



## AGENDA REPORT

### City Council Meeting

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**TODAY'S DATE:** August 19, 2025

**MEETING DATE:** September 3, 2025

**TO:** Mayor Grimm, City Council members

**FROM:** Jason Welker, Planning & Community Development Director

**SUBJECT:** RV Campground and City Beach Parking Lot RFQ

#### BACKGROUND:

At its August 6, 2025 meeting, City Council approved acceptance of a \$950,000 Idaho Department of Parks and Recreation (IDPR) RV Fund grant for the renovation of the City Beach RV Campground. This grant will fund the design and construction of long-needed improvements to the City's aging campground facilities, including new site circulation, hardened roads and campsites, upgraded utilities, accessible amenities, and a modern restroom/shower building.

In addition to the RV Fund grant, IDPR offered the City an additional \$105,000 through the Waterways Improvement Fund (WIF) to support improvements to the adjacent City Beach parking lot. The City had committed a \$100,000 match from the Parks Capital Improvement Fund to secure these dollars. However, after reviewing the scope of work needed at the parking lot—full surface reconstruction, stormwater treatment, updated lighting, landscaping, signage, and wayfinding—it became clear that the available funds were insufficient and that IDPR required design concepts before awarding WIF funds. Without design work completed, the City was unprepared to accept the grant at this time.

At its August 13, 2025 meeting, the Parks & Recreation Commission reviewed staff's proposal to redirect the \$100,000 previously allocated as a WIF match toward design and engineering for City Beach parking lot improvements. The Commission concurred with staff's recommendation to pair this effort with the RV Campground project. By combining both projects into a single design and engineering contract, the City will:

- Realize cost savings by working with one consultant team.
- Identify potential overlaps and synergies between the campground and parking lot.
- Ensure cohesive planning and design for the entire City Beach park area.
- Provide the necessary conceptual and construction documents to pursue state and local grant funding for parking lot improvements.

#### NEXT STEPS:

Staff has prepared a draft **Request for Qualifications (RFQ, draft attached)** for professional design and engineering services covering both the RV Campground and City Beach parking lot. If Council approves, staff will finalize and issue the RFQ. The selected consultant will undertake community outreach and engagement, complete design and engineering, and deliver bid-ready construction documents by spring 2026.

With construction funding secured for the RV Campground, the City anticipates going to bid for a construction contractor late next year. Meanwhile, the completed design documents for the parking lot will enable the City to pursue a combination of Parks CIP funds, parking in-lieu fees, and future grant opportunities—likely a WIF grant application for FY27—to fund construction. Ideally, parking lot improvements will be scheduled to occur alongside RV Campground construction or in the following off-season, contingent on funding availability.

#### **STAFF RECOMMENDATION:**

Staff recommends that City Council approve issuance of the **Request for Qualifications (RFQ)** for design and engineering services for the City Beach RV Campground and City Beach parking lot projects.

#### **ACTION:**

City Council may:

1. Approve issuance of the Request for Qualifications (RFQ) for design and engineering services for both the City Beach RV Campground and the City Beach parking lot improvements, as recommended by staff and supported by the Parks & Recreation Commission.
2. Approve issuance of the RFQ for the RV Campground only, removing the parking lot from the scope. This option would allow the City to stay on schedule for RV Campground design and construction, but would delay development of design concepts for the parking lot. Without those concepts, the City would be less competitive for future grant applications, since funding agencies typically expect to see design work completed before awarding construction funds.
3. Modify the RFQ scope or direction in another manner, based on Council input.
4. Decline to approve issuance of the RFQ at this time, which would delay progress on design and engineering for the RV Campground and jeopardize the project schedule for construction in 2026.

**WILL THERE BE ANY FINANCIAL IMPACT? No HAS THIS ITEM BEEN BUDGETED? Yes**

#### **ATTACHMENTS:**

- Draft Request for Qualifications (RFQ) – City Beach RV Campground and Parking Lot