



**Request for Qualifications (RFQ)**  
**Design and Construction Oversight Services**  
Main Street Rehabilitation - River Street to 10<sup>th</sup> Street

**City of Ketchum**

June 13, 2023

Contact:

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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 **July 7, 2023, at 4 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.

Copies of the RFP in PDF format may be [obtained online](#) or by submitting an email request to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org).

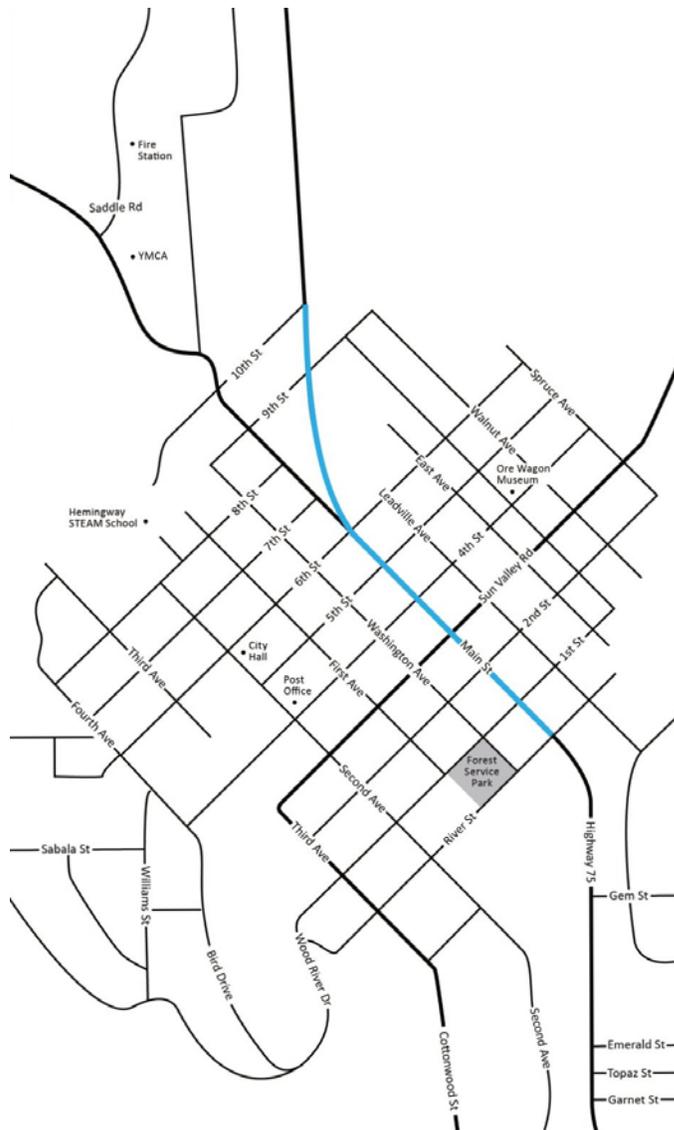
The City will respond to any questions of a substantive nature via an addendum to this RFP. All addenda will be posted to the City's website and distributed to known holders of the RFP.

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 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.

## STATEMENT OF PURPOSE

The City of Ketchum (City) is seeking proposals from qualified and experienced respondents to provide a reconstruction of Main Street/State HWY 75, from River Street to 10<sup>th</sup> Street. While owned by Idaho Transportation Department (ITD), Ketchum has entered into agreement with ITD to rehabilitate the section of highway in the spring of 2024 to avoid conflicting with a similar ITD project south of town (Elkhorn Road to River Street) in 2025/2026. The project scope includes rehabilitation of the road and parking areas, sidewalk/curb/ gutter reconstruction, and drainage and ADA upgrades as necessary. Survey work will be performed under a separate contract managed by the City and provided at the time of project kickoff.

In 2022, the City commissioned a master plan for Main Street to examine future roadway and pedestrian improvements for all mobility modes. Proposers should review the [Main Street Alternatives Analysis Report](#) (starting on page 31) to find further information regarding suggested design improvements.



## SUBMITTAL REQUIREMENTS

To be considered, provide a submittal (at City Hall or electronically to [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org)) by **July 7, 2023, 4pm MST**.

Proposals should include the following sections:

- Outline your proposed approach and timeframe to complete the scope of work. 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.
- Team composition, qualifications, and experience with similar projects.
- 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.
  - Per schedule compliance, include examples of previous projects that had expedited schedules. The City’s goal is for construction to begin in the spring of 2024 and is open to a range of coordination techniques, from issuing bid documents at 90% design to CMGC.
  - Due to the aggressive schedule, please address your firm’s perspective regarding design coordination with potential general contractors related to the three (3) areas below:
    - Traffic control
    - Logistics sequencing
    - Design elements related to the pedestrian realm
- References

This RFQ is guided by Idaho law for professional services, which are selected on Qualifications Based Selection (QBS) versus lowest bid.

Proposals must specifically include items listed above and acknowledgment of receipt of all Addenda.

## SCOPE OF WORK AND TIMELINE

Engineering services shall be done in accordance with all applicable ITD ([Standard Drawings, 2023 Standard specifications for Highway Construction](#)) and [City of Ketchum](#) standards. In addition, see the [Geotechnical report](#).

Outlined below is a general scope of services:

The city envisions a two-phased design process consisting of 1.) concept design and preliminary costing and 2.) detailed design and construction oversight.

1. Intersection/Roadway and Signalization Design
2. Environmental Checklist
3. Geotechnical Investigation/Design
  - Initial investigation report included.
4. Pavement Design

5. Sidewalk/Pedestrian Design
6. Utility Coordination
7. Traffic Control Coordination
8. Preliminary Project Schedule
  - RFP submittal deadline – July 7, 2023
  - Bid from subcontractors – Winter 2023/2024
  - Construction commencement – Spring 2024

## **EVALUATION CRITERIA**

**CRITERIA 1: FIRM EXPERIENCE AND QUALIFICATIONS**  
 Weight - 6 (Complete for Consultant and each Subconsultant)

- Describe how the firm is organized to develop this type of project.
- Provide descriptions of no more than three (3) similar projects successfully developed identifying the similarities to this project.
- List three (3) verifiable references with a contact person and phone number.

**CRITERIA 2: PROJECT MANAGER**  
 Weight - 3

- Identify the Project Manager who will be responsible for the quality and timeliness of the work, and for ensuring that adequate personnel and other resources are available for this project.
- Provide a brief summary of education, experience, and qualifications pertaining to the management of this project.
- Provide descriptions of no more than three (3) similar projects successfully developed by the Project Manager, identifying the similarities to this project.
- Provide Idaho professional registration (registration is required at the time of submittal).
- List three (3) verifiable references with a contact person and phone number.
- List all projects that the Project Manager is currently managing, and the percentage of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

**CRITERIA 3: KEY PERSONNEL & RESOURCES AVAILABLE**  
 Weight - 5 (Complete for Consultant and each Subconsultant)

- Identify the key personnel and describe each person's role and duties on this project.
- Provide a brief summary of experience and qualifications. Include experience and qualifications working on Federal-aid projects.
- Provide Idaho professional registration (if applicable) for each person identified.
- List all projects that the Key Personnel are currently assigned to, and the percentage of time spent by him/her on each of those projects. Include estimated completion date for each of those projects. Identify availability.

- Include an organization chart of the key personnel with their roles and office locations.

**CRITERIA 4: PROJECT UNDERSTANDING**

Weight - 6

- Provide a written narrative demonstrating knowledge, methodology, policies, and procedures to accomplish this project as outlined in the Scope of Work.
- Identify the significant features and potential issues that may be encountered and possible steps to eliminate or minimize those issues.
- Include a Critical Path Diagram based on major tasks and project milestones. The sheet size for the Critical Path Diagram shall be 11" x 17".

**CRITERIA 5: QUALITY CONTROL**

Weight - 3 (Complete for Consultant and each Subconsultant)

- Describe the Consultant's procedures for scope change control, schedule and cost control and quality control. This should also include a description of the Consultant's control measures regarding their Subconsultants' project related work.

## **ADDITIONAL INFORMATION**

1. Any and all costs associated with the preparation of a response to this RFQ are the responsibility of the respondents. City will not reimburse any parties responding to this RFQ for any costs incurred prior to award.
2. The 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. The city shall not be bound by oral explanations or instructions given at any time during the competitive process or after the award.
5. Only information which is received in response to this RFQ 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 RFQ, 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. Parties responding to this RFQ are cautioned that this is a Request for Qualifications. It is not a request to contract, and the City reserves the right to reject any and all offers when it is deemed to be in the best interest of the City.

## **INQUIRIES**

Inquiries can be directed to Aly Swindley at [aswindley@ketchumidaho.org](mailto:aswindley@ketchumidaho.org).