



AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 4, 2025

MEETING DATE: April 9, 2025

TO: MAYOR AND CITY COUNCIL

FROM: Erik Bush PLA, Project Manager, City Forester

SUBJECT: Award Agreement No. A25-3170-1 – Wink Inc. - Downtown Parking Lot Paving

DESCRIPTION/BACKGROUND:

This project will rehabilitate Sandpoint's Downtown Parking Lot, located at 218 Church Street to improve safety, accessibility, and long-term infrastructure maintenance.

The parking lot is in poor condition, with failing asphalt, potholes, and tripping hazards. It currently has 121 parking spaces, many of which are undersized and do not meet the City Parking Code requirements. Additionally, the parking lot lacks stormwater treatment, and its layout presents challenges for snow removal operations.

The rehabilitation project will include new asphalt and subgrade material, stormwater improvements, Dark-Sky-Compliant lighting, and updated pavement markings. The redesigned layout will provide approximately 128 total parking spaces, including 27 compact and 6 ADA-accessible parking spaces. Additionally, a new entrance on Third Avenue will improve access and reduce conflict points; the existing entrances at Oak Street and Church Street will be removed. This new entrance will allow for safer access to the lot, as well as accommodate a potential future paid access parking system. This layout was designed by Sandpoint's Civil Engineer Brandon Staglund to improve efficiency, traffic flow, and safety.

On February 19, 2025 City Council approved the Preliminary Design.

On March 6, 2025 the Urban Forestry Commission met to recommend which existing trees the contractor should attempt to save.

The project was bid in accordance with Idaho Code 67-2805(2), Category A and the City of Sandpoint procurement requirements. Bids were publicly opened on April 03, 2025. A total of six bids were received and after evaluation of bids, Wink Inc. was determined to be the lowest responsive and responsible bidder. A record of the Bid Opening is attached to this Staff Report.

Construction of this project is budgeted for in Fiscal Year 2025 with full funding by the Sandpoint Urban Renewal Agency (SURA). Construction is anticipated to begin in April and last up to three weeks. During construction, the parking lot will be closed to the public for safety reasons. Adjacent property owners and downtown businesses have been notified via flyers of the upcoming project. Additional notification with detailed schedule will be sent once a construction schedule from the contractor is approved. Tree Planting will occur under a separate contract.

Visitors will be directed to utilize street parking.

STAFF RECOMMENDATION:

Staff recommends the award of contract A25-3170-1 to Wink Inc. in the total amount of \$434,085.00 for the Downtown Parking Lot Paving Project.

ACTION:

Move to approve award contract A25-3170-1 to Wink Inc. in the total amount of \$434,085.00 for the Downtown Parking Lot Paving Project.

WILL THERE BE ANY FINANCIAL IMPACT? YES HAS THIS ITEM BEEN BUDGETED? YES;
within City Council approved FY25 budget.

ATTACHMENTS:

1. Proposed Resolution
2. A25-3170-1 Wink Inc. — Downtown Parking Lot Paving Project
3. Record of Bid Opening – Bid 25-3170-1