



CITY OF KETCHUM

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REQUEST FOR QUALIFICATIONS AND PROPOSALS (RFQ/RFP)

Reconnaissance-level Survey of Post World War II Historic Properties in Ketchum

Issue Date: April 4, 2025

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SUBMITTAL DEADLINE

All responses, per the requirements of this RFQ/RFP, must be received by the City of Ketchum Planning and Building Department no later than 12:00 pm MST on May 5, 2025.

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Introduction & Background

The City of Ketchum, Idaho (the “city”) is located within the Wood River Valley, approximately 150 miles east of Boise. The city was founded in 1880, and became a landing ground for settlers during the silver and lead mining boom of the late 1800’s. The city became further known for its world-renowned ski resort, Sun Valley, which was established in 1936. The city has a rich history that spans from its early days as a mining town to its transformation into a premier destination for outdoor recreation and tourism.

The city is seeking qualified consultants to submit proposals for conducting a reconnaissance-level survey of historic properties within one or more neighborhoods of the city that were constructed during the post-WWII era of 1950-1980. The post war era generally ends in 1968; however, the survey has a wider timeframe to ensure a more comprehensive analysis and to extend the lifespan of the survey. The project will assess historic properties, which include residences, commercial buildings, and potentially cultural, agricultural, and industrial properties. The objective of the survey is to identify properties to be evaluated for listing eligibility in the National Registry of Historic Places (NRHP). The source of funding for this project is through a Certified Local Government Grant administered by the Idaho State Historic Preservation Office (SHPO).

The last historical record for the city is the 2020 Community Core District Survey Update, which surveyed historic sites within the Community Core Zone District. The survey was an update to the 2005 Archaeological and Historical Survey Report (reconnaissance/windshield survey), known as the Walsworth study, which was a city-wide windshield survey of properties from the 1880s to 1955. Both survey reports can be found in the appendices of this document.

To identify potential survey areas within the city, staff evaluated data from the Blaine County Assessor’s Office which categorizes properties within the city by their parcel number and the year built. Staff was able to identify neighborhoods through this process that contain a significant concentration of post-war development. It was found that the Warm Springs, Trail Creek, Bigwood, West Ketchum, and Community Core neighborhoods contain the majority of structures built between 1950-1980. See Exhibit 1 in the Appendices for a map of all neighborhoods in the city. The selected consultant will work with City staff, the Historic Preservation Commission (HPC), and SHPO to develop the scope of the survey based on the project budget.

Project Objectives

The following objectives for the survey have been identified:

- Collaborate with city staff, HPC, and SHPO to identify one or more neighborhoods in the city that contain the highest number of properties constructed during the post WWII era of 1945-1980 to be surveyed to maximize the limited project budget.
- Conduct a reconnaissance-level survey of properties in the determined area of study.
- Identify and evaluate properties for potential eligibility for the NRHP.
- Prepare all deliverables, including survey forms, maps, photographs, and a final report, in accordance with the secretary of the Interior's Standards.
- Complete Idaho Cultural Resource Information System (ICRIS) forms for each historical built environment property identified in the survey and submit to the ICRIS database.

Minimum Qualifications

The selected Consultant will have strong working knowledge of the NRHP criteria, the United States Secretary of the Interior's Standards and Guidelines for Historic Preservation qualified historian and/or architectural historian, and Ketchum local history and architectural styles of the west. Preferred consultants will have experience with post WWII era architecture.

Scope of Work

The selected consultant will work with the city to develop the scope of the survey based on the project budget. The information and expectations outlined below should help inform the draft scope of work.

Project Management/Administration

Upon completion of the survey contract, there will be an initial survey kick-off meeting with the consultant, city staff, and SHPO to discuss clear boundaries and project expectations including public outreach and HPC involvements. The city anticipates regular virtual check-in meetings with the consultant to ensure that the project is progressing as planned. These meetings will also allow for any troubleshooting of issues. The number and timing of meetings will be dependent on the scope of work and timing of project milestones. Prior to the start of survey work, the city anticipates some amount of survey preparation to include kick-off meetings with staff and review of existing documents.

Travel

Travel costs for the on-site survey work should be included in the proposed budget. All other meetings with staff and HPC can be attended virtually.

Public Meetings and Community Engagement

In addition to project management meetings, the city anticipates at least three meetings with the HPC at their regularly scheduled meetings the first Tuesday of each month at key milestones of the project. These meetings are intended to inform not only the HPC but the public. One of the three meetings should be planned for the end of the project once the draft report and inventory are available for public review.

The city will be the lead in all public engagement efforts related to the work, however, staff may rely on the consultant to verify outreach content for accuracy. The consultant will not be required to attend outreach events as part of the scope of work.

Deliverables

Field.Survey

Conduct an onsite reconnaissance level survey of post WWII era properties in the selected neighborhood/area of study documenting property types, architectural styles, materials, and significant features. The survey must be conducted in accordance with the Secretary of the Interior's Standards and Guidelines. Photograph each property and map its location using GIS software.

Survey.Report.

Produce a survey report outlining survey findings using the Idaho SHPO template, documenting historic context, maps, photographs, evaluation and recommendation for the NRHP nomination eligibility. The survey report shall be provided in an electronic format, and all supplemental documentation of property information shall also be provided in an electronic format.

Complete ICRIS forms for each historical built environment property identified in the survey and submit to the ICRIS database.

Schedule

The city anticipates that the survey work will begin in summer of 2025 and end in early fall of 2025 and the survey report will be issued in winter 2025/2026.

Project Budget

The total not-to-exceed project budget is \$15,000. The source of funding for this project is through a Certified Local Government Grant administered by the Idaho SHPO. The selected Consultant will collaborate with the city to determine the scope of the survey based on the available budget for the project.

Submittal Requirements

The proposal must include the following to be considered for the project.

1. Project Understanding and Approach. Description of the Consultant’s understanding of the overall project, approach to the project, and a detailed schedule and budget. Project budgets must be within the not-to-exceed budget. Additionally, please provide an overview of the management and communication structure of the consultant’s internal team and any subcontractors proposed for the project, including your preferred approach to project management and communication for a successful project.
2. Consultant Qualifications and Resumes. Description of how the Consultant meets the Secretary of the Interior’s Standards for Evaluation and Identification outlined in the “Architectural and Historic Sites Survey and Inventory” manual. Provide resumes and qualifications of all team members on the project including field staff.
3. Project Experience – Historic Survey. Description of the consultant’s experience in preparing and executing reconnaissance-level surveys of WWII era historic properties for communities of similar size and character. Please provide a minimum of two examples. Additionally, please provide a description of the consultant’s philosophy, approach, and experience in successful designation of WWII era properties to the NRHP. Please provide a minimum of two examples.
4. References. Please provide a minimum of three relevant professional references with whom the consultant has worked within the last five years. Please provide name, organization, phone, and email contact information.

Submittal Process

1. The submittal process will follow the schedule as outlined below.
 - a. RFP Publication Date.....April 4, 2025
 - b. RFP Deadline to Submit Questions.....April 18, 2025
 - c. Response to Questions Published.....April 25, 2025
 - d. RFP Submittal Deadline.....May 5, 2025
 - e. Interviews with Consultants.....Week of May 12, 2025
 - f. Section of Consultant.....End of May, 2025
 - g. Contract Execution.....Beginning of June, 2025

2. Questions shall be sent via email no later than Monday, April 18, 2025, 4:00pm MST, to Paige Nied, pnied@ketchumidaho.org
3. Format and Delivery: Please email a consolidated PDF copy to pnied@ketchumidaho.org with a subject line of “RFP Submittal – Post WWII Historic Survey”

Criteria for Selection

The following criteria will be used for the evaluation of submittals:

- Completeness (10 points): The submittal includes all required items outlined in the RFP.
- Technical Approach (10 points): The proposal demonstrates a comprehensive understanding of project goals and outlines a clear and efficient approach for conducting the survey and producing deliverables.
- Qualifications (10 points): The consultant demonstrates recent and relevant experience and capability on similar projects.
- Timeline (10 points): The proposal provides a realistic and efficient estimated project schedule, including milestones and deadlines for key deliverables.
- References (10 points): References provided are relevant and reputable and provide candid feedback.

RFP Terms & Conditions

1. Proposals that do not include all submittal requirements outlined herein shall not be considered;
2. At the City’s sole discretion, the City may choose to republish this RFP;
3. The City reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals. The RFP does not bind the City to hire a consultant when, in the City’s sole discretion, the City determines not to do so;
4. Until such time the professional services agreement is executed, there are no express or implied obligations or commitments on the part of either the City or the Consultant concerning either this RFP or any proposal associated with it;
5. At the City’s sole discretion and with notice being provided to the Consultants, the City may amend the Selection Process and/or Tentative Project Schedule at any

time;

6. By submitting materials for the City's consideration pursuant to this RFP, the Consultant is waiving any claim of confidentiality, trade secrets or privilege with respect to materials submitted.
7. If warranted, any updates, revisions or modifications to this RFP shall be posted on Ketchum's website at: www.ketchumidaho.org/rfps during the advertising period, and it shall be the responsibility of the Consultant to review the website during the advertising period to verify if any such updates, revisions or modifications have been made to this RFP; and
8. Only written questions will be answered. If additional information or clarification is desired, email requests should be made to at the email address listed above.
9. The selected firm will work under a Professional Services Agreement. Once an Agreement is negotiated, the following documents will be required by the selected firm prior to the commencement of any work:
 - Signed contract by both the city and the Consultant.
 - Proof of insurance per Professional Services Agreement.
10. Being selected under this solicitation will not preclude the firm from being considered for any other projects advertised.