



**[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:

Aly Swindley

[aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org)

Telephone: (208) 727-5081

P.O. Box 2315

191 5th Street West

Ketchum, ID 83340

## SUBMITTAL DEADLINE

The City of Ketchum, Idaho will accept proposals at City Hall, 191 5<sup>th</sup> Street West, Ketchum, Idaho, 83340, or electronically at [aswindley@ketchumidaho.org](mailto: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](mailto: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://warmspringspreserve.org) for details and FAQs.



## II. SUBMITTAL REQUIREMENTS

To be considered, please provide an electronic submittal to [aswindley@ketchumidaho.org](mailto: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](mailto:aswindley@ketchumidaho.org).



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for Warm Springs Preserve  
ADDENDUM I**

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**Answers to Questions Posed:**

1. *I noticed that your RFP for Park Master Planning Services requires a section with hourly rates and initial estimated budget. I believe that this violates the Idaho Qualification Based Selection process.*
  - 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.
  - 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.
  - The original RFP has been updated with the above detail.
2. *Will the potential improvements to the Preserve include ADA accessible trails and amenities?*
  - Absolutely – we fully intend that the space be accessible to all abilities.
3. *Can you provide a map, Google KMZ, or GIS feature illustrating the 65-acre project boundary?*
  - Yes – [attached](#).
4. *Has a wetland delineation been completed for the project area? If not, would that be desirable for this effort?*
  - No and no – a delineation is not needed.
5. *Will the new irrigation system use existing water rights/diversion or pressurized municipal water? The Option Agreement includes the water rights on the property.*
  - [WSP Water Rights](#)

- Warm Springs Creek is 23.8 miles long and originates at Dollarhide summit. It's a tributary of the Bigwood River. The creek is fed by snowmelt, other minor creeks feeding into it (South Fork of Warm Springs, Castle Creek, Red Warrior Creek, Thompson Creek) and geothermal springs along the river, hence the name Warm Springs Creek.
- There are two water rights associated with the preserve property. Meaning the water from these rights may only be used on grassy part of the preserve.
  - 37-212A: Irrigation right allowed to be used between April 15th and October 31. It's a surface water right (water pulled from the creek, the diversion allowed is 1.12 CFS (cubic feet per second) and the priority date is June 1888.
  - 37-2621: Irrigation right allowed to be used between April 15th and October 31. It's a surface water right, the diversion allowed is 0.48 CFS and the priority date is August 1959.
- Water right 37-212A is extremely valuable because of the amount of water that is allotted, the priority date and it's a surface water right. This water right allows for the irrigation of the entire grassy area to be pulled from sources other than municipal water. The older the water right, the more valuable it is because it has senior rights.
- In Idaho, if there is a need to curtail or shut down water consumption, the shutdown occurs based on the age and type of water right (surface, ground, municipal). Older water rights (like 1888) take priority over junior water rights (rights granted after 1888). That's what makes this right very valuable. It's essentially free water that can be used for irrigation and is likely exempt from any water call or curtailment. The other reason why this right is valuable is because it is a surface water right. The water comes directly from the creek. Those rights typically have priority over water rights that are pulled from ground water wells.

6. *How many public meetings are expected during this Master Planning phase?*

- We anticipate at least 4 public meetings:
  - On-site public comment at the Grand Opening Celebration on June 12, 2022.
  - Presentation of the draft plan to city council.
  - Presentation of the draft plan to the Planning & Zoning commission.
  - Presentation of the final plan to city council.
- In addition, there is a chartered 'Friends of the Warm Springs Preserve' committee that staff will meet with on a monthly basis. The chosen firm will need to attend those meetings as requested.
- The City will organize and conduct all public engagement efforts.

7. *We have a copy of the "Record of Survey for Warm Springs Ranch" dated June 2006. In addition, is an Existing Conditions Survey or Lidar data available?*

- Reports available:
  - [2008 Preliminary Environmental Report](#)
  - [2009 Environmental Plan and Tree Conservation Plan](#)
- There is no Lidar for the site.

8. *We are aware that existing studies have been conducted on the site. Can the city please provide us with pertinent FEMA or other studies performed by the County or other agencies?*

- The Wood River Land Trust has conducted informal studies, but no formal studies have been completed.
- Historical documents for review: [2005 Bridge Replacement](#); [1987 Drop Structures](#)

9. *City staff will lead public outreach efforts (RFP page 3); can you provide us the City's outreach plans? If not, may we include our team's suggested outreach in our proposal? And if so, may we make suggestions to expand or enhance the existing outline if appropriate?*
- Yes, the City will lead outreach efforts – but we do not have a plan drafted at present (aside from the known public meetings listed above).
  - Outreach ideas are certainly welcome.
10. *May we assume that the City will handle any necessary permitting within the City? What about any federal permitting if so required for work within the floodway?*
- Yes, the City will handle local permitting but will need an experienced consultant to help prepare all the permitting documents. The City will need assistance with the engineering analysis required for any alteration in the floodplain or within the waterway.