



AGENDA REPORT

City Council Meeting

TODAY'S DATE: November 12, 2025

MEETING DATE: November 19, 2025

TO: MAYOR AND CITY COUNCIL

FROM: Erik Bush PLA, Project Manager, City Forester

SUBJECT: Downtown Revitalization Phase 3 Professional Services Agreement

DESCRIPTION/BACKGROUND:

On December 5, 2012, City Council adopted the Downtown Streets Plan and Design Guide, envisioning Downtown Sandpoint as the “Hub of the Inland Northwest”, a vibrant and welcoming destination for dining, entertainment, shopping, art, and recreation, fostering a strong sense of community throughout the year. The effort to revitalize Downtown Sandpoint began in the early 2000s, with significant contributions from business owners, property owners, community members, consultants, and City representatives working collaboratively to plan, design, secure funding, and implement improvements.

Subsequent efforts have reaffirmed this vision. On May 5, 2021, City Council adopted the Multimodal Transportation Plan (MTMP), which refined the concept for completing the third/final phase of the SURA-funded Downtown Revitalization Project. This phase involves a full reconstruction of First Avenue from Church Street to at least Lake Street.

On November 15, 2023, City Council adopted the Downtown Waterfront Design Competition Stage 3 Design Report, recommending improvements to First Avenue to support new development and improve multimodal access. These improvements include specialty paving, planting beds, street trees, street furnishings, wayfinding, and signage. A new intersection configuration at Bridge Street and First Avenue is also planned to improve pedestrian safety and improve traffic flow. South of Bridge Street, the plan incorporates expanded sidewalks to accommodate a multi-use pathway and angled parking. The Report also envisions a potential roundabout at First and Superior, under a future project.

Phases 1 and 2, completed between 2018 and 2021, improved Cedar Street (from Fifth Avenue to First Avenue) and First Avenue (from Cedar Street to Church Street). These improvements, funded by the Sandpoint Urban Renewal Agency (SURA), provided upgraded pedestrian sidewalks, improved stormwater management, and enhanced public spaces.

The City of Sandpoint is now set to commence the design phase for Phase 3 of the Downtown Revitalization project. This phase will align with the Downtown Streets Plan and Design Guide, the Multimodal Transportation Master Plan, and the Comprehensive Plan. The key objectives of this revitalization effort are to enhance downtown connectivity, improve multimodal infrastructure, and support economic growth.

Phase 3 will extend the improvements along First Avenue from Church Street to approximately Lake Street, including portions of Bridge Street. The project scope includes:

- Wider sidewalks to improve pedestrian accessibility.
- Street furniture and landscaping to enhance public spaces and aesthetics.

- Parking upgrades to improve downtown functionality and access.
- Bioretention cells for stormwater treatment before discharge into Sand Creek.
- Incorporation of public art installations to enhance Sandpoint's cultural identity.

Funding for Phase 3 will continue through the Sandpoint Urban Renewal Agency (SURA).

On August 15, 2025, the City issued a Request for Qualifications (RFQ) to engage a design consultant. Two Statements of Qualifications were received and evaluated using the published criteria. Following review, staff selected and negotiated a contract with the highest-scoring firm, Welch Comer & Associates, LLC, in accordance with Idaho Code § 67-2320 (Qualifications-Based Selection). Design services are budgeted in FY 2025 and will begin immediately following contract execution.

Welch Comer will lead a multidisciplinary team including JUB Engineers, GGLO, The Langdon Group, Geo Engineers, and Environmental Inc. The project will be delivered using a "design-to-budget" approach, managing design scope, quantities, and specifications to align with available construction funding while maintaining awardability. Scope includes:

- Phase 3: Church Street to Lake Street (Full Design, 100%)
 - Complete building-face-to-building-face reconstruction of First Avenue.
 - Incorporate decorative and functional streetscape elements, trees, lighting, furnishings, fiber extension, utilities, and stormwater facilities.
 - Replace water services, aging watermain, and storm mains.
 - Integrate bicycle lanes, on-street parking, and ADA-compliant pedestrian improvements.
 - Coordinate gateway features, landscaping, and public art consistent with previous downtown phases.
 - Intersection improvements at Pine/First and Bridge/First.
- Future Phase: Lake Street to Superior Street (Preliminary Design)
 - Preliminary geometry, streetscape concept, and intersection design at First & Superior (potential roundabout).
 - Early stormwater and traffic analysis to guide future full design and construction.

Additional design elements include a traffic signal warrant and design at First Avenue and Pine Street, stormwater system upgrades with bioretention cells supporting future MS4 compliance, and a comprehensive Public Engagement Plan led by The Langdon Group. Engagement will include stakeholder interviews, Technical Advisory Group meetings, open houses, business outreach, a project website, and social-media and newsletter updates to ensure transparency and public participation.

Environmental and permitting tasks include preparation of a Biological Assessment and Stormwater Pollution Prevention Plan (SWPPP) in coordination with Idaho DEQ.

The proposed agreement covers design services only and excludes bidding, construction administration, management, and inspection, which may be added by supplemental agreement at a later date.

Design services are funded primarily by the Sandpoint Urban Renewal Agency (SURA), with cost participation from the City's Water Fund and General Fund to support utility design elements. The City may pursue supplemental funding through the Idaho Community Development Block Grant (ICDBG) Downtown Revitalization Program, LHTAC, ITD, or other state and federal sources for construction and public amenities.

A Public Engagement Plan will be presented to Council for consideration and approval. This plan will promote transparency, gather community input, and encourage stakeholder participation throughout the design process. Engagement strategies include public meetings and open houses, stakeholder workshops, online surveys, project website and social media updates, press releases, newsletters, and advisory committee meetings.

STAFF RECOMMENDATION: Staff recommends City Council consider approving the Professional Services Agreement with Welch Comer Engineers in the amount of \$741,700 for design services for the

Downtown Revitalization Phase 3 project, authorizing the Mayor to sign the Professional Services Agreement.

ACTION: Award contract to approve the Professional Services Agreement with Welch Comer Engineers in the Amount of \$741,700 for design services, authorize the Mayor to sign the Professional Services Agreement.

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

ATTACHMENTS:

1. Concept Comparison
2. Downtown Streets Plan and Design Guide – First and Cedar Concept
3. Multimodal Transportation Master Plan – First and Bridge Concepts
4. Downtown Waterfront Design Competition – First Ave Concept
5. Downtown Streets Plan and Design Guide – First and Superior

LINKS:

1. [Downtown Streets Plan and Design Guide](https://www.sandpointidaho.gov/media/3541) - <https://www.sandpointidaho.gov/media/3541>
2. [Multimodal Transportation Master Plan](https://www.sandpointidaho.gov/media/3491) - <https://www.sandpointidaho.gov/media/3491>
3. [Downtown Waterfront Design Competition Stage 3 Design Report](https://www.sandpointidaho.gov/media/3641) - <https://www.sandpointidaho.gov/media/3641>
4. [Cleargov Project Page](https://sandpoint-id.cleargov.com/projects/14340/downtown-revitalization-phase-3) - <https://sandpoint-id.cleargov.com/projects/14340/downtown-revitalization-phase-3>

ACTION:

Move to approve the staff recommendation and authorize the Mayor to sign the contract documents.