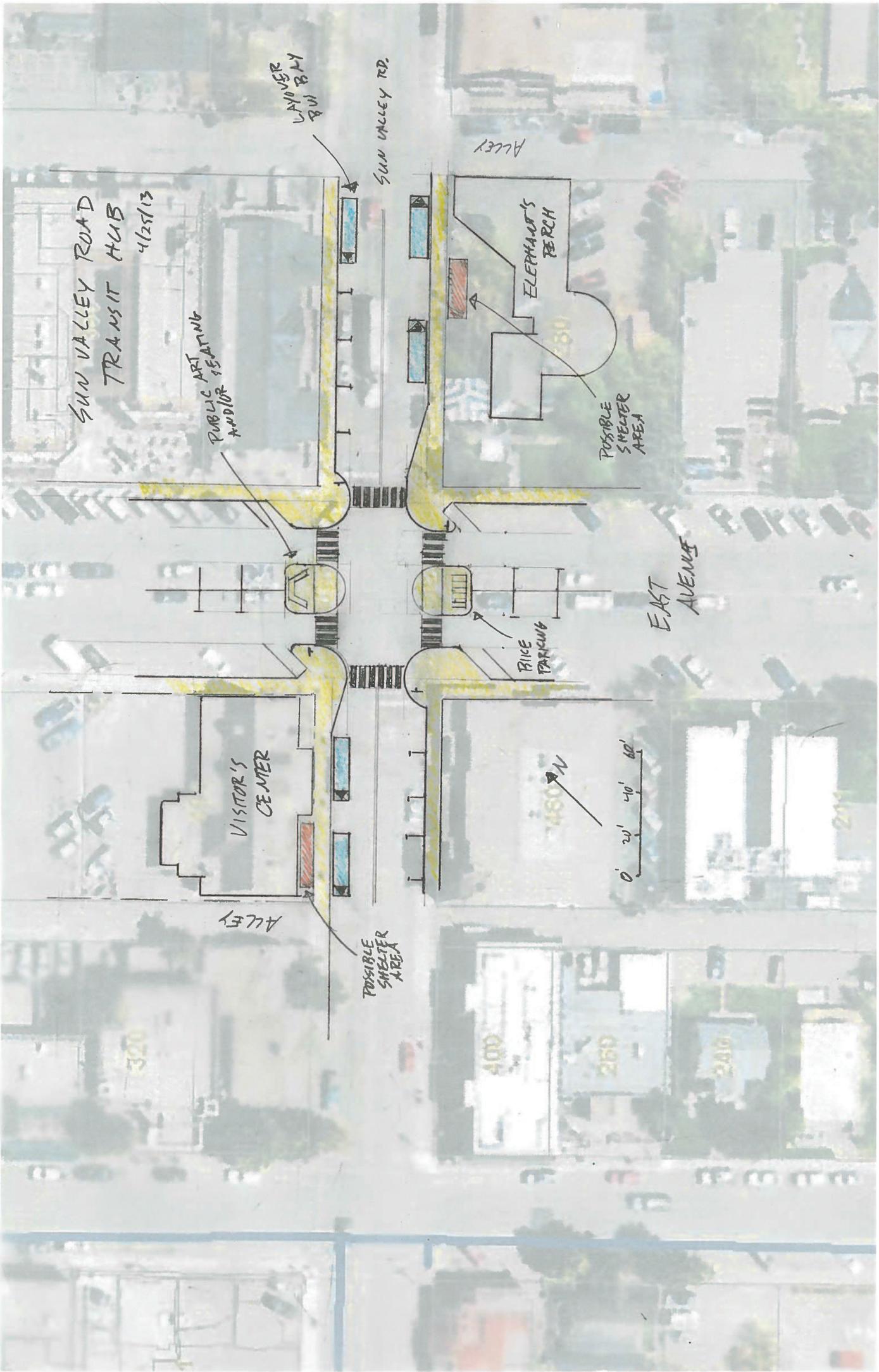
The Ketchum Urban Renewal Agency has committed \$50,000 in FY 2012/2013 and \$50,000 in FY 2013/2014 towards this project for a total financial commitment of \$100,000. This combined with a financial commitment of \$337,000 from Mountain Rides (\$312,000 federal and \$25,000 from Mountain Rides capital fund) creates a total Phase 1 project budget of \$437,000. It is anticipated that the design/construction contract will be approximately 15-20% of this Phase 1 budget amount, in part due to the public process anticipated.

Recommendation

This item is informational at this time, and no action is required tonight of the City Council.

Sincerely,

Lisa Horowitz  
Community and Economic Development Director



SUN VALLEY ROAD  
TRANSIT HUB  
4/25/13

PUBLIC ART FEATURING  
AUDIOLISTENING

UNIVERSITY  
BUS BAY

SUN VALLEY RD.

Alley

ELEMAR'S  
PERCH

POSSIBLE  
SHELTER  
AREA

EAST  
AVENUE

RICE  
PARKING

VISITOR'S  
CENTER

Alley

POSSIBLE  
SHELTER  
AREA

N

0 20' 40' 60'



# Mountain Rides Transportation

Request for Proposal

RFP0913-01

## Ketchum Transportation Hub Design and Engineering Services

September 2013

## **I. INTRODUCTION AND BACKGROUND**

Mountain Rides is accepting proposals for the design of a Ketchum Transportation Hub. This project has been developed as a result of a multi-year planning process, outlined in Attachment 1. Mountain Rides and the City of Ketchum have selected East Avenue and Sun Valley Road as a preferred location, and Mountain Rides will be the lead contractor on a design at this location. The preferred location is a split facility along Sun Valley Road and East Avenue, as shown conceptually in Attachment 2.

Ketchum is a resort town adjacent to the world class Sun Valley Resort. Located in Blaine County, population 21,000, Ketchum has a population of 2,590 and a seasonal visitor population of over 10,000. The resort nature of the area has resulted in visitor, resident and second homeowner populations that call for higher level transit services than are typically seen in communities of comparable population.

Mountain Rides Transportation Authority is the public transportation provider for Blaine County whose mission is to be the sustainable transportation backbone of Blaine County and adjacent communities in order to improve the livability and attractiveness of the region for locals and visitors alike and to provide cost effective transportation alternatives to the single occupant vehicle for those who live in, work in or visit Blaine County, including fixed route transit, vanpool, rideshare, biking, walking and transportation counseling.

Mountain Rides and the City of Ketchum are committed to a transportation hub that improves transit service in the community, while also providing a facility that integrates best practices for multi-modal centers and reflects community values. The facility must be a positive addition to the downtown landscape and must integrate public art into the project design and development. It should be noted that the Ketchum Urban Renewal agency will employ a public art consultant with vast experience in transit centers. This contract will be managed separately, and is not considered to be a subcontract of the design and engineering team.

## **II. PROJECT GOALS**

### **a. Safety and Operations**

The primary goal of this facility is to create a space that allows for more efficient and safer operations for Mountain Rides while improving the pedestrian landscape and bicycle movements. In particular, Mountain Rides wants:

- To develop a design that functions with current and future Mountain Rides bus operations.
- To develop a pedestrian friendly, high quality transit hub for downtown Ketchum that is well designed, functional, safe and of high quality design and workmanship.
- To prioritize safe pedestrian movements over vehicle movements at the intersection of Sun Valley Road and East Ave for the overall safety and movements of the bus, pedestrians and bicycles.
- To incorporate safety and operational needs of Ketchum city departments (fire and city streets) and Idaho Transportation Department (Sun Valley Rd. is managed/owned by ITD)
- To reflect core values of energy conservation and resource reduction.

## **b. Community**

In addition to the primary goals of bus operations and safety, this facility must also fit well with the community and be an attractive asset to the overall Ketchum downtown. The must include a project:

- To respect the iconic design of the Ketchum Visitor Center in the design of the Transit Hub.
- To visually link the two components of the transit hub architecturally and through other design elements.
- To alert users in a humorous or artful fashion as to the Ketchum Nonsmoking regulations at public transit stops.
- To incorporate public art into all aspects of the design.

## **III. SCOPE OF WORK**

Mountain Rides has secured a total of \$437,000 in funding for this project that includes:

- \$312,000 from the Federal Transportation Authority from Bus Livability funding awards in two different years:
  - 2011 federal funding of \$200,000 for designing and building street infrastructure for the facility
  - 2012 federal funding of \$112,000 for designing and building the passenger waiting facilities/building
- \$100,000 from the Ketchum Urban Renewal Agency towards match for the project and for supplementing funding to include more street infrastructure and public art
- \$25,000 match from Mountain Rides capital fund

Proposers must address the following task list in their proposals:

Task 1: Refine Work Scope. The selected team will meet with key Mountain Rides and Ketchum staff and Board members in a work session setting to develop a list of site requirements. This includes items such as passenger waiting areas/building, site furniture, enclosure needs, curbing and sidewalk requirements, technical design elements related to transit loading and unloading, signage, passenger seating, bus queuing, technology components and lighting.

Task 2: Refine concept design. The design team should refine the concept design to create a Transportation Hub Site Plan. The refined design should include all of the items identified in Task 1 into a physical design.

Task 3: Public Workshop, Refined concept design. The consultant team will participate in a public workshop regarding the Refined Concept Design. The purpose of the workshop is to garner final public input prior to design engineering.

Task 4: Final Design. The consultant will participate in meetings with Mountain Rides and the City of Ketchum to assist in the approval of final design.

Task 5: Construction documents. The consultant will prepare construction bid documents that implement final design. Mountain Rides and City of Ketchum staff will be involved in approval of the construction documents with appropriate city departments.

Task 6. Project Management. The consultant will include pricing to be the project manager to oversee the successful construction bidder. Project management will include making sure that the project is built to specifications, that timelines and milestones are met, and that project acceptance is made for bid deliverables payments. Task includes all appropriate meetings to accomplish delivery of task.

**IV. MINIMUM TEAM REQUIREMENTS:**

1. Understanding of transportation needs, urban design and public spaces.
2. Demonstrated experience with urban design, pedestrian facilities, streetscape improvements and energy efficiency measures.
3. Holding appropriate licenses, education and/or certifications to accomplish the tasks to be performed.
4. Familiarity with Mountain Rides and City of Ketchum.
5. Desire to incorporate public art into all aspects of project design.

**ADDITIONAL REQUIREMENTS:**

1. Possess skills and experience in facilitating public meetings; experience working with the public and meeting attendants to create a successful conclusion to the meeting process.
2. Ability and the willingness to work with elected officials, business community, concerned citizens, telecommunications personnel, educators, healthcare providers, public safety officials, invited speakers and other interested parties.
3. In-depth knowledge and experience developing transit facilities such as hubs, stations, depots, bus stops, or multi-modal centers.
4. Skills to articulate key strategic concepts.
5. Possess good communication skills.
6. Ability to remain flexible and respond to changes in schedules and timelines.

**SERVICES REQUIRED AFTER SELECTION:**

- The selected firm's representatives may be required to attend a minimum of one public workshop, and additional one or two meetings of Mountain Rides and the City of Ketchum.
- The selected firm's representatives will be required to meet with the City and Mountain Rides management team to discuss and plan the project(s), and provide progress reports on a bi-monthly basis.

## V. PROPOSAL SCHEDULE AND SUBMITTAL INFORMATION

### PRELIMINARY SCHEDULE

Milestone	Scheduled Date
RFP Issued	September 23, 2013
RFP Questions or Clarifications	October 2, 2013 5:00 PM
RFP Proposal Submittal Deadline	October 18, 2013 2:00 PM
Notify Finalists	October 23, 2013
Finalist Interviews	October 23-27, 2013
Final Selection	October 28 – November 1, 2013
Scope and Budget Development/Contract Negotiations	November 4-8, 2013
Contract Reviewed and Approved by Ketchum City Council	November 18, 2013
Contract Approved by Mountain Rides Board	November 20, 2013
Execute Contract and Notice to Proceed	November 27, 2013
Anticipated Completion	TBD Between Parties but prior to April 2014
Goal for issuance of construction bid	April 2014
Goal for start of project construction	June 2014

Mountain Rides reserves the right to modify the schedule as circumstances may warrant.

### PROPOSAL QUANTITIES, DUE DATE, TIME, LOCATION:

Submit one original unbound copy and six comb-bound copies of the Request for Proposal (RFP) proposal via mail, courier or hand delivery. Also, provide proposal via email in PDF or Microsoft Word format. Proposals are due in the office of Mountain Rides no later than 2:00 PM on Friday, October 18, 2013. Proposals are to be marked "Ketchum Transportation Hub". Proposals submitted by other means will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Jason Miller, Executive Director  
Mountain Rides  
PO Box 3091  
Ketchum, ID 83340  
Jason@mountainrides.org

### SERVICE PROVIDER COMMUNICATIONS WITH THE CITY OF KETCHUM:

Any questions regarding the submittal process and/or the technical aspects of the project may be made via email to Jason Miller at [Jason@mountainrides.org](mailto:Jason@mountainrides.org) or Lisa Horowitz at [Lhorowitz@ketchumidaho.org](mailto:Lhorowitz@ketchumidaho.org). Only email communications will be accepted. All responses will be provided via email. Questions and responses will be shared with all firms that provide an email address to the Project Manager.

The RFP for the Ketchum Transportation Hub is available for review on the City's website at [www.ketchumidaho.org](http://www.ketchumidaho.org), at the Mountain Rides website at [www.mountainrides.org](http://www.mountainrides.org) or at the Office of the Mountain Rides 800 1<sup>st</sup> Ave N, Ketchum, ID 83340, during regular business hours.

## **VI. PROPOSAL FORMAT AND REQUIREMENTS**

The Proposal shall include the qualifications requested below, but shall be limited to twenty (20) pages in length, not including appendices. Information should be complete and demonstrate that the Service Provider can perform professional work. You are welcome to provide any other information deemed appropriate for this project.

### **Introduction:**

Prepare a brief introduction including a general demonstration of understanding of the scope and complexity of the required work. The title page of the proposal should contain your firm's name, address, telephone number, principal contact, fax number, and email address. The Proposal should contain a Table of Contents.

### **Personnel:**

Identify individuals and list qualifications of key personnel who would be assigned to this project. Detail experience in work related to the proposed assignment. Specify the Project Manager who will serve as a contact person.

### **Experience:**

Provide company contact information, how long you have been in business and what services you provide. Identify and briefly describe related work completed in the last three years. Describe only work related to the proposed effort and include any examples of similar projects. Include evidence of satisfactory and timely completion of similar work performed for past projects.

### **Project Plan and Timeline:**

Provide a description of the project plan and timeline from the initial planning stages to the completed design.

### **Pricing and Budget:**

The RFP should contain a total cost of the project, as well as a detailed "line item" breakdown of costs for the projects that corresponds to the Task List, as detailed in Part III Scope of Work of this document. In addition, please specify:

- "Not to Exceed" Fees (for actual cost of time and materials needed to complete the project).
- "Not to Exceed" Fees (for any reimbursable anticipated during the course of this project).
- Hourly rate schedule for services.
- Any additional costs/charges (such as traveling expenses) must be clearly defined in the RFP.

Proposal should be all encompassing, with a single vendor identified as the “responsible lead vendor”. Please include any subcontractor(s) that will be required to meet the needs of the proposal or clearly indicate what portion of the services are not included as part of your proposal.

Proposal should outline separate costs for any add ons or optional requests specified in RFP.

**Client References:**

Provide a minimum of three client references with contact names and phone numbers for whom you have completed similar work.

**Signed agreement to applicable Federal Transit Administration 3<sup>rd</sup> Party Clauses:**

Attachment 3 contains the FTA 3<sup>rd</sup> Party clauses that apply to this project and this proposal, since we are using federal funding. Please sign acknowledgement of compliance with these clauses.

**Appendix:**

An appendix with full resumes is allowed. The appendix material may or may not be considered as part of the selection process.

**VII. EVALUATION PROCESS**

**Review Process:**

Mountain Rides and Ketchum staff will rate RFPs. The review team will recommend finalists for interviews and those finalists will be notified as outlined in Section V herein.

**Evaluation Criteria:**

RFPs will be ranked based upon the merits of the written qualifications and experience of the firm or consultant team. Each reviewer will award a score based on a 130 point total as follows:

- Demonstrated understanding of the project goals and responsiveness of the proposal to meeting these goals. (20)
- Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s). (20)
- Degree to which the project design approaches goals with innovative and creative solutions or methods. (20)
- Qualifications of the project team and level of relevant experience. (20)
- Price (50 points to lowest price, 30 points to second lowest price, 10 points to third lowest price, 0 points for 4<sup>th</sup> lowest or above)

Mountain Rides reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected vendor and Mountain Rides will finalize the contract terms and conditions. If Mountain Rides and the selected vendor are unable to agree on terms and conditions at this point, Mountain Rides may exercise its right to negotiate with other vendors.

#### **VIII. TERMS AND CONDITIONS**

1. All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Proposals shall remain valid for at least ninety (90) calendar days beginning the first working day after the proposal Closing Date.
3. Respondents to this RFP shall be responsible for the accuracy of the information they provide to the City.
4. Mountain Rides reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFPs, and to either substantially modify or terminate the project at any time prior to final execution of a contract.
5. Mountain Rides shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting or presenting its response to the RFP or to the interview process.
6. Nothing contained herein shall require Mountain Rides to enter into exclusive negotiations and Mountain Rides reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
7. Mountain Rides reserves the right to request clarification of information submitted and to request additional information from any respondent.
8. Mountain Rides will not accept any submittal after the time and date specified on the RFP.
9. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by Mountain Rides. Mountain Rides at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
10. In the interest of a fair and equitable process, Mountain Rides retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of Mountain Rides sponsored presentations.
11. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
12. Upon selection of a qualified team through the RFP process, Mountain Rides shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to Mountain Rides. Until execution of a contract, Mountain Rides reserves the right to cease negotiations and to start the RFP process again.

13. All submittals will become the property of Mountain Rides and will become public documents subject to public disclosure with limited exceptions, under the Idaho Public Records Act.
14. The Vendor shall hold Mountain Rides, the City of Ketchum, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of copyrighted or uncopyrighted composition, secret process, patented or unpatented invention, article or appliance furnished or used under the quotation.
15. Mountain Rides encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply. The successful agencies, individuals or firms shall comply in all aspects with the Equal Opportunity Act. Each agency or firm with more than fifteen (15) or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each contractor with fewer than fifteen employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.
16. 3rd Party Clauses for Contracts under \$100,000 Using Federal Dollars
17. Proposer agrees to follow the Section 2.0, 3rd Party Clauses (attachement 3), if successful in winning this RFP contract.

## **ATTACHMENT 1**

### **Ketchum Transportation Hub Public Process Review to date**

## **Ketchum Transportation Center Public Process Schedule**

### **What has happened so far?**

- February 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Discussion of need and strategic direction for a Ketchum Transit Hub; discussion of various locations.
- March 10, 2010 Mountain Rides Planning and Marketing Committee Meeting. Committee discussion of a process to approach the City of Ketchum on a Ketchum Transit Hub.
- May 12, 2010 Mountain Rides Planning and Marketing Committee Meeting. Review of project and ongoing discussion.
- April 14, 2010 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transit Hub.
- November 2, 2011 Mountain Rides Planning and Marketing Committee Meeting. Further discussion of Ketchum Transit Hub and preparation for Public Workshop.
- November, 2011 to February 2012. Approximately 200 hours of individual (one-on-one) business and community meetings were conducted.
- December 16, 2011 Ketchum City Council. Council approval of a joint contract with Mountain Rides and LSC Consulting for consulting services on a concept design for a Ketchum Transit Center (Attachment A).
- December 21, 2011 Mountain Rides Board Meeting. Board approval of a joint contract with Ketchum and LSC Consulting for consulting services on a concept design for a Ketchum Transit Center.
- March 13, 2012 Transportation Center Public Workshop. This workshop included a Power Point Presentation by LSC Consulting on why mountain resort towns design transit centers, and four design alternatives for the preferred site on East Avenue.
- March 15, 2012 Ketchum Urban Renewal Agency Meeting. The KURA Board agree to reconsider the question of contributing towards the \$50,000 required local match after their July/August financials were reviewed by the KURA Executive Director, Gary Marks. The Board discussed location, and each Board member made comments regarding the recommendations of Mountain Rides.
- March 16, 2012 City Council Meeting. The Council discussed the \$50,000 required local match; the need for additional traffic analysis; the benefits of a jitney (see City Council Minutes, Attachment C.)
- March 21, 2012 Mountain Rides Board Meeting. The Board expressed support for a preferred site on East Avenue, and discussed various issues relative to the project.

- April 4, 2012 Mountain Rides Planning and Marketing Committee Meeting. Committee discussed progress to date, and reviewed a template for analysis of alternative sites, discussion of next steps.
- April 18, 2012 Mountain Rides Board Meeting. Public comment taken on the process to date and initial discussion of a revised contract for services with LSC Consulting.
- May 2, 2012. Mountain Rides Board meeting. Approval of a revised Contract for Services with LSC Consulting and the City of Ketchum that includes a public process regarding the site evaluation.
- May 7, 2012. City Council meeting. Approval of a revised Contract for Services with LSC Consulting and the Mountain Rides that includes a public process regarding the site evaluation.
- June 19, 2012. Community Open House. This was the first open house of four. This open house focused on the question of WHY Ketchum would want a transit center.
- August 23 and 30, 2012. Second Community Open House. This open house focused on how transit centers work in other communities with a focus on resort communities.
- October 23, 2012. Third Community Open House. This open house focused on the criteria for transit centers and input was gathered from the citizens of the community.
- February 13, 2013. Fourth and final Community Open House. This open house showed four sites to be assessed with input from the community. After the input two sites were selected to take to the City and Mountain Rides Board.
- March 6, 2013. Mountain Rides Committee Meeting. Mountain Rides Board, staff and Lisa Horowitz met to discuss the sites and to make a recommendation to Ketchum City Council and to the whole Mountain Rides Board.
- March 20, 2013. Mountain Rides Board Meeting. The working group for the Transportation Hub process made a final presentation to the Mountain Rides Board with their comments and site recommendations. The plan was to make a presentation to the Ketchum City Council with a concept and project plan.
- April 2013. Final conceptual. Mountain Rides and the City of Ketchum worked on a final concept design for a split facility utilizing existing bus stops in front of the Visitors Center and in front of the Elephants Perch, around the intersection of Sun Valley Rd. and East Ave.
- May 15, 2013. Mountain Rides Board Meeting. Mountain Rides approves conceptual design of facility.
- June 3, 2013. Ketchum City Council Meeting. Ketchum City Council approves conceptual design of facility.

**ATTACHMENT 2**

**Ketchum Transportation Hub  
Approved Conceptual Design**



**ATTACHMENT 3**

**Federal Transit Administration 3<sup>rd</sup> Party Clauses**

## SECTION 2.0

### Required Federal 3<sup>rd</sup> Party Clauses for Contracts under \$100,000 Using Federal Dollars

#### **2.0 POLICIES FOR ALL TIERS**

Contractor agrees to comply with the subsections of this Section 2.0 and to include these requirements in all subcontracts of every tier.

#### **2.1.0 NO OBLIGATION BY THE FEDERAL GOVERNMENT**

Mountain Rides Transportation Authority (MR) and the Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the MR, Contractor, or any other party (whether or not a party to that Contract) pertaining to any matter resulting from the underlying Contract.

#### **2.2.0 PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS AND RELATED ACTIONS:**

1. The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. §3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Accordingly, by signing the underlying Contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying Contract or the FTA assisted project for which this Contract work is being performed. In addition to other penalties that may be applicable, the Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.
2. The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance awarded by FTA under the authority of 49 U.S.C. §5301 et seq., the Government reserves the right to impose the penalties of 18 U.S.C. §1001 and 49 U.S.C. §5301 et seq. on the Contractor, to the extent the Federal Government deems appropriate.

#### **2.3.0 AUDIT AND INSPECTION OF RECORDS**

In accordance with 49 C.F.R. §18.36(i), 49 C.F.R. §19.48(d), and 49 U.S.C. §5325(a), provided MR is the FTA Recipient or a sub-grantee of the FTA Recipient, the Contractor agrees to provide the MR, FTA, the Comptroller General of the United States, the Secretary of the U.S. Department of Transportation, or any of their duly authorized representatives access to any books documents,

papers, and records of the Contractor which are directly pertinent to or relate to this Contract (1) for the purpose of making audits, examinations, excerpts, and transcriptions and (2) when conducting an audit and inspection.

- A. In the event of a **sole source Contract, or single Offer, single responsive Offer, or competitive negotiated procurement** the Contractor shall maintain and the Contracting Officer, the U.S. Department of Transportation (*if applicable*), MR or the representatives thereof, shall have the right to examine all books, records, documents, and other cost and pricing data related to the Contract price, unless such pricing is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the public, or prices set by law or regulation, or combinations thereof. Data related to the negotiation or performance of the contract shall be made available for the purpose of evaluating the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary for adequate evaluation of the cost or pricing data, along with the computations and projections used therein, including review of accounting principles and practices that reflect properly all direct and indirect costs anticipated for the performance of the Contract.
  
- B. **For Contract modifications or change orders** the Contracting Officer, the U.S. Department of Transportation (*if applicable*), MR or their representatives shall have the right to examine all books, records, documents, and other cost and pricing data related to a Contract modification, unless such pricing is based on adequate price competition, established catalog or market prices of commercial items sold in substantial quantities to the public, or prices set by law or regulation, or combinations thereof. Data related to the negotiation or performance of the Contract modification or change order shall be made available for the purpose of evaluating the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary for adequate evaluation of the cost or pricing data, along with the computations and projections used therein, either before or after execution of the Contract modification or change order for the purpose of conducting a cost analysis. If an examination made after execution of the contract modification or change order reveals inaccurate, incomplete, or out-of-date data, the Contracting Officer may renegotiate the contract modification or change order price adjustment and MR shall be entitled to any reductions in the price that would result from the application of accurate, complete or up-to-date data.
  
- C. For any cost reimbursable work the Contractor shall maintain and the Contracting Officer, the U.S. Department of Transportation (*if applicable*), MR or their representatives shall have the right to examine books, records, documents, and other evidence, including review of accounting principles and practices that reflect properly all direct and indirect costs incurred as related to said cost reimbursable work.

1. The materials described in Paragraphs A, B, and C, above shall be available at the Contractor's office at all reasonable times for inspection, audit, and making excerpts and transcriptions until three years from the date of final payment under the Contract except that the materials described in Paragraph A above shall also be available prior to any award and materials relating to "Service and Parts" (Section 2.5). For records relating to appeals under "Disputes" (Section 2.2.7), "Audit and Inspection of Records" (this Section 2.6), litigation, or the settlement of claims arising out of the negotiation or the performance of contract modifications, records shall be kept available until such appeals, litigation, or claims have been disposed of.
2. The Contracting Officer and his/her representative and any other parties authorized under this clause shall employ sound business practices to protect the confidence of the data specified under this clause, for which the Contractor provides access, against disclosure of such information and material to third parties except as permitted by the Contract. The Contractor shall be responsible for ensuring that any confidential data bears appropriate notices relating to its confidential character.
3. The requirements of this section are in addition to other audit, inspection, and record-keeping provisions specified elsewhere in the Contract documents.

#### **2.4.0 CHANGES IN FEDERAL LAWS AND REGULATIONS**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those Listed directly or by reference in the agreement between MR and FTA that funds any part of this Contract, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

#### **2.5.0 CIVIL RIGHTS**

##### **2.5.1 NONDISCRIMINATION**

In accordance with Title V1 of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332. The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

##### **2.5.2 EQUAL EMPLOYMENT OPPORTUNITY**

The following equal employment opportunity requirements apply to the underlying Contract:

1. Race, Color, Creed, National Origin, Sex. In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C § 2000e, and Federal transit laws at 49 U.S.C. § 5323 the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

2. Age. In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. §§ 623 and Federal transit law at 49 U.S.C § 5332, the contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

3. Disabilities. In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

## **2.6.0 TERMINATION OF CONTRACT**

### **2.6.1 TERMINATION FOR CONVENIENCE**

The performance of work under this Contract may be terminated by MR in accordance with this clause in whole, or from time to time in part, whenever the Contracting Officer shall determine that such termination is in the best interest of the MR . Any such termination shall be effected by delivery to the Contractor of a notice of termination specifying the extent to which performance of work under the Contract is terminated, and the date upon which such termination becomes effective.

After receipt of a notice of termination, and except as otherwise directed by the Contracting Officer, the Contractor shall: stop work under the Contract on the date and to the extent specified in the notice of termination; place no further orders or subcontracts for materials, services, or facilities, except as may be necessary for completion of such portion of the work under the Contract as is not terminated; terminate all orders and subcontracts to the extent that they relate to the performance of work terminated by the notice of termination; assign to MR in the manner, at the times, and to the extent directed by the Contracting Officer, all of the right, title, and interest of the Contractor under the orders and subcontracts so terminated, in which case MR shall have the right, in its discretion, to settle or pay any or all claims arising out of the termination of such orders and subcontracts; settle all outstanding liabilities and all claims arising out of such termination of orders and subcontracts, with the approval or ratification of the Contracting Officer, to the extent he may require, which approval or ratification shall be final for all the purposes of this clause; transfer title to MR and deliver in the manner, at the times, and to the extent, if any, directed by Contracting Officer the fabricated or unfabricated parts, work in process, completed work, supplies, and other material produced as part of, or acquired in connection with the performance of, the work terminated, and the completed or partially completed plans, drawings, information and other property which, if the Contract had been completed, would have been required to be furnished to the MR ; use its best efforts to sell, in the manner, at the times, to the extent, and at the price(s) directed or authorized by the Contracting Officer, any property of the types referred to above, provided, however, that the Contractor shall not be required to extend credit to any purchaser, and may acquire any such property under the conditions prescribed by and at a price(s) approved by the Contracting Officer, and provided further, that the proceeds of any such transfer or disposition shall be applied in reduction of any payments to be made by MR to the Contractor under this Contract or shall otherwise be credited to the price or cost of the work covered by this Contract or paid in such other manner as the Contracting Officer may direct; complete performance of such part of the work as shall not have been terminated by the notice of termination, and take such action as may be necessary, or as the Contracting Officer may direct, for the protection or preservation of the property related to this Contract which is in the possession of the Contractor and in which MR has or may acquire an interest.

The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to MR to be paid the Contractor. Settlement of claims by the Contractor under this termination for convenience clause shall be in accordance with the provisions set forth in Part 49 of the Federal Acquisition Regulations (48 C.F.R. 49) except that wherever the word "Government" appears it shall be deleted and the word "MR" shall be substituted in lieu thereof.

### **2.6.2 TERMINATION FOR DEFAULT**

MR may, by written notice of default to the Contractor, terminate the whole or any part of this Contract if the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or if the Contractor fails to perform any of the other provisions of the Contract, or so fails to make progress as to endanger performance of this Contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of 10 (ten) days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

In the event that MR elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by MR shall not limit MR's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

If the Contract is terminated in whole or in part for default, MR may procure, upon such terms and in such manner, as the Contracting Officer may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable to MR for any excess costs for such similar supplies or services, and shall continue the performance of this Contract to the extent not terminated under the provisions of this clause.

Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the Contract arises out of causes beyond the control and without the fault or negligence of the Contractor. If the failure to perform is caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and subcontractor, and without the fault or negligence of either of them the Contractor shall not be liable for any excess costs for failure to perform unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

Payment for completed supplies delivered to and accepted by MR shall be at the Contract price. MR may withhold from amounts otherwise due the Contractor for such completed supplies such sum as the Contracting Officer determines to be necessary to protect MR against loss because of outstanding Liens or claims of former lien holders.

If, after notice of termination of this Contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall be the same as if the notice of termination had been issued pursuant to termination for convenience of the Procurement Agency.

The rights and remedies of MR provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

## **2.7.0 DISADVANTAGED BUSINESS ENTERPRISE**

### **2.7.1 POLICY**

It is the policy of the Department of Transportation that Disadvantaged Business Enterprises (DBE) as defined in 49 C.F.R. Part 26 shall have the maximum opportunity to participate in the performance of Contracts financed in whole or in part with Federal Funds under this agreement. Consequently the DBE requirements of 49 C.F.R. Part 26 apply to this agreement.

### **2.7.2 DBE OBLIGATION**

Contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 C.F.R. Part 26 have the maximum opportunity to participate in the performance of Contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 C.F.R. Part 26 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT assisted contracts.

### **2.7.3 REMEDY**

Failure of the Contractor to comply with this section or to include it in any subcontract of any tier will constitute a breach of Contract and, after notification of DOT, may result in termination of the Contract by MR or such remedy as MR deems appropriate.

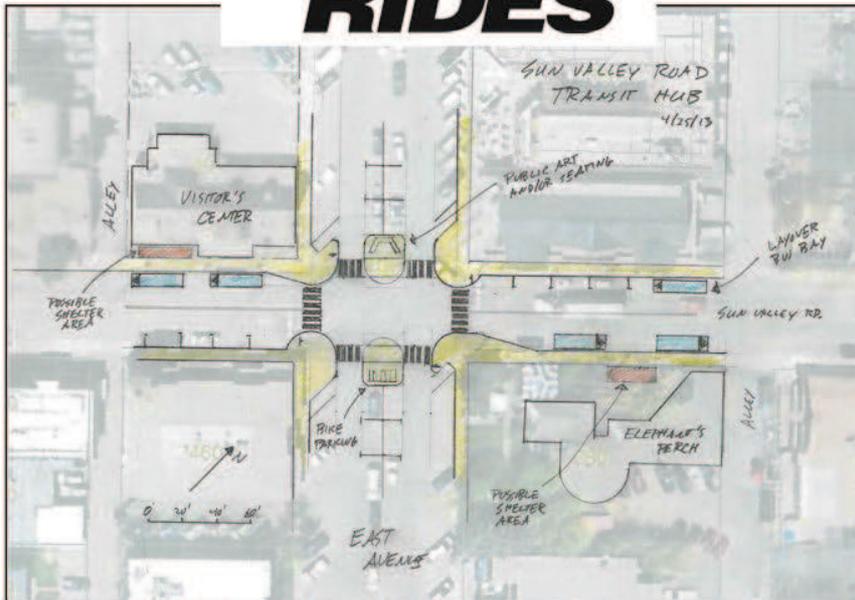
## **2.8.0 INCORPORATION OF FTA TERMS**

"General Contract Provisions," (this Section 2), includes, in part, certain standard terms and conditions required by DOT, whether or not expressly set forth in the Contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1D, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any MR requests which would cause MR to be in violation of the FTA terms and conditions.

# Ketchum Transportation Hub

Statement of Qualifications for Design and Engineering Services  
RFQ 0913-01

October 18, 2013



Ketchum Transportation Hub Approved Conceptual Design



Kurt J. Eggers, Principal, ASLA

333 South Main Street, Ste 106

P.O. Box 953

Ketchum, Idaho 83340

Phone: (208) 725-0988

Fax: (208) 725-0972

Email: [kurt@eggersassociates.com](mailto:kurt@eggersassociates.com)



**Galena Engineering, Inc.**  
civil engineering & land surveyors

**HALES**   
**ENGINEERING**  
innovative transportation solutions

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# Ketchum Transportation Hub

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Eggers Associates, along with its team of Dale Bates, Galena Engineering, and Hales Engineering, is excited to have the potential opportunity to provide Design and Engineering Services to Mountain Rides and the City of Ketchum for a new Transportation Hub. We have assembled the best team possible. Our team is led by local professionals with specific experience on similar local projects, who have worked together many times, including the development of the Ketchum Town Square.

The collaboration of Dale Bates, Eggers Associates, and Galena Engineering on the Town Square is a direct indication of our ability to get the job done. The Town Square project was very similar to this project, not only in some of the design requirements, but also in respects to the tight timeline and budget. With the multi model component of this project, we have added Ryan Hales to the team for his expertise in this area.

We understand the complexity of accommodating the needs of bus operations while at the same time providing for safe and efficient pedestrian access between buses in consideration of the interaction with vehicular traffic. The design must be seamless with the Visitors Center, Town Square and the downtown area. We realize that having the hub split by Sun Valley Road makes special challenges that are important to overcome in the design. Our design team will investigate all options including paving, striping, architectural elements, and pedestrian islands in order to allow bus riders to get between buses safely and efficiently.

All members of our team have worked directly with ITD and the City departments, so we understand how the design elements must meet requirements of ITD and City services; especially the Ketchum Street Department relative to snow removal.

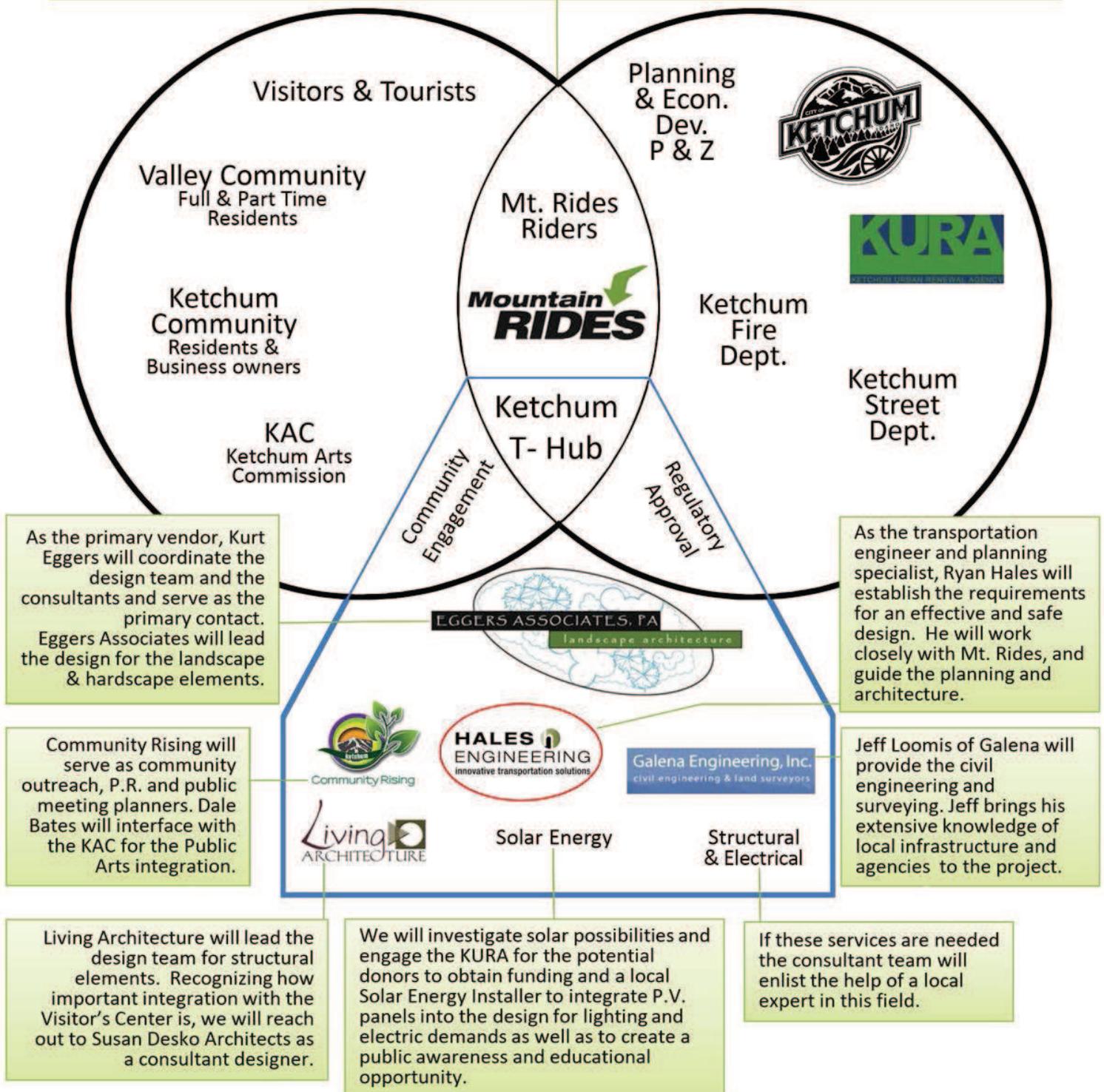
We will ensure that the design adds value to the overall experience of not only transit riders, but the community as a whole, by increasing the vitality of the downtown area, and that it has a positive impact on adjacent property owners and businesses, including the iconic Visitors Center. To this end, we will also look for ways to incorporate as many energy conservation and resource reduction methods as possible, including solar energy and sourcing local materials.

As designers, we are always creating spaces and a sense of place through design and materials. With the experience of Ryan Hales and Galena Engineering, we can couple these goals in a way that is safe for pedestrian and bicycles while allowing for the most efficient Mountain Rides bus operations. Dale Bates' experience with the Walkability Project, Town Square, and Fourth Street will ensure that the overall design is consistent and strengthens the overall fabric of the community.

In summary, our team of licensed professionals has the breadth of training and experience in transportation needs, urban design and public spaces, including pedestrian facilities, streetscape improvements, and public art, to fulfill the project goals. In addition, we have direct experience through our previous projects with Mountain Rides and the City of Ketchum and because we are local we can respond quickly with no travel costs to the needs of Mountain Rides and the City of Ketchum.

Mountain Rides is to be commended for the success of its operation, a success that far surpasses what one would expect for a small town. We look forward to the opportunity to be involved in developing what is sure to be not just a hub, but an event.

The Ketchum Transportation Hub is a relatively small project but it is a complex civic and urban design challenge that touches and effects many parts of our community. As a local team, we have the expertise, knowledge, and proven ability to create another vital place in our town that balances bus riders, vehicles, bikes & pedestrians and is both effective for Mt. Rides and safe for all users.





Eggers Associates will be the responsible lead vendor through which all communication regarding the project shall be directed. Kurt Eggers, principal and owner, will serve as Project manager. Landscape Architect Nathan Schutte will provide support. .

### **THE FIRM**

Eggers Associates is in its 14<sup>th</sup> year. In that time we have been involved in nearly 400 projects, providing landscape architecture services such as site planning, grading and drainage design, planting design, irrigation system design, and park planning. Related projects include: Ketchum Town Square and the Sun Valley Music Pavilion.

As a local design firm, we are readily available to be onsite for key milestones, weekly meetings, or other meetings with the City of Ketchum and / or Mountain Rides with no additional travel time or expenses. We would also be available to attend meetings or be on site at short notice should any questions arise during the planning or construction process.

### **THE STAFF**

**Kurt J. Eggers** graduated in 1990 with a Bachelors Degree in Landscape Architecture from Purdue University. Kurt moved immediately to the Wood River Valley and has worked in the landscape industry here ever since. Kurt is a Licensed Landscape Architect in the State of Idaho (1993) and is a member in good standing of the national organization, American Society of Landscape Architects.

**Nathan Schutte** joined our staff in April of 2005. Nathan graduated in 2002 with a Bachelors Degree in Landscape Architecture from the University of Idaho. Nathan then spent several years in California working for a firm doing large-scale single-family developments before joining us here. Nathan became a licensed Landscape Architect in Idaho in 2008.

**Jaime Snyder** joined our staff in May of 2006. Jaime obtained a Bachelors degree from the University of Idaho in Plant Science. She then worked at Moss Garden Center for several years before going back to school to receive both a Bachelors and Masters Degree in Landscape Architecture. Jaime became a licensed Landscape Architect in Idaho in 2009.



### **Ketchum Town Square**

#### ***Design Team Member and Project Manager***

- Volunteered professional services to develop and draft a conceptual master plan
- Member of design team awarded contract for engineering and landscape architecture service.
- Worked with team members, City of Ketchum, and Community members to develop project construction bid package
- Oversaw bidding process.
- Provided on site construction supervision

### **Sun Valley Music Pavilion**

#### ***Landscape Architect***

- Designed vehicular and pedestrian circulation
- Designed and detailed two (2) new bus turnouts
- Developed site line studies for performance viewing
- Drafted grading, landscape, and photometrics plans
- Provided landscape construction supervision

### **Sun Valley Resort Renovation**

#### ***Landscape Architect***

- Designed and drafted landscape improvement plans along Trail Creek Road
- Developed schematic designs for improved vehicular circulation onto Trail Creek Road
- Developed schematic designs for vehicular and pedestrian circulation on Sun Valley Lodge Road
- Developed schematic designs to improve vehicular parking within the Village parking lot
- Redesigned overflow parking area within the Village parking lot
- Redesigned Ice Rink parking lot and pedestrian circulation

### **Our Lady of the Snows Catholic Church**

#### ***Landscape Architect***

- Collaborated with architect on retaining wall design
- Generated 3d computer modeling of retaining wall design
- Designed grading, landscape, lighting, and irrigation plans
- Provided landscape construction supervision

### **Wood River Community YMCA**

#### ***Landscape Architect***

- Worked with design team on multi-modal design
- Designed one (1) new bus turnout
- Drafted bid package and construction design
- Provided landscape construction supervision

### **Ketchum River Park at Sun Peak,**

#### ***Design Team Member and Landscape Architect***

- Worked with volunteers, community leaders and members, to design and draft conceptual plan
- Member of design team awarded contract for services
- Working with team members to develop construction drawings

Ketchum Town Square



The Ketchum Town Square Plan View



Art Installation Within the Ketchum Town Square.



Cone Crusher, Gas Firepits at the Ketchum Town Square.

**Client:** City of Ketchum

An existing parking lot in the heart of downtown Ketchum was transformed into a community event plaza. A community gathering space, the Town Square includes site features that make it comfortable and inviting year round. Features include gas firepits, large pavers areas, deciduous shade trees, vendor spaces, lawn areas, and a performance stage. As a part of the Ketchum Town Square Design Team, Eggers Associates was involved in conceptual and design development. As the Project Landscape Architect, Eggers Associates was responsible for the bid document package, overseeing the bidding process, transmitting project information to the City, generation of construction drawings, and construction supervision. This project was completed on time and to the client's satisfaction for the summer tourist season of 2010.

Sun Valley Music Pavilion



Rendered Plan View of the Sun Valley Music Pavilion



Bus Turnout at the Sun Valley Music Pavilion, Baldy Loop Lane.



Bus Turnout at the Sun Valley Music Pavilion, Dollar Road.

**Client:** Sun Valley Company

A very unique and prestigious project, the Sun Valley Music Pavilion is a state of the art music facility built in the heart of Sun Valley. As a major public facility, the role of Eggers Associates was to carefully plan and design the hardscape spaces to accommodate multiple users. Working with the project architect to compliment their user circulation into the Pavilion, we detailed two new bus turnouts around the facility. The Dollar Road turnout services surrounding condominium complexes as well as the Sun Valley Resort, while the new turnout along Baldy Loop Lane provides direct access to the Pavilion and the Sun Valley Ice Rink. The Pavilion was satisfactorily completed, and on time to meet the client's request of holding the 2008 Summer Symphony within the facility.



Community Rising will serve as community outreach, public relations, and public meetings planners. They will also interface with the Ketchum Arts Committee for the public art integration.

Living Architecture will lead the design team for structural elements. Recognizing how important integration with the Visitor Center is, we will also reach out to Susan Desko Architects as a consultant designer.

### **THE FIRMS**

Community Rising is a social enterprise co-founded 5 years ago by Dale Bates. It is a grassroots initiative that aims to explore the diversity of pathways that will build a localized, vibrant, healthy community. Through this organization, Bates has been involved with the Ketchum Community Development Corporation through volunteerism and providing project management services to such local projects as the Fourth Street Heritage Corridor, Ketchum Town Square, and Walkable Ketchum 2013 project.

Living Architecture is a local architectural and planning firm that has been designing eco-conscious buildings and projects. As principal architect, Dale has been working on designing green, healthy, and energy efficient buildings and projects for over 20 years.

### **THE STAFF**

**Dale Bates** holds a Bachelor and Master of Architecture from Cranbrook Academy of Art and Illinois Institute of Technology, respectively. He has been an active resident of Ketchum for over 35 years, advocating for movement towards a more sustainable and resilient community. He holds the honor of being one of the Top 3 Green Architects in the United States, and has won awards for the designs of such local projects as the Pine Ridge Townhomes and The Fields Condominiums.



### **Walkable Ketchum 2013 Project Manager**

#### ***Project Manager***

- Led team of volunteer professionals and citizens To create a walkable / bikeable downtown
- Assessed and mapped existing infrastructure
- Applied for grant for sidewalks and streetlights
- Researched and recommended Shared Roadway Bike paths with Sharrows for First Ave and Fourth St providing connections to WRT, Sun Valley, and Warm Springs Path
- Designed and managed installation of downtown Way Finding. Installed Summer of 2013.

### **Ketchum THUB Working Group**

#### ***Volunteer***

- Worked with team to design public engagement process
- Strategic Planning for Site Identification & Assessment
- Developed and implemented graphic presentations to community

### **Ketchum Town Square**

#### ***Leader of KCDC Town Design Team***

- Formed and worked with professional and community volunteers to advocate for, design, secure funding, and manage construction of Ketchum Town Square
- From vision to completion in 9 months including raising \$160,000 in private donations

### **Fourth Street Pedestrian Corridor Phase I&II**

#### ***Leader of KDCD Town Design Team***

- Worked with professional and community volunteers to research, design, and manage public outreach for creating a mixed use Pedestrian / Bike / Car corridor through the heart of Ketchum.
- Incorporating many aspects of Hans Monderman Living Street Theories.

### **Living Architecture**

#### ***President and Principle Architect***

- Architecture and Planning firm specializing in energy efficient, sustainable, and eco-conscious design

**Galena Engineering, Inc.**  
civil engineering & land surveyors

For the Ketchum Transportation Hub project, Galena will provide engineering and surveying services throughout the project's duration, starting with providing a detailed topographic site survey. Galena Engineering will provide engineering input in refining the concept design during the public workshops and meetings with City and Mountain Rides staff, help with necessary permitting, and prepare the project construction documents. During construction of this project, Galena will provide construction staking, contractor construction observation and support, and prepare as-constructed record documents.

**THE FIRM**

Established in Ketchum, Idaho by Jim Koonce and Dick Fosbury in 1978, Galena Engineering has been providing professional engineering and land surveying services to customers in the Wood River Valley for over 35 years. Both Jim and Dick are now retired, but they still provide senior engineering and surveying support to the company, including a unique wealth of local project knowledge and history. Today the firm consists of three partners, Mike Choat, Brian Yeager and Sean Flynn. All three hold a Professional Engineering license while Brian and Mike also hold a Professional Surveying license. In addition to the partners the firm has two additional Professional Engineers on staff, one technical staff person, three field surveyors and one administrative staff person.

Galena Engineering provides consulting engineering and surveying services to individuals, organizations, communities, and public agencies in the rural areas of south-central Idaho. The firm operates with the highest professional standards, and each member of the staff is committed to providing competent, personalized service to each client. We pride ourselves on providing our clients with the requested services in a satisfactory and timely manner.

**KEY STAFF**

**Jeff C. Loomis** will be Galena Engineering's Project Engineer for the Ketchum Transportation Hub project. His 25-years of civil engineering experience include a diverse project history associated with public agencies and private customers in Idaho, Washington, Oregon, and California. Jeff is a familiar face to City of Ketchum staff, as he has provided City Engineer services for the City of Ketchum since 2008, including civil engineering consulting and design for the Ketchum Street Department, traffic engineering consulting for the Ketchum Transportation Authority, and plan and plat review for the Ketchum Planning and Zoning staff. In addition, Jeff's recent work with ITD staff on projects such as the Mountain Rides East Fork Bus Stop and the Sun Valley Laundry Facility will help facilitate this project's coordination with ITD. Jeff graduated in 1987 with a Bachelor's Degree in Civil Engineering from Washington State University.

**Sean M. Flynn** graduated in 2002 with a Bachelor's Degree in Civil Engineering from the University of Notre Dame. His 10-years of civil engineering experience consists of work for municipal, county, industrial and private clients on a broad range of projects. Sean has worked on numerous projects within the City of Ketchum, including Walkable Ketchum 2013, The Wood River YMCA, and Our Lady of the Snows Catholic Church. Sean's project role will be to assist the team and provide support as necessary.

**Galena Engineering, Inc.**  
civil engineering & land surveyors

**Ketchum Town Square**

***Design Team Member***

Participated in KCDC Town Design Team, led by Dale Bates, to develop conceptual designs, coordination, and funding for the conversion of a downtown parking lot into an outdoor community gathering place and events center.

Teamed with Eggers Associates, Paul Stoops, and Matt Morell for design and construction management. Services included:

- Topographic site survey and mapping
- Demolition plan
- Site grading and drainage design
- Water and sewer utilities design
- Preparation of construction documents
- Construction observation

**Blaine County School District**

***Project Site Engineering and Surveying***

Designed and managed construction of bus, pedestrian, and vehicular infrastructure for the Hailey Elementary Campus and the Carey Campus.

- Topographic site survey and mapping
- Analysis of circulation patterns
- Safety evaluations between pedestrian, bus, and passenger car interactions
- Design and construction of the resulting infrastructure

**Ketchum Walkability Project**

***Volunteer/Design Team Member***

Volunteered professional design services to create a walkable/bikable downtown.

- Mapped existing infrastructure – sidewalks, streetlights, bike access and bike lanes, way finding.
- Reviewed sign designs and locations with Ketchum Street Department

**Blaine County Transportation Plan**

***Plan Development Team Member***

Teamed with Keller Associates to prepare a transportation planning document for Blaine County. This document is used in inventorying existing infrastructure, maintenance and capital improvement scheduling, and funding planning.

- Researched and summarized Blaine County demographic information
- Assessed existing roadway conditions, traffic use, and crash histories
- Prepared presentation exhibits for public hearings and report documents
- Participated in presentations of plan information to the public

**Wood River Community YMCA**

***Project Site Engineering and Surveying***

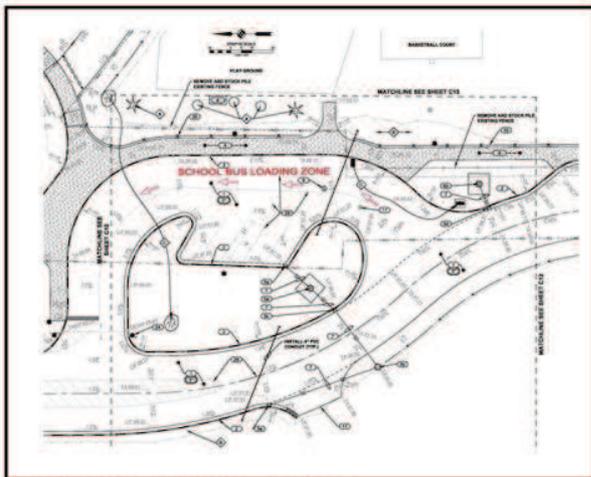
Design and construction management team member with Sink Combs Dethlefs and Oakland Construction. Services included:

- Prepared land surveying documents regarding a planned unit development for the City of Ketchum.
- Completed traffic impact and parking studies associated with the development
- Designed and prepared construction documents for the site development including building layout, individual and transit vehicle and pedestrian access, sidewalks, parking and landscaped areas.

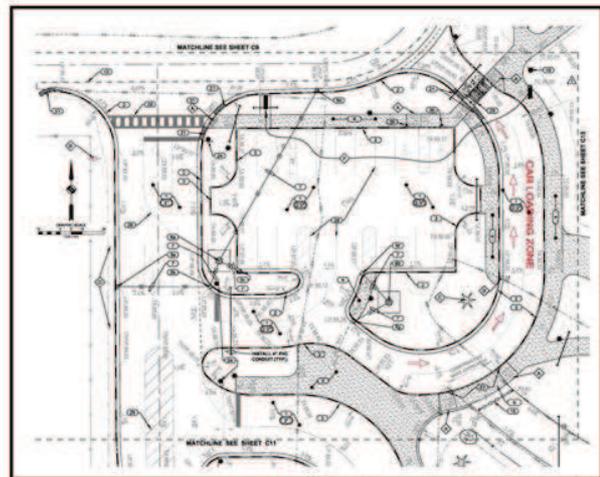
Blaine County School District



*Aerial Photo of Completed Hailey Elementary School Campus Design*



*Carey School Campus Bus Circulation Design.*

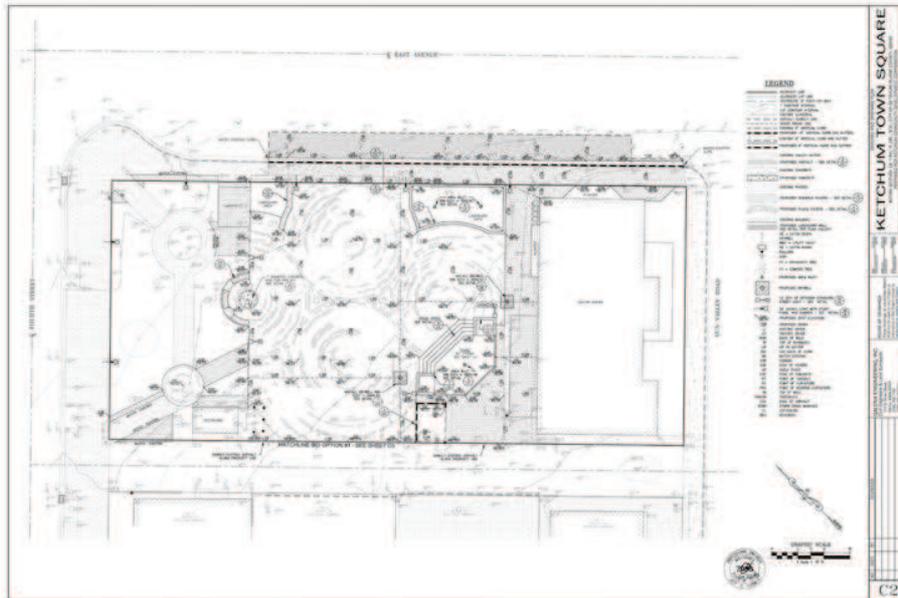


*Carey School Campus Student Loading Zone.*

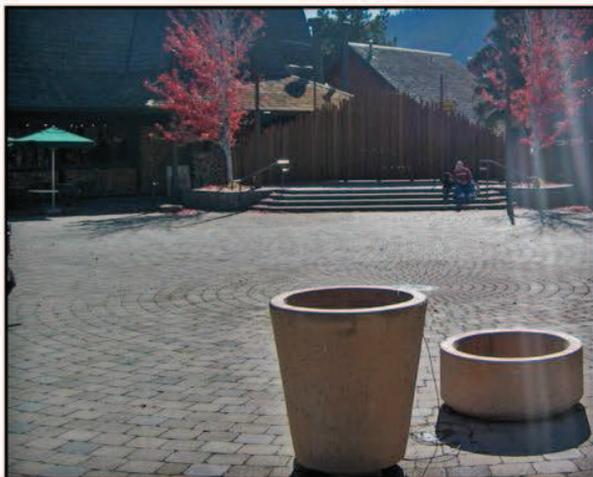
**Client:** Blaine County School District

Galena Engineering was hired by Blaine County School District in 2007 and again in 2012 to design and construct bus, pedestrian, and vehicular infrastructure for the Hailey Elementary Campus and the Carey Campus respectively. These projects included the analysis of circulation patterns and safety evaluations between pedestrian, bus, and passenger car interactions, and then to design/construct the resulting infrastructure within a limited time frame. Galena Engineering performed the design, surveying, and construction administration for these projects that included extensive curb, gutter, sidewalk, paving, and pedestrian features. These projects were completed satisfactorily and on time to meet the clients need to have the work completed by the opening of the school year.

Ketchum Town Square



Grading Plan for Ketchum Town Square



Paver Plaza and Performance Stage at the Ketchum Town Square.



Medallion Placed Within the Pavers at the Ketchum Town Square.

**Client:** City of Ketchum

Galena Engineering teamed with Eggers Associates, Paul Stoops, and Matt Morell to design the conversion of a downtown parking lot into an outdoor community gather place and events center. The Ketchum Town Square is a year-round plaza that features large paver areas and seating, lawn space, deciduous trees, a performance stage, a gas fire pit, vendor spaces, solar powered lighting, and informational signage. Galena Engineering completed topographic site survey and mapping, a demolition plan, site grading and drainage design, water and sewer utility design, preparation of construction documents, and construction observation. Prior to the design and construction of this project, Dick Fosbury was part of the design team, that included Dale Bates, put together by the Ketchum CDC to develop the Ketchum Town Square conceptual designs, coordination, and funding.



Ryan Hales will bring his transportation and land use expertise to the design team. Ryan is the principal engineer at Hales Engineering, a Utah based engineering firm that specializes in transit oriented development (TOD).

### **THE FIRM**

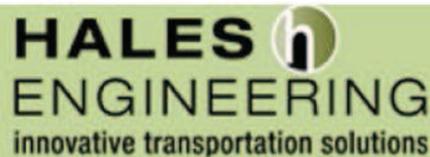
In business since 2006, Hales engineering has assisted hundreds of clients (both public and private sector) in achieving sustainable transportation solutions. Hales Engineering has amassed a great knowledge base of mixed use and TOD developments, including development around intermodal centers. Their work on the downtown Salt Lake City intermodal center for the Utah Transit Authority (UTA) and the surrounding development opportunities helped establish new parking procedures and identify the sensitivity of providing for all modes of transportation. The hub incorporates Commuter Rail, Light Rail, UTA local bus service, Amtrak, Greyhound, U Car Share, bikes, pedestrians, and other forms of alternative transportation. Hales Engineering brings a wealth of knowledge and experience working on transit projects and more specifically transportation hub projects.

### **THE STAFF**

**Ryan Hales** holds both a Bachelors of Science and Masters of Science degree in Civil and Environmental Engineering received from Brigham Young University in Provo Utah. He is licensed as a Professional Engineer in Utah and Idaho as well as being a Professional Planner and a Professional Traffic Operations Engineer. Ryan is also a member of several professional associations including the Institute for Transportation Engineers, the American Society of Civil Engineers and the American Planning Association. Ryan is proficient in the use of several software packages used to model traffic and transit patterns.

Ryan has worked on over ten TOD sites in the Salt Lake City Metro area and has recently been hired to design several transit hubs for the Utah Transit Authority. He has also been involved as project manager/lead engineer in various studies that involve transportation and transportation master planning, trip generation, assignment applications, corridor evaluations, and area wide travel demand forecasting.

Ryan has worked closely with Ketchum City staff on several projects within the City and is, therefore, very familiar with Ketchum and all of its traffic and transit demands and will be an invaluable member of the project team.



**City of Ketchum**

***Transportation Consultant***

Ryan has worked with City staff on several transportation related projects.

These include:

- Warm Springs Ranch Resort Traffic Impact Study
- Warm Springs Road Corridor Study
- Main Street Corridor Study
- Ketchum Lodge Traffic Impact Study
- Worked closely with City staff on the transportation portion of the Comprehensive Plan
- Ketchum On-call services (2011 - 2013)

**Transportation Planning**

Ryan has extensive experience working on transportation plans for municipalities in Utah.

These include:

- Tooele County Transportation Master Plan, UT
- Tooele City Transportation Master Plan, UT
- Lehi City Transportation Master Plan, UT
- Provo City Transportation Master Plan, UT
- South Jordan Transportation Master Plan, UT
- American Fork City Sub-Area Transportation Plan, UT
- Ivins City Sub-area Master Plan, UT
- Western Synderville Basin Transportation Plan, UT

**State Transportation Department Experience**

Ryan has worked on a variety of projects as an extension of UDOT's staff including:

- Red Hills Parkway EA, St. George, UT
- SR-9 Safety Study, Hurricane, UT
- SR-10 Environmental Review, Price, UT
- 24th Street EA, Ogden, UT

This experience working with a state transportation department will be invaluable as we will need to coordinate our design with ITD.

**Transit Oriented Development**

TOD development is one of Ryan's passions and a focus of Hales Engineering. He has worked on over 10 TOD sites within the Salt Lake Metro area and has worked with professors at the local university to enhance the evaluation of TOD projects. Utilizing their concepts in the development process has proved beneficial for the layout and design of TOD sites, to maximize transit usage and walking opportunities, and minimize vehicular traffic within the TOD site, by reverse engineering the sites. These concepts can also be used to minimize the parking needs / requirements at TOD sites.

**Government Experience**

Ryan completed a three-year appointment as a Planning Commissioner where he gained valuable first-hand knowledge of local government concerns/needs in relation to the growing multi-modal aspects of future transportation demand. Based on his experience he continues to support several cities within Utah and Idaho with on-call services for various transportation-related planning needs.

We understand the timeline constraints relating to our construction season here in the Wood River Valley and the importance of lessening the impact of this project on the tourist season (summer). We also realize that time is of the essence for this project in regards to lessening the impact its construction may have on the local economy. Therefore, if our team is selected on November 27, 2013, here is our proposed project plan and timeline.

<u>Date</u>	<u>Milestone</u>
• <b>December 2, 2013</b>	<b>Commence Design Process</b> Preparation For Work Session Gather Survey Information
• <b>December 9, 2013</b>	<b>Work Session (Task #1)</b> Meet With Mountain Rides, City of Ketchum
• <b>January 6, 2014</b>	<b>Present Conceptual Plan (Task #2)</b>
• <b>January 13, 2014</b>	<b>Public Work Session (Task #3)</b> Input From Public to Incorporate Into Design
• <b>February 3, 2014</b>	<b>Present Final Design (Task #4)</b> Meeting with Mountain Rides, City of Ketchum
• <b>February 17, 2014</b>	<b>Start Construction Drawings</b>
• <b>April 15, 2014</b>	<b>Issue Construction Bid Package (Task #5)</b>
• <b>May 2, 2014</b>	<b>Bids Due</b>
• <b>May 16, 2014</b>	<b>Award Bid</b>
• <b>June 1, 2014</b>	<b>Start Construction – Project Management (Task #6)</b>
<b>TBD</b>	<b>Project Completion</b>

**\*\*Task number shown relates to those indicated in Request For Qualifications, Page 3.**

### EGGERS ASSOCIATES

<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Jen Smith	Parks and Recreation Director, City of Ketchum	726-7820
Wallace Huffman	Director of Resorts and Resort Development, Sun Valley Company	622-2501
Nick Latham	Partner, Ruscitto Latham Blanton Architecture	726-5608

### COMMUNITY RISING / LIVING ARCHITECTURE

<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Rebecca Ralston	Vitus Development, Seattle WA (Northwood Place affordable Housing)	206-832-1312
Tom Hudson	President, The Hudson Group Moscow, ID Director, Land Use Services San Bernardino County, CA	617-619-9910
Randy Hall	Mayor, City of Ketchum	726-2495

### GALENA ENGINEERING

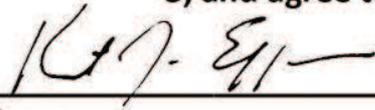
<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Brian Christiansen	Street Superintendent, City of Ketchum	726-7831
Tom Hellen	City Engineer, City of Hailey	788-9830
Craig Eckles	Planning and Zoning Director, City of Bellevue	788-2128

### HALES ENGINEERING

<u>Contact</u>	<u>Company</u>	<u>Phone</u>
Joyce Allgiers	Planning Manager, City of Ketchum	726-7801
Tom Praggastis	Attorney, Ketchum, ID	726-5961
Lorin Powell	Civil Engineer, City of Lehi, UT	801-768-7120

**Agreement to 3<sup>rd</sup> Party Clauses**

**I have read the FTA 3<sup>rd</sup> Party Clauses to the RFQ0913-01, included as Attachment 3, and agree to meet the requirements of these clauses.**

  
\_\_\_\_\_  
**Signature**

*Principal Landscape Architect*  
\_\_\_\_\_  
**Title**

*Eggers Associates*  
\_\_\_\_\_  
**Firm**

*October 18, 2013*  
\_\_\_\_\_  
**Date**

	A	B	C	D	E	F
1	Lisa					
2	<b>CRITERIA</b>	<b>Design Workshop</b>	<b>Eggers Associates</b>			
3						
4	Demonstrated understanding of the project goals and responsiveness of the submittal to meeting these goals.	20	20			
5	Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s).	15	20			
6	Degree to which the project design approaches goals with innovative and creative solutions or methods.	10	15			
7	Relevant experience and depth of knowledge of the project.	10	25			
8						
9	<b>TOTAL</b>	<b>55</b>	<b>80</b>			
10						
11						
12	Peter					
13	<b>CRITERIA</b>	<b>Design Workshop</b>	<b>Eggers Associates</b>			
14						
15	Demonstrated understanding of the project goals and responsiveness of the submittal to meeting these goals.	20	20			
16	Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s).	15	25			
17	Degree to which the project design approaches goals with innovative and creative solutions or methods.	10	20			
18	Relevant experience and depth of knowledge of the project.	10	20			
19						
20	<b>TOTAL</b>	<b>55</b>	<b>85</b>			
21						
22						
23	David					
24	<b>CRITERIA</b>	<b>Design Workshop</b>	<b>Eggers Associates</b>			
25						
26	Demonstrated understanding of the project goals and responsiveness of the submittal to meeting these goals.	21	19			
27	Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s).	15	18			
28	Degree to which the project design approaches goals with innovative and creative solutions or methods.	19	23			
29	Relevant experience and depth of knowledge of the project.	21	19			
30						
31	<b>TOTAL</b>	<b>76</b>	<b>79</b>			
32						
33						
34	Jason					

	A	B	C	D	E	F
35	<b>CRITERIA</b>	<b>Design Workshop</b>	<b>Eggers Associates</b>			
36						
37	Demonstrated understanding of the project goals and responsiveness of the submittal to meeting these goals.	20	23			
38	Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s).	20	23			
39	Degree to which the project design approaches goals with innovative and creative solutions or methods.	18	22			
40	Relevant experience and depth of knowledge of the project.	23	18			
41						
42	<b>TOTAL</b>	<b>81</b>	<b>86</b>			
43						
44						
45	<b>AVERAGED (from 4 evaluators)</b>					
46	<b>CRITERIA</b>	<b>Design Workshop</b>	<b>Eggers Associates</b>			
47						
48	Demonstrated understanding of the project goals and responsiveness of the submittal to meeting these goals.	20.25	20.5			
49	Appropriateness of project approach and perceived effectiveness of proposed concept for identified audience(s).	16.25	21.5			
50	Degree to which the project design approaches goals with innovative and creative solutions or methods.	14.25	20			
51	Relevant experience and depth of knowledge of the project.	16	20.5			
52						
53	<b>TOTAL</b>	<b>66.75</b>	<b>82.5</b>			
54						