



**[Updated] Request for Proposal to Provide Park Master Planning Services for
Warm Springs Preserve**

City of Ketchum

May 5, 2022

Please see Addendum I for additional information.

Contact:

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SUBMITTAL DEADLINE

The City of Ketchum, Idaho will accept proposals at City Hall, 191 5th Street West, Ketchum, Idaho, 83340, or electronically at aswindley@ketchumidaho.org until **May 18, 2022, 5:00 p.m. MST**.

QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Aly Swindley at aswindley@ketchumidaho.org. Proposers should refrain from approaching other City of Ketchum staff or elected officials. The City is interested in establishing a fair and transparent selection process where proposers have equal access to all the information about the project.

I. STATEMENT OF PURPOSE

On April 14, 2022, the City of Ketchum (“City”) will take possession of 65 acres of the Warm Springs Ranch property, thus establishing the Warm Springs Preserve (“WSP”).

The City is partnering with the Wood River Land Trust in the development of potential Warm Springs Creek habitat restoration and flood conveyance improvements.

The City is soliciting proposals from experienced firms, or a team of separate resources, who can assemble a cross-functional team with proper experience and qualifications (e.g., landscape architect, hydrological engineering) to provide Park Master Planning Services for a redesign of the WSP. This RFP is guided by Idaho Law for professional services, which are selected based on the most qualified versus lowest bid.

Prospective bidders are encouraged to visit and tour the Preserve to acquaint themselves with the space. Visit [warmspringspreserve.org](https://www.warmspringspreserve.org) for details and FAQs.



II. SUBMITTAL REQUIREMENTS

To be considered, please provide an electronic submittal to aswindley@ketchumidaho.org by **May 18, 2022, at 5:00 p.m. MST.**

Proposals should include the following sections:

- Outline your proposed approach and timeframe to complete the scope of work
- Team composition, qualifications, and experience with similar park master planning

- Hourly rates of team members and initial budget estimate. This information will not be used in scoring or evaluating the proposals. A negotiation on costs and the contract will occur after the qualifications-based selection.
 - This estimate information is solely requested so the City can evaluate whether it is feasible within the City’s budget to even proceed on a potential contract.

- References

III. SCOPE OF WORK & TIMELINE

The City seeks to engage a professional firm or collection of resources (team) to (1) create a long-term master plan for the Warm Springs Preserve and (2) serve as architect of record in the development of construction drawings or bid documents to implement the master plan. The master plan should address the location of the following passive green space amenities:

- Pedestrian connection points to adjacent neighborhoods; River Run Lodge and Warm Springs Village
- Walking trails
- Off-leash dog access
- Informal activities (i.e., frisbee golf, dog walking)
- Open fields for informal gatherings (i.e., picnics)
- Nordic ski trail
- Public restroom/water bottle refill station
- Wayfinding signage
- Donor recognition elements
 - History of the property/donor wall
 - Picnic tables
 - Benches

The plan will also address the following improvement areas:

- Re-vegetation of portions of property from water intensive grass to native grasses
- Warm Springs Creek habitat restoration and floodplain conveyance improvements
- Replacement of irrigation system and recommission intake/holding pond area

Significant public engagement will occur throughout the process with the City Council as the final approval body of the plan. City staff will lead public outreach efforts, but the design team will be required to participate as subject matter experts.

The following schedule and phased implementation approach has been established by the city:

- April/May 2022 – retain design team for Master Plan
- Summer 2022
 - Complete master plan
 - Conduct public engagement opportunities
- Implementation (funding dependent)
 - Phase I: Fall 2022 – donor recognition elements (donor wall, signage, benches)
 - Phase II: 2023 – public restroom/maintenance building, new irrigation system, and modest revegetation
 - Phase III: TBD – trail, flood/stream restoration

The City will hire a separate firm for the brand design of the WSP (logo, merchandising, donor recognition elements, etc.). The firm is expected to coordinate with the design firm to produce a cohesive design relative to donor recognition throughout the facility, including donor recognition wall, benches, picnic tables and general signage.

IV. ADDITIONAL INFORMATION

1. Any and all costs associated with the preparation of a response to this RFP are the responsibility of the parties responding to this RFP. City will not reimburse any parties responding to this RFP for any costs incurred prior to award.
2. City reserves the right to reject any or all offers and to negotiate final terms and conditions of the proposal and resulting agreement.
3. The selected firm must be current on all taxes and in compliance with all licensing requirements for operating a business in Ketchum, Idaho.
4. City shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
5. Only information which is received in response to this RFP will be evaluated. Reference to information previously submitted shall not be evaluated.
6. All responses, inquiries or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the parties responding to this RFP shall become the property of City when received.
7. Proposals will be evaluated according to the following criteria:
 - Recent and relevant project performance. Positive reference feedback regarding past project performance and the performance of individuals proposed for the project. Experience and availability of each of the members of the team and their qualifications.
 - Project schedule demonstrating clear understanding of the project, and which allows for City review of project deliverables.
 - Response to the requirements in the RFP and an approach that indicates understanding of the project scope and City's goals.
 - Meets proposed scope of work and timeline criteria set in Section III.
8. Parties responding to this RFP are cautioned that this is a Request for Proposals. It is not a request to contract, and City reserves the right to reject any and all offers when it is deemed to be in the best interest of the City.

V. INQUIRIES

Inquiries can be directed to Aly Swindley at aswindley@ketchumidaho.org.