AGENDA OF THE JOINT HISTORIC PRESERVATION COMMISSION AND PARKS, RECREATION, AND COMMUNITY FORESTRY COMMISSION MEETING FOR THE CITY OF HAYDEN, KOOTENAI COUNTY, IDAHO

Thursday, August 20, 2026

Special Meeting: 4:00 PM
Hayden City Hall Council Chambers, 8930 N. Government Way, Hayden, ID 83835

CALL TO ORDER
ROLL CALL OF COUNCIL MEMBERS
PLEDGE OF ALLEGIANCE
ADDITIONS OR CORRECTIONS

1. **WORKSHOP**
   A. Stoddard Barn Request for Proposals (ACTION ITEM)

Assistance for persons with disabilities will be provided, upon provision of verbal or written notice to city staff 24 hours in advance of the meeting. The phone number for City Hall is (208) 772-4411.

CITY OF
HAYDEN
IDAHO

Stoddard Barn Adaptive Reuse Master Plan
City of Hayden, Idaho

The City of Hayden is soliciting proposals for qualified firms to develop a comprehensive Master Plan for the adaptive reuse of the historic Stoddard Barn facility.

DUE DATE: XXXXXXXXX by X:00 PM Pacific Standard Time.

POINT OF RECEIPT: **City of Hayden**
C/O Abbi Sanchez, City Clerk

Physical Address:
8930 N. Government Way
Hayden, Idaho 83835

Requests for information regarding this Request for Proposals should be directed in writing by either letter or e-mail to Lisa Ailport (lailport@haydenid.gov) or Abbi Sanchez at (asanchez@haydenid.gov).

All proposals shall be sealed and list the title of the project as "Stoddard Barn Adaptive Reuse Master Plan." Please submit three (3) printed copies and one (1) digital copy in PDF form on a USB or other drive similar of holding such information. A DVD or CD cannot be accepted.

Introduction

The City of Hayden is seeking qualified consulting firms to prepare a comprehensive Master Plan to guide the adaptive reuse of the historic Stoddard Barn into a functional, community-oriented rental facility. The City intends to preserve the barn's historic character while transforming the structure into a safe, code-compliant, and financially sustainable public asset.

The consultant selected through this RFP process will be expected to bring demonstrated experience in historic preservation, adaptive reuse, community facility planning, and public engagement. The resulting Master Plan should include a clear vision, structural and architectural assessments, programmatic recommendations, cost estimates, and phased implementation strategies.

Background

The Stoddard Barn is an iconic historic structure located in Hayden, Idaho. As one of the remaining reminders of the community's agricultural heritage, the barn is highly valued by residents. The City seeks to convert the barn into a flexible rental space for events, community gatherings, and recreational programming while honoring its integrity and historic elements. The Master Plan will serve as a roadmap to achieve this transition in a manner that balances preservation, functionality, and long-term maintenance.

Scope of Work

The consultant will be expected to perform the following tasks:

- Conduct a detailed review of existing conditions, including structural integrity, building systems, safety considerations, and compliance with applicable historic preservation guidelines.
- Identify the barn's historically significant features that should be preserved or restored.
- Engage with City staff, stakeholders, and community members to understand goals, needs, and desired amenities.
- Develop conceptual design options illustrating potential layouts, uses, and enhancements that maintain the barn's character.
- Analyze code requirements, accessibility needs, environmental considerations, and necessary upgrades.
- Provide cost estimates, funding strategy recommendations, and feasible phasing plans for construction and implementation.
- Prepare a comprehensive Master Plan document that compiles all findings, concepts, recommendations, and estimated project costs.

Consultant Qualifications

Firms responding to this RFP should demonstrate:

- Experience working with historic structures, including preservation, rehabilitation, or adaptive reuse projects.
- Familiarity with federal, state, and local historic preservation standards.
- Expertise in planning and design for community or civic facilities.
- Understanding of structural, architectural, and regulatory challenges related to older buildings.
- Experience conducting public outreach or community engagement.
- Ability to work collaboratively with municipal governments.

Proposal Requirements

Proposals should include the following:

- Cover letter and statement of interest.
- Description of approach and understanding of project goals.
- Proposed work plan, including schedule and key tasks.
- Relevant project experience, specifically involving historic structures.
- Resumes of key personnel and their roles.
- Examples of past work products such as master plans or conceptual design documents.
- Three references for similar projects.
- Proposed fee schedule or cost proposal.

EVALUATION & SELECTION PROCESS

1. **Selection Committee**
   A selection committee designated by the City of Hayden will evaluate all proposals using the scoring criteria listed below. The committee may invite top firms for an interview if deemed necessary.

2. **Evaluation Criteria**
   Proposals will be evaluated on the following weighted criteria:

   - Relevant experience with historic structures and adaptive reuse projects (35 percent)
   - Quality of proposed approach and understanding of project objectives (30 percent)

- Qualifications and experience of key personnel (20 percent)
- Strength and relevance of past work examples (15 percent)

3. **Selection Process**
   • Proposals are reviewed for completeness and compliance.
   • Selection committee scores each proposal using the criteria above.
   • If interviews are conducted, interview performance may be factored into final scoring.
   • The committee will recommend a preferred consultant to the City for contract negotiations.
   • Final selection and award are subject to City approval.

4. **Reservation of Rights**
   The City reserves the right to reject any or all proposals, waive informalities, request additional information, or modify the scope of work as needed.

B. Trails and Historic Areas of Significance (ACTION ITEM)

2. **ADJOURNMENT**

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