

No: 25-
Date: November 19, 2025

RESOLUTION
OF THE CITY COUNCIL
CITY OF SANDPOINT

TITLE: REQUEST TO AWARD PROFESSIONAL SERVICES AGREEMENT FOR DOWNTOWN REVITALIZATION PHASE 3

WHEREAS: 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;

WHEREAS: The City of Sandpoint is now set to commence the design phase for Phase 3 of the Downtown Revitalization project aligning with the Downtown Streets Plan and Design Guide, the Multimodal Transportation Master Plan, and the Comprehensive Plan with the key objectives to enhance downtown connectivity, improve multimodal infrastructure, and support economic growth;

WHEREAS: On August 15, 2025, the City issued a Request for Qualifications (RFQ) to engage a design consultant and with two Statements of Qualifications received and evaluated using the published criteria and 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);

WHEREAS: 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; and

WHEREAS: 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 but 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.

NOW, THEREFORE, BE IT RESOLVED THAT: City Council hereby approves the Professional Services Agreement with Welch Comer & Associates, LLC, in the amount of \$741,700, a copy of which is attached hereto and made a part hereof as if fully incorporated herein.

BE IT FURTHER RESOLVED THAT: As set forth in the Procurement Process and Signature Authority Policy for Goods, Services, and Construction and further outlined in the City of Sandpoint Procurement Policy, on behalf of the City, the Mayor or his designee is hereby authorized to execute this agreement.

Jeremy Grimm, Mayor

ATTEST:

Melissa Ward, City Clerk