



## **Ketchum Urban Renewal Agency**

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**P.O. Box 2315 | 480 East Ave. N. | Ketchum, ID 83340**

June 27, 2022

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO DISCUSS AND PROVIDE DIRECTION ON SELECTION PROCESS FOR 1<sup>ST</sup>/WASHINGTON RFP**

#### Introduction/History

The 1<sup>st</sup>/Washington RFP was issued on May 26, 2022. Proposals are due August 26, 2022.

The RFP distribution consisted of:

- Press Release sent on May 26, 2022
- Posted on the American Planning Association (APA) Idaho Chapter website on 5/31/22
- Distributed in June edition of APA Idaho chapter newsletter (approximately 693 recipients)
- Distribution to 200+ members of the Idaho Building Owners and Managers Association (BOMA)
- Distribution in June edition of Urban Land Institute (ULI) Idaho District Council newsletter (approximately 4,000 recipients)
- Distribution to Advisory Board for ULI Idaho District Council
- Email distribution to 55 local and regional developers and architects
- Idaho Mtn Express News Article dated 6/1/22

#### Discussion

Proposals are due August 26, 2022. The following selection schedule was identified in the RFP:

- Aug 29 – October 31, 2022, RFP Review and Interviews
- November 2022 Proposal Selection and Agreement to Negotiate Exclusively

Staff is seeking KURA direction on the preferred selection process. The following options are presented for consideration.

- First round of Review: Determine if the proposal is complete and all the required information is provided. This could be just staff, the full Board, or a subcommittee of the Board.
- Second Review and Ranking: All proposals that have passed the first round of review will be evaluated per the ranking criteria provided in the RFP (Attachment A). Options are just staff (KURA and City staff, KURA attorney and Agnew Beck), the full Board or a subcommittee of the Board would review and rank the proposals according to the evaluation sheet.
- Interview of Development Teams: Depending on the rankings, either one or multiple firms would be invited to an interview. The interview would be with staff (KURA and City staff, KURA attorney and Agnew Beck) and either the full Board or a subcommittee of the Board.
- Final Selection: After completion of the above, a development team would be selected and an Agreement to Negotiate Exclusively would be presented to the Board for approval.

Staff is seeking the Board's input and preference on selection process and whether the full board or a subcommittee of the Board would participate in the selection process.