

REQUEST FOR QUALIFICATIONS

Airport Way Master Plan

June 5, 2024

STATEMENT OF PURPOSE

The Hailey Urban Renewal Agency (HURA) is seeking qualifications from experienced and innovative firms to develop the Airport Way Transportation Master Plan. This pivotal project aims to transform an area of approximately 40 acres, located within the city limits in the southwestern part of Hailey, just west of the Friedman Memorial Airport. The Hailey City Council approved the Airport Way District Urban Renewal Project on November 22, 2021, establishing the Airport Way District revenue allocation area (the “Project Area”), marking a significant step towards revitalizing this key area. The boundary map for the Project Area is attached hereto as Exhibit A.

The proposed master plan will focus on comprehensive improvements to public infrastructure and other publicly owned assets throughout the project area. The vision is to create a thriving mixed-use zone, featuring light industrial, commercial and office with possible live-work residential units. This development will be designed with an emphasis on motorized and nonmotorized connectivity to the broader community, enhancing accessibility and integration with other public facilities.

Key components of the project include, but are not limited to:

- Streets and streetscapes, including streetlights and landscaping
- Open spaces
- Pedestrian and bike paths and trails
- Water, sewer, and storm drainage improvements
- Public parking facilities
- Public art installations

OVERVIEW

The Airport Way Urban Renewal District is in an older, unplanned section of Airport Way, generally bounded by State Highway 75 on the north, Airport Way and Aviation Drive on the east, south of Domier Way on the south, and Broadford Road on the west. The Project Area is a predominantly industrial area, as well as six (6) parcels under

ownership of public entities. Of the privately held parcels, approximately 15.05 acres is vacant property, none of which has been used for an agricultural operation or forestry purposes within the past three years. The URD includes mixed zoning for light industrial, limited manufacturing and research and design uses, public, commercial, office and limited residential uses. This area is underdeveloped, and current uses may not be wholly consistent with the City's vision set forth in the Comprehensive Plan. The Project Area is accessed by way of Airport Way from State Highway 75 and includes a number of intersecting low-volume streets. Airport Way/Highway 75 intersection can be considered one of the primary entrances to the City of Hailey, and in the long-term could function as a gateway entrance. Visitors arriving by plane, both via private aviation and Friedman Memorial Airport, travel through the URD to this intersection, creating a "first impression" that is now in great need of improvement.

Currently, Airport Way/Aviation Way provides the primary access to the URD, with limited secondary access from Broadford Road, which is located a substantial distance from the most developed part of the URD. This is significant due to the location of the Friedman Memorial Airport entrance within the URD and critical uses just south of the URD, including the City's Street Shop facilities, St Lukes Medical Clinic, and the Blaine County Public Safety Complex. Should the northern end of Airport Way be blocked for any reason, access to and from these critical community facilities would be severely hampered. When the Airport Way subdivision, which includes the above-mentioned projects, was annexed to the City in 2002 a future connection from Airport West to Broadford Road was contemplated but not implemented. This connection should be studied as part of this planning effort. Additionally, the intersections of Highway 75/Airport Way and Highway 75/Cedar Street should be studied for long-term circulation planning, safety, and aesthetics.

The URD area has not developed evenly and there are significant gaps in the area's public infrastructure. Many of the local streets within the Project Area do not have curb, gutter or sidewalks, or related streetscape improvements, such as regular street-lighting. Storm drainage facilities are also lacking in areas creating significant safety issues for all users of the roadway during periods where there is ponding of water from rain and snowmelt. This condition also creates short- and long-term maintenance issues to the roadway. Further, pedestrian and bicycle facilities are inconsistent throughout the URD, forcing multiple users into the roadway, which can create user conflict and presents safety concerns.

The adopted URD Plan proposes improvements to public infrastructure and other publicly-owned assets throughout the URD, creating the framework for the development of a thriving mixed-use light industrial, commercial, office, and limited associated residential area, with connectivity to the broader community, as well as other public facilities and public improvements, including but not limited to streets, streetscapes, water, sewer, and storm drainage improvements, public parking, public art, open space and pedestrian/bike paths and trails.

The primary objective for this phase of the Airport URD Improvement plan is to study the area with consideration for multimodal circulation, vehicular traffic, and frontage property access needs. The deliverable of the study should include recommended roadway typical sections for all roadways within the plan with specific concepts for:

- Airport Way
- Northern Aviation Drive
- Broadford Road.

Geometry should also be considered throughout, with specific concepts for the intersections of:

- Airport Way/SH-75
- Airport Way/Aviation Drive
- Aviation Drive/Broadford Road
- Broadford/Cedar/SH-75 intersection area

Additional considerations and recommendations include:

- Multimodal corridor locations & alignments
- Engineering Traffic projections and analysis at SH-75 intersections

The Airport Way District Plan can be viewed here: <https://haileycityhall.org/boards-and-commissions/hailey-urban-renewal-agency/hura-airport-way-district/>

SUBMITTAL DEADLINE

HURA will accept proposals at City Hall, 115 Main Street South, Hailey, Idaho 83333, or electronically to Lisa Horowitz at lisa.horowitz@haileycityhall.org until July 12, 2024 at 5:00 p.m. MST.

QUESTIONS AND CONTACTS

To establish a fair and transparent selection process where proposers have equal access to all information about the project, all questions or requests for information should be submitted via email to Lisa Horowitz at lisa.horowitz@haileycityhall.org.

Copies of the Request for Qualifications may be [obtained online](#) or by submitting an email request to lisa.horowitz@haileycityhall.org.

SCOPE OF WORK

Primary Goals:

1. **Public Outreach Coordination:** Engage with the community to gain input and insights: number of meetings to be scoped in advance for budgetary purposes.
2. **Concept Development:** Create up to three distinct concept typical section alternatives based on public input.
3. **Public Feedback:** Present these concepts to the public on one (1) public workshop, incorporating their feedback.
4. **Concept Selection:** Finalize and present concept selected by the public on or about October 2024.

TIMELINE AND TASKS

RFQ Timeline:

- June 5, 2024 – Notice published and RFQ issued
- July 12, 2024 – Proposals due to HURA
- July 2024 – Review of proposals by Hura
- August 2024 – Negotiation and Execution of Agreement

Task Timeline:

- **July:**
 - Contract awarded.
- **August:**
 - Kickoff meeting with HURA, City of Hailey and owner/business stakeholders.
 - Initial public outreach efforts begin, including survey.
- **August/September:**
 - Development of up to three preliminary typical section concepts based on the initial public input.
 - Mid-month presentation of concepts to HURA and the public for feedback.
- **September/October:**
 - Revisions and refinements to the concepts based on public feedback.
 - Final HURA and City Council public meeting to present the refined concepts.
- **October:**
 - Final presentation of the selected concept to the Hailey City Council and HURA for approval and next steps.

SUBMITTAL REQUIREMENTS

Interested firms should provide the following information in their submittals:

1. **Proposed Approach:** Outline the approach to achieve the primary goals and timeline of the project, remaining within parameters of number of public meetings specified.
2. **Team Composition:** List all team members with their qualifications and experience with similar projects.
3. **Qualifications and Experience:** Detailed descriptions of relevant past projects, emphasizing experience with similar scale and complexity.
4. **Hourly Rates and Initial Budget Estimate:** Provide hourly rates for all team members and an initial budget estimate. *(Note that this cost 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. The estimate is requested solely to evaluate feasibility within the City's budget.)*
5. **References:** Provide at least three references from previous similar projects, including contact information and a brief description of the projects.
6. **Release, Waiver and Indemnity Agreement:** Executed Release, Waiver and Indemnity Agreement in the form attached hereto as Exhibit B.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

1. **Quality and Relevant Past Project Performance:** Demonstrated success in similar "typical section" projects.
2. **Positive Reference Feedback:** References should attest to the firm's capability and performance and ability to deliver within project budget once established.
3. **Experience and Availability of Team Members:** Each team member's qualifications and ability to commit to the project timeline.
4. **Demonstration of Clear Understanding of Project:** Clarity and comprehensiveness of the proposed approach.
5. **Ability to Meet Proposed Scope of Work and Timeline:** Feasibility and thoroughness of the plan to achieve project goals within the specified timeline and on a modest budget.

HURA 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 HURA's evaluation and as deemed to be in the best interest of the City. HURA may opt to conduct interviews at its own discretion following the proposal deadline.

The RFQ process is guided by Idaho law for professional services, which are selected on a qualifications-based selection (QBS) process versus the lowest bid. HURA looks forward to reviewing your qualifications and working together to bring the Airport Way District Project to fruition.

HURA Discretion and Authority; Disclaimers

HURA reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Code Title 50, Chapter 20 (Idaho Urban Renewal Law) and Idaho Code Title 50, Chapter 29 (Local Economic Development Act). HURA reserves the right to waive any formalities or defects as to form, procedure, or content with respect to this RFQ and any irregularities in the proposals received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the proposal or proposals that are in the best interest of HURA and the public. The issuance of this RFQ and the receipt and evaluation of proposals does not obligate HURA to select a company nor award a contract. HURA may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

Public Nature of RFQ Submissions

HURA is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Idaho Code §§ 74-101 through 74-126. The Public Records Act contains certain exemptions – including an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique, or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a proposal are not trade secrets.

If any Respondent claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the Respondent must: 1.) Indicate by marking the pertinent document “CONFIDENTIAL”; and, 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored.

HURA, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming material to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold HURA harmless from any claim or suit arising from HURA’s refusal to disclose such materials pursuant to the Respondent’s designation. Any questions regarding the applicability of the Public Records Act shall be addressed to your own legal counsel prior to submission.

ADDITIONAL INFORMATION

1. Any and all costs associated with the preparation of a response to this RFQ are the responsibility of the respondents. HURA will not reimburse any parties responding to this RFQ for any costs incurred prior to award.
2. HURA reserves the right to reject any or all offers and to negotiate final terms and conditions of the proposal and resulting agreement.
3. HURA shall not be bound by oral explanations or instructions given at any time during the competitive process or after the award.
4. Only information which is received in response to this RFQ will be evaluated. Reference to information previously submitted shall not be evaluated.
5. 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 RFQ shall become the property of HURA when received.
6. Parties responding to this RFQ are cautioned that this is a Request for Qualifications. It is not a request to contract, and HURA reserves the right to reject any and all offers when it is deemed to be in the best interest of the City.

Exhibit A

Project Area Map

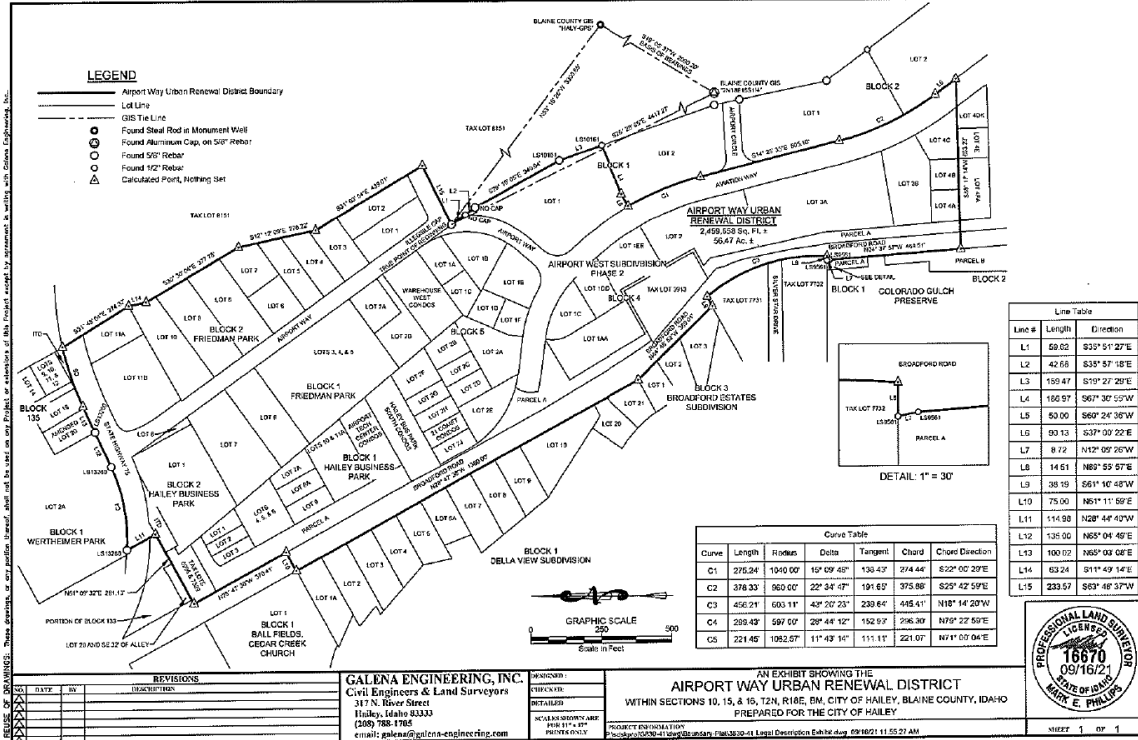


Exhibit B

Release, Waiver and Indemnity Agreement

RELEASE, WAIVER AND INDEMNITY AGREEMENT

The undersigned has read and fully accepts the discretion and non-liability of Hailey Urban Renewal Agency (HURA), City of Hailey, Idaho (hereinafter "City") as stipulated herein.

A. Discretion of City and HURA

HURA reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:

1. Modify or suspend any and all aspects of the process for the Request for Qualifications (hereinafter "RFQ").
2. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to HURA's RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Respondent");
3. Waive any formalities or defects as to form, procedure, or content with respect to its RFQ and any responses by any Respondent thereto;
4. Accept or reject any proposal or statement of interest received in response to the RFQ including any proposal or statement of interest submitted by the undersigned, or select one Respondent over another;
5. Accept or reject all or any part of any materials, drawings, plans, implementation programs, schedules, phasings, and proposals or statements, including, but not limited to, the nature and type of development.

B. Non-Liability of City and HURA

The undersigned agrees: (1) that neither City nor HURA shall have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any of the following; and (2) that the undersigned has not obtained and shall not obtain at any time, whether before or after acceptance or rejection of any statement of interest or proposal, any claim or claims against City, HURA, or any of them, or against City property (all as hereinafter defined) or HURA, directly or indirectly, by reason of all or any of the following:

1. Any aspect of the RFQ, including any information or material set forth therein or referred to therein;
2. Any modification or suspension of the RFQ for informalities or defects therein;
3. Any modification of or criteria or selection or defects in the selection procedure or any act or omission of HURA with respect thereto, including, but not limited to,

- obtaining information from any Respondent contacts or consultations with Respondents who have submitted statements of interest or proposals as to any matters or any release or dissemination of any information submitted to HURA;
4. The rejection of any statement of interest or proposal, including any statement of interest or proposal by the undersigned, or the selection of one Respondent over another;
 5. The acceptance by HURA of any statement of interest or proposal;
 6. Entering into and thereafter engaging in exclusive negotiations;
 7. The expiration of exclusive negotiations;
 8. Entering into any development agreement, other agreement or lease, relating to the statement of interest or proposal, or as a result thereof;
 9. Any statement, representations, acts, or omissions of HURA in connection with all or any of the foregoing;
 10. The exercise of HURA discretion and judgment set forth herein or with respect to all or any of the foregoing; and
 11. Any and all other matters arising out of or directly or indirectly connected with all or any of the foregoing.

The undersigned further, by its execution of this Release, expressly and absolutely waives any and all claim or claims against HURA and HURA property, or City and City property, directly or indirectly, arising out of or in any way connected with all or any of the foregoing.

For purposes of this section, the terms "HURA," and "City" include their respective commissioners, appointed and elected officials, members, officers, employees, agents, selection committee, volunteers, successors, and assigns; the terms "HURA property" or "City property" include property which is the subject of the RFQ and all other property of HURA and City, real, personal, or of any other kind or character; the terms "claim or claims" include any and all protests, rights, remedies, interest, objections, claims, demands, actions, or causes of actions, of every kind or character whatsoever, in law or equity, for money or otherwise including, but not limited to, claims for injury, loss, expense, or damage, claims to property, real or personal, or rights or interests therein, and claims to contract or development rights or development interests of any kind or character, in any HURA and/or City property, or claims which might be asserted against to cloud title to HURA or City property. The words "Respondent or Respondents" shall include any person, entity, or group responding to HURA's RFQ.

C. Hold Harmless and Indemnity

The undersigned shall defend, hold harmless, and indemnify HURA and City, and each of them, from and against any and all claims, directly or indirectly, arising out of the Undersigned's responses to the RFQ, including, but not limited to, claims, if any, made by Undersigned or by

anyone connected or associated with Undersigned or by anyone claiming directly or indirectly through Undersigned.

Interested Respondent
BY: _____
Its: _____

Date: _____

ACKNOWLEDGMENT

STATE OF IDAHO)
) ss.
COUNTY OF _____)

On this ____ day of _____, 2024, before me, _____,
a Notary Public in and for said State, personally appeared _____,
known or identified to me (or proved to me on the oath of _____) to be the
_____ of _____, an _____,
the entity that executed the instrument or the person who executed the instrument on behalf of
said entity and acknowledged to me that such entity executed the same.

Notary Public for the State of Idaho
My commission expires _____