



REQUEST FOR QUALIFICATIONS Landscape Architect Design Professionals

STATEMENT OF PURPOSE

The City of Hailey (City) is requesting Statements of Qualifications (SOQs) from qualified landscape architecture firms to assist with the implementation of the Bullion Pathway Project, which will be constructed in accordance with the previously approved concept plan. The selected firm will provide technical expertise and project management support to carry out the plan as adopted, ensuring consistency with its intent while addressing safety, functionality, and long-term sustainability.

The City-selected design engineer will be the lead on the project. The landscape architectural firm will submit construction details for incorporation into the design set.

The Bullion Street Pathway runs along the north side of Bullion Street from Main Street to Lions Park. The first phases of implementation aim to install the pathway from Main Street to Hop Porter Park, shown in the concept site plan below. The pathway takes the form of a multi-use path with planters and understory plantings as shown on the plans. The ADA-compliant path is designed to accommodate human-powered transit of all kinds – bikers, walkers, runner and rollers – making it easy for Hailey residents to get around without a vehicle. The pathway will also provide a useful connection to downtown for festival and event attendees at Lions and Hop Porter parks, encouraging visitors to wander downtown and support local businesses. The path promises to become a signature feature of Hailey’s downtown and a critical link between downtown and the area’s natural and recreational amenities.

The City will make a selection based on submitted qualifications. The City may choose to expand the scope of work as additional work items are identified for this Request for Qualifications (RFQ) or for future related work, including but not limited to, detailed design services, follow-up construction services, operation and maintenance consultation, or general planning purposes.

This RFQ does not commit the City to enter into an agreement or to pay any costs incurred in the preparation of a proposal or in subsequent negotiations.

The selected consultant’s design services will be contracted with a not-to-exceed amount of \$30,000.

The approved plan can be accessed [here](#).



BACKGROUND

The Bullion Pathway Project is a priority initiative of the Hailey Urban Renewal Agency (HURA), developed in collaboration with the City of Hailey and approved by the Hailey City Council. The project advances community goals identified in the plan, which envisions a safe, connected, and accessible pathway system that supports walking and bicycling while enhancing the surrounding landscape.

The Bullion Pathway will improve multimodal connectivity along Bullion Street by providing safe and attractive facilities for pedestrians and cyclists, complemented by landscaping and other public-realm improvements. The project scope has been refined through prior planning efforts and public input, with the final design elements receiving HURA and City Council authorization to move into implementation. The landscape architect selected through this RFQ will be responsible for implementing the approved concept plan. Key components of the work include:

- Pathway alignment
- Landscaping and site furnishings
- Irrigation design
- Pedestrian and bicycle safety features
- Wayfinding and signage elements
- Drainage and stormwater

This project represents a coordinated investment in Hailey's long-term transportation and livability goals, with oversight and funding support from HURA and the City Council.

SCOPE OF WORK

The consultant’s work will focus on implementing the approved concept plan during the design phase of the project, not redesigning or substantially altering it. The project has a preliminary layout completed, and the consultant will coordinate with the design engineer who will be preparing the primary plan set. The consultant’s role will be to provide landscape architecture details, specifications, and related components for inclusion within the engineering plan set prepared by others. Specific tasks include, but are not limited to:

- Pathway alignment in accordance with the adopted plan
- Landscaping and site furnishings consistent with the plan’s design direction
- Irrigation design and specifications
- Pedestrian and bicycle safety features
- Wayfinding and signage elements
- Drainage and stormwater considerations
- Integration with existing streets, sidewalks, and trail networks
- Recommendations for long-term maintenance and durability
- Coordination of public art installations

The selected consultant’s scope of work is anticipated to be design-focused but may be expanded to include construction phase services, at the discretion of the City, without the need for a subsequent RFQ.

PROJECT TIMING/SCHEDULE

RFQ Schedule requirements:

- RFQ Issued September 24, 2025
- SOQ Submittal Deadline October 9, 2025 – 2:00 p.m.
- Staff Rankings/Interviews week of October 13, 2025
- Contract Agreement Negotiations by October 22, 2025
- Council Award & Approval of Contract October 27, 2025

Conceptual Design Schedule as follows:

- Preliminary Design October 27 – November 28
- Final Design December 1 – January 26
- Construction/Bid Documents December 15 – January 26
- Bids Due February 19, 2026 – 2:00 p.m.

Potential Construction Schedule:

- Commence Construction May 26, 2026
- Construction Completion August 21, 2026

OPTIONAL SITE VISITS

Site visits will be available by appointment only and will be limited to 1.5 hours each.

SUBMISSION REQUIREMENTS

Firms responding to this RFQ must provide an SOQ that addresses the following company experience and qualifications:

- Public works and public street projects in the urban environment
- Bike and pedestrian infrastructure in the urban environment
- City and Urban Renewal projects
- Projects with integrated public art
- Drought-tolerant, native, and adaptive planting and irrigation design suitable for the Wood River Valley
- Familiarity with City of Hailey processes and standards
- Implementation of approved Master Plans

This information will be directly evaluated under “Company Experience & Qualifications” in the Evaluation Criteria section.

Respondents shall submit one (1) paper original and one (1) paper copy of their SOQ document. In addition, respondents shall submit a PDF version of their SOQ document on a compact disc or USB drive, to Hailey City Hall, no later than 2:00 p.m. on Thursday, October 9, 2025 (note that this is a receipt date and time, **not** a postmark date and time) to the following address:

City of Hailey
ATTN: Brian Yeager, Public Works Director
115 Main Street
Hailey, ID 83333

SOQ's shall not exceed twenty (20) pages single-sided or ten (10) pages double-sided (not including introductory letter, résumés or cover pages). The SOQ shall be bound and on 8 ½ x 11-inch paper, single spaced, minimum 11-point font. Email submittals will be accepted; however receipt must be confirmed by sender.

Email submittals must be sent to both brian.yeager@haileycityhall.org AND lisa.horowitz@haileycityhall.org.

SOQ FORMAT

- (1) Introductory letters are limited to one (1) page and not included in page count.
- (2) Maximum length of twenty (20) single-sided pages or ten (10) double-sided pages.
- (3) Résumés to be included as an appendix and are not included in the page count. Résumés should not be more than two (2) pages per person.
- (4) Pages shall be 8 ½ x 11 unless otherwise noted and minimum font size of 11 point.
- (5) Cover pages and Table of Contents are not included in the page count.

EVALUATION CRITERIA AND WEIGHTING

SOQ's received will be numerically scored based on the weighting listed below.

SOQ's will be independently evaluated (scored) by each member of the selection committee and scores will be compiled to produce a top ranked respondent. The City will engage with the top ranked respondent to develop a detailed scope of services and associated fee proposal that may lead to the execution of an Agreement for Professional Services with the selected firm.

Section 1: Company Experience & Qualifications – 30 Points

- Describe your company's history, location(s), area(s) of expertise and how you are organized to deliver the project requirements. Identify the office location that will be servicing this contract.
- Include descriptions of no more than six (6) projects which have been under the direction or responsibility of the Lead/Key Personnel designated on this proposal and identify which of those personnel are applicable to the specific project and describe their responsibility. Provide client references for each of the projects.
- Demonstrate company experience with:
 - Public works and public street projects in the urban environment
 - Bike and pedestrian infrastructure in the urban environment
 - City and Urban Renewal projects
 - Projects with integrated public art
 - Drought-tolerant, native, and adaptive planting and irrigation design suitable for the Wood River Valley
 - Implementation of approved Master Plans
 - Familiarity with City of Hailey processes and standards
- Include three (3) current professional references for the company with name, e-mail address and phone number.
- Briefly, what other services does your company provide?
- Describe your company's current workload.
- Provide your company's certificate of professional liability insurance.

Section 2: Lead Personnel – 20 Points

- Identify the lead personnel who will be responsible for this project and provide their experience, education and qualifications.
- Demonstrate the magnitude of involvement the lead personnel have had in the project types listed in Section 1. Higher scoring will reflect direct, significant involvement by the designated lead rather than by others in the firm.
- Long-term client relationships and responsiveness are of special interest. Provide examples of long duration client/consultant relationships specific to the lead personnel. Include employment history with dates for a period of up to ten (10) years.
- Provide brief descriptions of no more than three (3) successfully completed projects. Provide references for each of these projects.

Section 3: Key Personnel – 10 Points

- Provide an organizational chart of the key personnel including roles and office locations.
- Provide information on proposed subconsultants (if any) and their role in the project delivery.
- Provide brief biographies of key personnel, including role and experience relevant to that role.
- Provide résumés, no more than two pages per person for key personnel (no more than six) to be included in an Appendix. Long-term client relationships are of special interest, please include employment history with dates for a period of up to ten (10) years.

Section 4: Project Approach & Understanding – 30 points

- Describe your understanding of this project and why your firm is best qualified to perform this work. Elaborate on your understanding of the scope of services, specific challenges you foresee this project presenting, and your approach for addressing these challenges.
- Describe your understanding of the project scope, goals, and context.
- Demonstrate depth of knowledge of how the project has developed to date, including prior planning and approvals, and identify what it will take to successfully complete the project.
- Describe the technical services required to complete the project.
- Describe tasks the City might wish to perform using either in house staff or other commonly used local resources.
- SOQ's shall be developed from the consultant's understanding of and experience with this type of work, and the information provided herein.

Section 5: Quality Control – 10 Points

- Provide procedures for assuring quality, schedule, cost, and change control as well as overall project coordination.

CONTACT INFORMATION

For project specific information and questions related to the SOQ contact Hailey Public Works Director, Brian Yeager at brian.yeager@haileycityhall.org, 208-788-9815 x 4224. All questions or clarifications concerning the RFQ document must be submitted and received in writing by 4:30 p.m. on Monday, October 6, 2025.

The City of Hailey reserves the right to reject any and all SOQ's.

Publish Idaho Mountain Express:
September 24, 2025
October 1, 2025

SPECIAL CONDITIONS

A. General Terms. This RFQ does not commit the City to enter into an agreement, or to pay any costs incurred in the preparation of an SOQ or subsequent negotiation. All information furnished in the RFQ was gathered from sources deemed to be reliable. No representation or warranty is provided as to the accuracy or completeness of the information contained herein and the City reserves the right to alter or cancel this RFQ.

B. Reservation of Rights by the City. The issuance of this RFQ does not constitute an agreement by the City that any professional services agreement will actually be entered into by the City. The City expressly reserves the right to:

- Waive any immaterial defect or informality in any SOQ or procedure.
- Reject any or all SOQ's.
- Reissue the RFQ.
- Invite additional respondents to respond to the RFQ.
- Complete the services contemplated by this RFQ by any other means.
- Request additional information and data from any or all respondents.
- Extend the date for submission of the SOQ's.
- Supplement, amend or otherwise modify the RFQ, or cancel this request with or without the substitution of another RFQ.

C. Negotiation Rights. Final terms of any agreement will be subject to negotiation. Negotiations may be terminated for failure to reach mutually acceptable terms or for any other reason deemed appropriate by the City.

D. Right to Disqualify. The City reserves the right to disqualify any respondent who fails to provide information or data requested herein, or who provides inaccurate or misleading information or data. Further, the City reserves the right to disqualify any respondent on the basis of any real or apparent conflict of interest. By responding to this RFQ, the respondent agrees that any finding by the City of any fact in dispute related to this RFQ or the responses thereto shall be final and conclusive.

E. Preparation Costs. Each respondent will be responsible for all costs incurred in preparing a response to this RFQ. All materials and documents submitted by the respondents in response to this RFQ will become the property of the City and will not be returned. As such, they constitute public records that may be delivered to a person making an appropriate request for public records. If a respondent claims that any portion of its response constitutes a trade secret as defined by Idaho Code § 74-107(1), that portion should be clearly marked. The selected respondent will be responsible for all costs incurred by it during negotiations and up to the date of the execution of the final agreement.

F. Affirmative Action Requirements. Respondent, by submission of a response, agrees to not discriminate against any worker, employee, subcontractor or any member of the public because of race, creed, color, religion, sex, age, marital status, national origin, or sensory or physical disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and City equal employment opportunity requirements.