



AGENDA REPORT

City Council Meeting

TODAY'S DATE: April 27, 2026

MEETING DATE: May 6, 2026

TO: Mayor Grimm, Sandpoint City Council members

FROM: Jason Welker, Planning & Community Development Director

SUBJECT: Approval of Professional Services Agreement A26-5200-17 with HMH Engineering for City Beach RV Park Redevelopment and Parking Lot Design

RECOMMENDED ACTION

Motion to approve a professional services agreement with HMH Engineering in an amount not to exceed \$273,000 for design and engineering services associated with the City Beach RV Park Redevelopment and City Beach Parking Lot Improvement projects.

BACKGROUND

The City has secured a \$950,000 Idaho Department of Parks and Recreation (IDPR) RV Fund grant, with a required \$50,000 City match, to support redevelopment of the City Beach RV Park. This investment provides an opportunity to modernize a heavily used waterfront facility that serves both residents and visitors.

The City released a Request for Qualifications to seven (7) Landscape Architects/Engineers identified on the City's Professional Services Roster on September 15, 2025. The City received Statement of Qualifications from five (5) firms. This solicitation was paused and then due to the time period between the pause and when the City approved moving forward with the project, the City re-released the solicitation and sent it out to the same seven (7) firms on March 13, 2026 and as a result, received Statement of Qualifications from three (3) firms. After careful review and evaluation, the highest scoring SOQ was HMH Engineering.

The proposed agreement with HMH Engineering advances two related but distinct projects at City Beach Park. The primary focus is the redevelopment of the RV park, which will be advanced through full design and construction-ready documents. The contract also includes development of a preferred concept and 35 percent preliminary design for future improvements to the City Beach parking lot and boat launch area.

As described in the attached Scope of Services, HMH's work includes project management, concept development, survey and geotechnical investigation, floodplain permitting, and full design of the RV campground through plans, specifications, and estimates. At the conclusion of this work, the City will have a fully bid-ready project for the RV park and a 35 percent design for the parking lot improvements.

ANALYSIS

The contract is intentionally structured to support both immediate implementation of the RV park project and long-term planning for the parking lot improvements. The RV park work will proceed through final design and bid support, allowing construction to begin in late 2026 with anticipated completion in summer 2027.

The parking lot component is scoped to a 35 percent design level, which is sufficient to support future grant applications. Staff anticipates pursuing additional funding through IDPR-administered programs, likely the Waterways Improvement Fund, in the winter 2026–2027 grant cycle. Completion of the 35 percent design will strengthen the City’s competitiveness for those funds and position the project for final design and construction in 2027.

Because the contract includes both grant-funded and locally funded work, costs have been carefully allocated to ensure compliance with IDPR reimbursement requirements. Approximately 95 percent of eligible RV park costs will be reimbursed through the RV Fund grant. This includes all RV park-specific tasks as well as one-half of the shared foundational tasks such as project management, concept development, survey, public engagement, and geotechnical investigation. The remaining half of those shared tasks, along with all parking lot design work, will be funded through Parks Capital Improvement Funds.

Approval of this agreement initiates a coordinated, multi-phase effort to improve the City Beach site over an approximately two-and-a-half-year period. The work will address critical infrastructure needs including traffic circulation, parking efficiency, boat launch access, stormwater management, landscaping, lighting, and multimodal connectivity. These improvements will enhance both the functionality and long-term sustainability of the site while reinforcing its role as a regional destination.

FISCAL IMPACT

The total contract amount is \$273,000 on a time-and-materials, not-to-exceed basis .

Costs are allocated between the two projects as follows:

Task	Total Fee	RV Park (Grant Eligible)	Parking Lot (City Funded)
Task 1 – Project Management & Coordination	\$32,000	\$16,000	\$16,000
Task 2 – Concept Alternatives Development	\$19,500	\$9,750	\$9,750
Task 3 – Research, Data Collection, Survey	\$30,000	\$15,000	\$15,000
Task 4 – Community Engagement	\$6,500	\$3,250	\$3,250
Task 5 – Geotechnical Investigation	\$10,000	\$5,000	\$5,000
Task 6 – Floodplain Evaluation / Permitting	\$3,500	\$3,500	\$0
Task 7 – 35% Design, RV Campground	\$55,000	\$55,000	\$0
Task 8 – Final Design, RV Campground	\$52,000	\$52,000	\$0

Task 9 – Bid Phase Support, RV Campground	\$8,000	\$8,000	\$0
Task 10 – 35% Design, Parking Lot	\$56,500	\$0	\$56,500
TOTAL	\$273,000	\$167,500	\$105,500

RV park-related costs are eligible for 95 percent reimbursement through the IDPR RV Fund grant. The City’s financial obligation includes the required grant match, the locally funded share of shared tasks, and all parking lot design costs. Funding is available through the Parks Capital Improvement Fund and programmed future fiscal year allocations.

RECOMMENDATION

Staff recommends approval of the professional services agreement with HMH Engineering to proceed with design of the City Beach RV Park Redevelopment and City Beach Parking Lot Improvement projects.

ATTACHMENTS

Professional Services Agreement with HMH Engineering for City Beach RV Park Redevelopment and Parking Lot Design