



Request for Proposal (RFP) for Streets Condition Survey and Long-Term Maintenance Implementation Plan

October 27, 2023

CURRENT THROUGH ADDENDUM 1

Please refer to City of Ketchum website 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 **November 24, 2023, 4:00 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. INVITATION TO SUBMIT PROPOSALS

Copies of the RFP can be found on <https://www.ketchumidaho.org/rfps>.

(Preferred) Electronic proposals shall be submitted via email to aswindley@ketchumidaho.org.

If traditional submission is needed, sealed proposals marked 'City of Ketchum – 'STREETS CONDITIONS SURVEY AND LONG-TERM MAINTENANCE IMPLEMENTATION PLAN' shall be received at either of the following locations:

- Mailing Address:
PO Box 2315 | Ketchum, Idaho, 83340
- Physical Delivery Address:
191 5th Street West | Ketchum, Idaho, 83340

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.

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 Proposer, 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

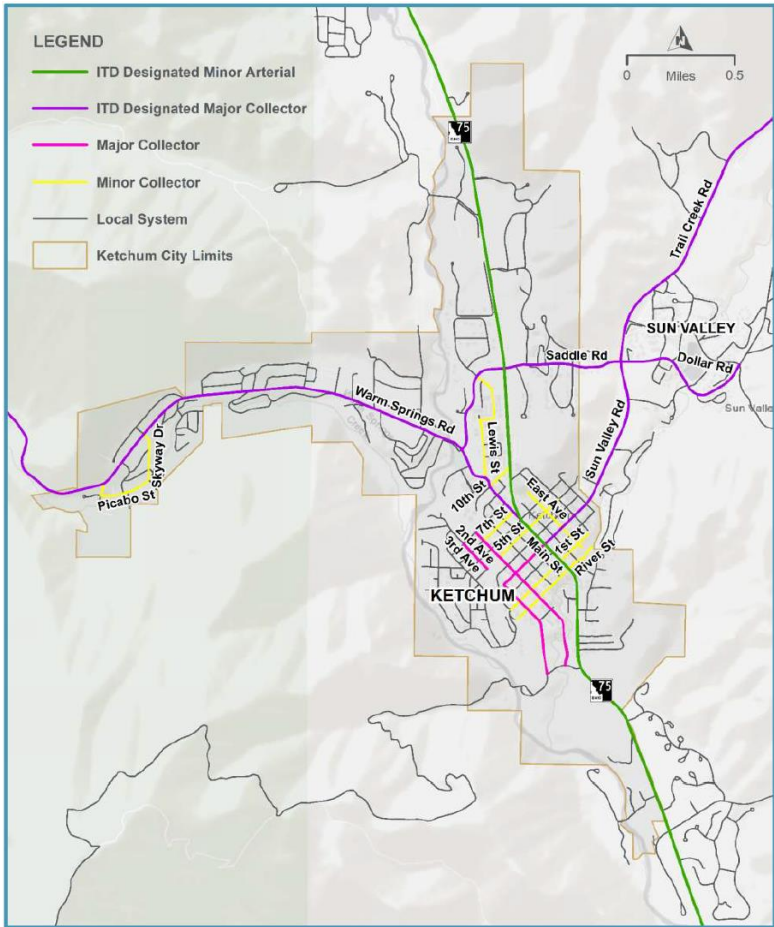
The City of Ketchum, hereinafter referred to as "the Client," is seeking the services of a qualified and experienced consultant or firm to conduct a comprehensive Citywide Streets Inventory Analysis. The analysis aims to provide a detailed overview of the city's street network condition, and related infrastructure. The selected consultant/firm shall perform the following scope of services:

II. Objectives

The primary objectives of this Streets Inventory Analysis are as follows:

1. To create an accurate inventory of all streets within the city, including paved, unpaved, and alleys.
2. To assess the condition of streets and related infrastructure
3. To provide the city with a maintenance implementation plan with costing for next twenty years in five-year increment including essential data as well as advise for informed decision-making regarding maintenance, repair, and improvement projects.

Project area includes approximately 33 miles of city streets (73 lane miles). Annual chip-seal treatments cover approximately 73,437 sqyds. Attachment I (Ketchum Transportation Plan) is attached for reference to **Section 7** (pages 44-52) and should provide general context of scope area and environmental factors. Existing, though not current, data on roads attached and can be utilized as needed.



III. PRELIMINARY PROJECT SCHEDULE

As a guideline, the City anticipates the following schedule:

Milestone	Date
Posting on City of Ketchum's Website	October 27, 2023
Proposal Due Date	November 24, 2023
Contract Award by Council	December 4, 2023

IV. SCOPE OF SERVICES

Scope of Services

The consultant/firm shall provide the following services:

1. Assessment and Inventory of Asset:
 - Conduct a comprehensive inventory of all streets and roadways within the city limits.
 - Identify and document key attributes for each street, including street type, dimensions, surface type, and street addresses.
 - Utilize GIS technology to update and maintain a centralized database for the city's street inventory.
2. Street Condition Assessment:
 - Develop a systematic process for assessing the condition of streets, considering factors such as pavement distress, road safety, and traffic load.
 - Conduct street condition surveys utilizing state-of-the-art surveying equipment and geotechnical assessment methods such as boring samples.
3. Data Analysis and Prioritization of Repair Treatment Suggestions:
 - Generate a comprehensive database of street conditions, including distress data, safety assessments, and photographs where necessary.
 - Prioritize and categorize streets and infrastructure in need of attention over the next twenty years by five-year increments
 - Provide all necessary documentation in a format which enables management of roadwork completed in the future.
 - Ensure the knowledge transfer for the sustainable use of the analysis tools.

V. EVALUATION CRITERIA

Proposals will be evaluated according to the following criteria:

- Recent and relevant project performance. 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.

VI. PROPOSAL FORMAT

Proposals shall be organized and contain the following information.

- Company information
 - Provide a summary of company

- Provide assigned duties of project team
- Description of experience in similar projects
- Examples of Work and References (minimum of 3)