

## **Request for Qualifications (RFQ)**

SUN VALLEY ROAD REHABILITATION  
MAIN STREET TO SPRUCE AVENUE

**City of Ketchum, Idaho**

**Filing Deadline is:**

October 15, 2021 at 3:00 PM MST

**Contact:**

Sherri Newland, PE  
City Engineer  
[snewland@sandcassociates.com](mailto:snewland@sandcassociates.com)

## I. INVITATION TO SUBMIT QUALIFICATIONS

Date of Request: October 5, 2021

Due Date for Qualifications: October 15, 2021

The City of Ketchum (City) seeks a qualified firm to submit written Qualifications to provide design services for the rehabilitation of Sun Valley Road located in Ketchum, Idaho.

Qualifications must be received by 3:00 p.m., local time, on Friday October 15, 2021.

Copies of the RFQ in PDF format may be obtained on-line at <https://ketchumidaho.org/rfps> or by submitting an email request to:

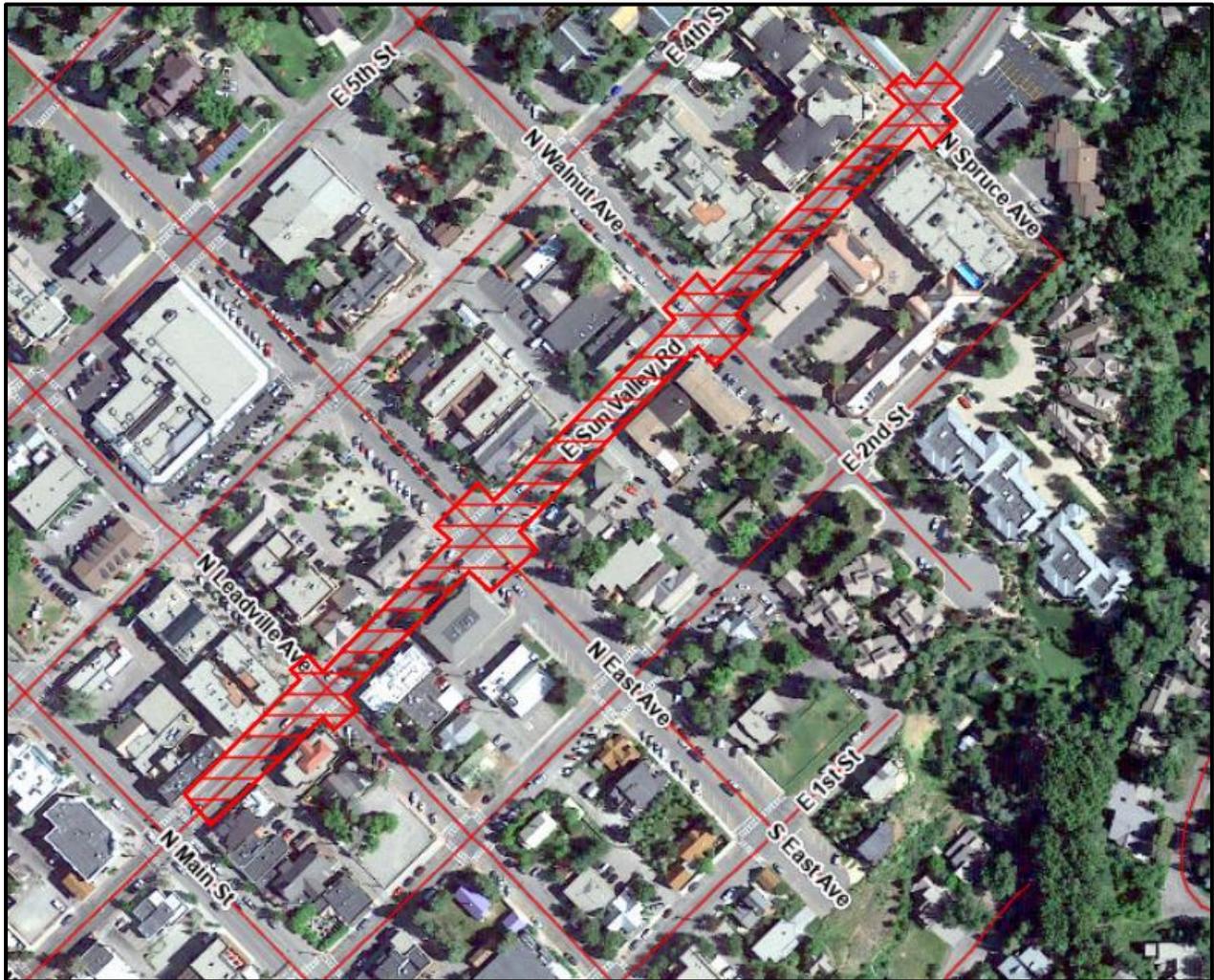
EMAIL: [snewland@sandcassociates.com](mailto:snewland@sandcassociates.com)  
SUBJECT: SUN VALLEY ROAD REHABILITATION  
MAIN STREET TO SPRUCE AVENUE RFQ

Please direct questions regarding this project to Sherri Newland at [snewland@sandcassociates.com](mailto:snewland@sandcassociates.com).

The City reserves the right to reject any and all proposals or any part thereof, to waive any formalities or informalities and further, to award the services to the most responsive and responsible Consultant, according to the City's evaluation and as deemed to be in the best interest of the City. The City may opt to conduct interviews at its own discretion following the proposal deadline.

## II. PROJECT DESCRIPTION

The Idaho Transportation Department (ITD) recently transferred ownership of Sun Valley Road, also known as SH-75 Spur, to the Cities of Ketchum and Sun Valley. The City of Ketchum's project scope includes the rehabilitation of Sun Valley Road and parking areas extending from the SH-75 Right-of-Way (ROW) east to Spruce Avenue. Some curb and gutter may require replacement along the corridor, but generally grades will not change. The project will also include drainage and non-compliant ADA upgrades at Spruce, Walnut, East, and Leadville as necessary. To limit disruption to the public project construction will be coordinated with Sun Valley and bid simultaneously in Spring of 2022. In conjunction with the City of Sun Valley project the consultant team will need to coordinate with Sun Valley's team. Survey and Geotechnical services will be performed under a separate contact managed by the City and provided at the time of project kickoff.



Sun Valley Road Rehabilitation Project Overview

### III. PRELIMINARY PROJECT SCHEDULE

As a guideline the schedule below was developed in coordination with the Sun Valley project.

Milestone	Date
RFQ Posting	October 5, 2021
Qualifications Deadline	October 15, 2021
Negotiations	October 19, 2021
Council Approval of Contract	November 1, 2021
Kickoff Meeting	November 3, 2021
Preliminary Design Submittal	November 19, 2021
Final Design Submittal	January 24, 2022
Advertising	February 8, 2022
Bid Opening	March 3, 2022
Conformed Drawings	April 15, 2022

#### **IV. SCOPE OF SERVICES**

Engineering services shall be done in accordance with all applicable City of Ketchum Standards and Idaho Standards for Public Works Construction (ISPWC).

Outlined below is a general scope of services.

##### **1. Design**

- Design criteria document – 1 to ½ page summary
- Preliminary design drawings
- Preliminary Cost estimate (quantities and cost)
- Preliminary design review updates
- Review of utilities and if relocations are necessary. The City will manage coordination, contracts, etc. but will need to know if a utility will need to be relocated
- Final design drawings
  - i. Detailed grading plan at key intersections may be necessary.
- Final striping plan
- Final design details
- Final design specifications
- Final erosion control plan (incorporated into design plans)
- Final cost estimate
- Final design review updates
- Conformed Drawings
- Conformed Specifications

##### **2. Bidding and Contract Administration**

- Coordinate with the Sun Valley Team. Prepare and include standard bidding documents (over \$200k) including: instructions, requirements, advertisement, contract forms, schedule, bid schedule as appropriate.
- RFI responses

#### **V. PROJECT DELIVERABLES**

The following deliverables are required for successful execution of the project:

- Preliminary Design Drawings
- Preliminary Cost Estimate
- Final Design Drawings and Details
- Final Design Construction Specifications (coordinated with Sun Valley Team)
- Final Cost Estimate
- Conformed Drawings

#### **VI. PROPOSAL FORMAT**

Proposals shall be organized in sections containing the following information:

- **Cover Letter**
  - A signed letter of transmittal briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the time period, and a statement as to why the firm believes it is the best qualified to perform the engagement. Please provide the name, title, address, and telephone number of the primary contact for the information provided in your firm's proposal. As well as acknowledgement of receipt of all Addenda.
  
- **Project Team and Company Information**
  - *Organizational Background and Overview.* Describe your firm's structure, areas of expertise, length of time in business, number of employees, Idaho presence, local offices, and other information that would help characterize the firm. Describe any pertinent history with public entities relevant to the scope of work
  - *Experience and References.* Briefly describe or list projects executed by your firm that demonstrate relevant experience. Select three to five projects and provide more detailed descriptions for each, including the name, address, and phone number of a contact person (currently with the public entity) to serve as a reference for your performance on the project. When submitting projects for which your firm worked in an auxiliary capacity or in a joint venture or partnership, include the name of the lead firm.
  - *Management Approach.* Describe the approach your firm would take to manage this project from the perspectives of budget compliance, schedule compliance, quality control, and team communications.
  - *Key Personnel.* Provide a summary resume for the key people who will be assigned to the project (including sub-consultants) and describe their relevant experience. Describe proposed roles and responsibilities for each.
  
- **Approach**
  - Describe your team's proposed approach to meeting the objectives described above in the Scope of Services and Project Deliverables. Include a description of typical services provided, how the firm manages budgets and schedules, how the firm resolves design concerns, etc. Provide a list of unique approaches and capabilities of the firm.

Each proposal should not exceed 6 pages of text and figures (at 11-point font). Cover letters and resumes in an appendix to the proposal do not count toward the proposal page limit. Proposals must specifically include items listed above and acknowledgment of receipt of all Addenda.

## VII. PROPOSAL SUBMITTAL INSTRUCTIONS

Proposals marked "Sun Valley Road Rehabilitation Main Street to Spruce RFQ" shall be submitted via email to [snewland@sandcassociates.com](mailto:snewland@sandcassociates.com) or delivered to either of the following locations:

Mailing Address:  
City of Ketchum  
PO Box 2315  
Ketchum, Idaho, 83340

Physical Delivery Address:  
480 East Avenue North  
Ketchum, Idaho, 83340

Consultant must either submit one electronic response or 1 hard copy of the proposal.

Requests for information and/or clarification may be directed by email only to Sherri Newland, PE at [snewland@sandcassociates.com](mailto:snewland@sandcassociates.com).

The City will respond to any questions of a substantive nature via an addendum to this RFP. All addenda will be posted to the City's website and distributed to known holders of the RFP.

Proposers wishing to schedule a site visit prior to submitting a proposal can do so. Such proposers should contact Sherri Newland, PE at [snewland@sandcassociates.com](mailto:snewland@sandcassociates.com) beforehand if City participation in the visit is desired.

## **VIII. EVALUATION OF PROPOSALS AND AWARD OF PROJECT**

The City does not discriminate on the grounds of race, religion, gender, sexual orientation, age, national origin, or non-job-related disability in consideration of an award. Disadvantaged Business Enterprises are afforded a full opportunity to submit proposals. The award will be made to the most qualified responsible Consultant meeting the proposal requirements unless City Council determines, after reviewing the City administrator's report that the public interest would be better served by accepting a specific proposal. In determining whether the public interest would be better served by accepting a specific proposal, the following factors shall be considered:

1. The Consultant's skill, ability, and capacity to perform the personal services or to furnish the materials, equipment or supplies required, including experience with similar projects;
2. Whether the Consultant can perform the services or furnish the materials, equipment or supplies promptly, or within the time specified, without delay or interference;
3. The Consultant's character, integrity, reputation, judgment, experience, and efficiency;
4. The quality of the Consultant's performance of previous agreements or projects;
5. The sufficiency of the Consultant's financial resources necessary for the performance of the agreement;
6. The Consultant's ability to provide future maintenance or service;
7. The number and nature of any conditions attached to the proposal;

In addition, proposals will be evaluated based on the Consultant's experience, project understanding, and approach. Based on the preliminary review of the proposals, Consultants may then be interviewed prior to selection.

Upon recommendation of the City Administrator, the City Council may reject all proposals when it determines that such action is in the public interest.

Request for Qualifications  
Sun Valley Road Rehabilitation  
Main Street to Spruce Avenue

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The following is a list of project-specific criteria that will be used in the award of this project:

Category
1. Recent and relevant project performance. Positive reference feedback regarding past project performance and the performance of individuals proposed for the project. Experience, availability, and office location of each of the members of the team and their qualifications.
2. Acknowledgement of project schedule and demonstration of clear understanding of the project.
3. Response to the requirements in the RFP and an approach that indicates understanding of the project scope and City's goals.
4. Meets proposal format as described in Section VI