



CITY OF STANLEY

Request for Proposals for Project Management Services.

The City of Stanley is soliciting proposals for planning and project management services to represent the City's interests during the development of a workforce housing project in the City of Stanley. The City is requesting assistance in leading the project through a preliminary planning review, entitlement process, construction oversight, lease up, and close out. The person or team will work under the direction of the Mayor.

Federal and/or State of Idaho programs compliance requirements may apply. The agreement will be on a lump sum, fixed price or cost reimbursement "not to exceed" basis or a professional services agreement with a "not to exceed" limit. Payment terms to be negotiated with the selected offeror.

Background

The City of Stanley is in the process of developing Workforce housing. This small community lacks stable year-round housing for many essential workers like teachers, firefighters, and healthcare providers and also sees a large influx of seasonal workers. In 2015, as part of the Sawtooth National Recreation Area and Jerry Peak Wilderness Additions Act PL 114-46, a 4 acre parcel of land was transferred from the Forest Service to the City of Stanley for the development workforce housing. The City obtained a \$4 million dollar congressional appropriation through Community Project Funding (CPF) in the Fiscal Year 2024. This funding is administered by Housing and Urban Development (HUD). In March of 2025 the City selected Northwest Real Estate Capital Corps as the development firm. The City has worked with NWRECC and the community to come up with preliminary plans, design, and site location for phase 1 of the housing. Phase 1 is proposed as townhome units to serve year-round workers with priority for essential workers. Currently the City is working through agreements with the developer and initial plan review.

The services to be provided will include:

Project Planning and Review

- Review plans, drawings, and specifications to ensure the project meets the needs and goals of the City.



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- Review financial plans including the financing pro forma to ensure that financial assumptions are reasonable and defensible.
- Assists with review of legal documents, regulatory agreements, contracts, and schedules to ensure the City's interests are represented and accounted for.
- Monitor and ensure adherence to all City, State, and Federal (including HUD) regulations, policies, and procedures.
- Track project schedules and performance milestones and report out per the requirements outlined below.

Permitting

- Assists the City in securing Forest Service Special Use Permits.

Inspections

- Perform on-site inspections during all phases of construction for compliance with contract specifications, materials, and quality.
- Conduct job site visits to monitor adherence to schedule and budget.

Communication

- Maintain and facilitate communication with the Developer, City, and other involved parties.
- Prepare regular and special reports as requested and submit to the Mayor and Council.
- Attend City Council meetings virtually or in person as requested.
- Represent the City in meetings with governmental agencies, community groups, and various businesses, professional, and regulatory organizations, and in meetings with individuals.

Submittal Requirements

Proposal shall be limited to 4 double sided pages of text, excluding cover letter, table of contents, and resumes. Proposal should include the following:

- Firm's history, areas of expertise, address of office that will manage project, length of time in business, firm's legal structure
- A description of other projects executed by the firm that demonstrate relevant experience including a list of all public sector clients for whom you have performed similar work in the past five years.



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- The name, address, and phone number of a person who can be contacted regarding the firm's performance on at least one previous project.
- Information regarding the firm's experiences with state and federal funding agencies.
- Résumés for the key personnel roles and responsibilities assigned to the project including sub consultants. Identify the team leader who will be responsible for the day-to-day management of project tasks and will be primary point of contact.

Scoring

Proposals will be evaluated and ranked on the following criteria. The maximum point value of each criterion is shown in parentheses:

- 1) Capability to Perform Project – the firm's knowledge of project objectives and implementation requirements, firm's commitment and capability to provide necessary resources to perform and complete the project. (25 Points)
- 2) Relevant Project Experience – experience working with the public sector, and specifically municipal governments, experiences with state and federal funding agencies, experience with workforce housing or housing, includes referral ratings from previous projects. (30 Points)
- 3) Qualifications of the Project Team – Specific experience relating to the project and ability of project team to address the project objectives. Qualifications and experience of the team leader who will be responsible for the day-to-day management of the project. (20 Points)
- 4) Project Approach and Schedule – Should address the tasks that must be accomplished to complete the project. How the firm proposes to execute the tasks. The timeframe in which the firm can work. (10 Points)
- 5) Interview (15 points)

Award will be made to the most qualified offeror with the highest scoring points and interview. Unsuccessful offerors will be notified as soon as possible.

Questions and responses should be directed to:

Hannah Fake, City Clerk
City of Stanley
PO Box 53



CITY OF STANLEY

Stanley, ID 83278

cityclerk@cityofstanleyid.gov

208-774-2286

All responses must be received at Stanley City Hall by 4 pm, Friday, March 27, 2026. A digital version of the response may be submitted to cityclerk@cityofstanleyid.gov. Please state “City of Stanley Workforce Housing Project Management Proposal” on the outside of the response package or email subject line.