



## **Ketchum Urban Renewal Agency**

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

May 16, 2022

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **Review and Approval of Request for Proposal for Development at First and Washington Avenue**

#### Introduction/History

The KURA has been conducting public outreach and development the development parameters for an RFP to develop the First Avenue and Washington Street KURA owned property.

Attachment A provides a draft of the RFP for Board review, comment and approval. The RFP does not include all the RFP attachments, however, it does include the ranking criteria for Board review and approval.

Attachment B provides a summary of the property ownership options as requested by the Board at the last meeting. The RFP is structured to lease the property to a future developer instead of selling the property.

The RFP reflects the direction given to staff to date. If approved by the Board, the RFP will be released May 23<sup>rd</sup>. The RFP will be distributed widely to ensure all interested parties have the opportunity to respond.

Once the RFP is out, staff will schedule a discussion with the Board about the selection process.

#### Recommendation/Motion

I move to authorize staff to finalize the RFP and release the RFP for distribution.

Attachment A: Draft RFP

Attachment B: Ownership Options for the Site



P.O. Box 2315 Ketchum, Idaho 83340  
(208) 726-3841 [www.ketchumura.org](http://www.ketchumura.org)

## REQUEST FOR PROPOSALS 1<sup>ST</sup> AND WASHINGTON REDEVELOPMENT PROJECT

**PUBLICATION DATE:** May 23, 2022

**SUBMISSION DEADLINE:** August 26, 2022, by 4:00 pm MT

### INTRODUCTION AND STATEMENT OF PURPOSE

The Ketchum Urban Renewal Agency (KURA) is pleased to announce the development offering for an undeveloped parcel of land approximately 0.5 acres located at 211 E 1<sup>st</sup> Street in the City of Ketchum, ID (the “property”).

The mission of the KURA is to implement the projects identified in the [Ketchum Urban Renewal Plan](#). The specific actions of the KURA are prioritized each year during the budget cycle. In June 2021, the KURA identified the redevelopment of the 1<sup>st</sup> and Washington Ave property as one of the top priorities for the organization. In accordance with Idaho Code § 50-2011, the KURA is requesting proposals for the development of the property.

The KURA is seeking a creative and community focused Development Team (“Development Team” or “Developer”) with a proven track record in producing vibrant mixed-use downtown projects that include income restricted workforce housing, commercial, and shared parking elements. Development Teams are not required to be Idaho based; however, knowledge of Idaho State laws and regulations is highly desirable. The KURA is offering the property through a long-term ground lease with no fee-title disposition of the property intended. The RFP process will culminate in an Agreement to Negotiate Exclusively (ANE) with the selected developer to guide discussions leading to the preparation of a Long-Term Ground Lease and/or Disposition and Development Agreement (DDA).



**Subject Property**

The property is commonly known as the 1<sup>st</sup> and Washington lot and consists of four lots totaling 22,000 square feet (0.5 acres), a half city block on N Washington Ave between 1<sup>st</sup> and 2<sup>nd</sup> Streets. A full legal site description is included as Attachment A. All four lots are owned by the KURA and are currently leased to the City of Ketchum as a pay-to-park surface parking lot. The property is zoned Community Core – Subdistrict 2 – Mixed Use (CC-2), allowing a variety of uses with permissible building heights up to four stories.

**Development Objective**

A successful development proposal would include a four-story mixed-use development with an active ground floor, income restricted rental housing for local employees, a variety of unit sizes and price points, and shared private/public parking. The primary intent of the site is to provide between 35-70 income restricted rental housing units supporting people living and working in the City of Ketchum and Blaine County Idaho. See the section “Project Goals, Priorities, and Participation” for information regarding housing definitions and desired mix of income targeted units.

**RFP Timeline**

May 23, 2022	RFP Published
June 17, 2022	Deadline for Questions and Clarifications
June 29, 2022	Response to Questions
<b>August 26, 2022 (4:00pm MT)</b>	<b>RFP Response Deadline</b>
Aug 29 – October 31, 2022	RFP Review and interviews
November 2022	Proposal Selection and Agreement for ANE

**PROJECT CONTEXT AND BACKGROUND**

**Ketchum and the Region**

The City of Ketchum is in the Wood River Valley in south central Idaho. The Wood River Valley is located approximately 80 miles north of Twin Falls, Idaho; 154 miles east of Boise, Idaho, the state capital; 156 miles west of Idaho Falls, Idaho, which is near the Teton Mountain Range of western Wyoming and several entrances to Yellowstone National Park; and 296 miles northwest of Salt Lake City, Utah.

Founded in 1880 during the mining boom, Ketchum is now regarded as one of the most popular destinations for winter and summer visitors due to its world-class skiing, mountain biking, fishing, hiking, restaurants, art galleries, and shopping. In 2018, Ketchum was awarded designation by the International Dark-Sky Association as a Dark Sky Community and is included in the Nation's first International Dark Sky Parade, held on Labor Day weekend, and numerous other year-round attractions. Ketchum is home to more than 10,000 full- and part time residents.

In 2019, the City of Ketchum had a population of 2,855 according to the US Census. Ketchum has historically experienced a 1% growth in population. From 2019 to 2020, the City of Ketchum experienced a growth rate of approximately 25%, it is unclear if this was an anomaly because of COVID-19 or a future trend. The City of Ketchum has a strong community and a deep skiing heritage that continues to fuel the tourism economy today. The downtown has a variety of restaurants, bars, shops, entertainment venues, offices, and residences. Although skiing is what built the community

into what it is today, premium summer recreation opportunities result in a busy summer that rivals winter.

Ketchum is surrounded by the Boulder Mountains to the north, Smoky Mountains to the west, and the Pioneer Mountains and its foothills to the east. Rivers are abundant, the Bigwood River, Trail Creek, Warm Springs Creek, Silver Creek, and the Salmon River provide exceptional recreation, wildlife viewing and fishing opportunities. Further north from Ketchum are the Sawtooth Mountains, the Sawtooth National Recreation Area (SNRA) and the White Cloud Mountains. This area has unlimited outdoor recreation opportunities seeing more than one million visitors per year. The Wood River Valley offers trails for hiking, biking, nordic skiing and star gazing.

Ketchum is part of the Central Idaho Dark Sky Reserve. The Central Idaho Dark Sky Reserve is the first of its kind in the United States and just one of 12 such reserves worldwide. The reserve stretches from Ketchum to Stanley and includes Blaine, Boise, Custer and Elmore Counties and the Sawtooth National Recreation Area. The total Reserve is 1,416 square miles, making it the third largest in the world. The reserve is a treasured resource for local residents and visitors from across the world that come to experience the wonder of a starry night.

**Site Information and Site History**

The 1st and Washington property is half a downtown city block located one block west of Ketchum’s Main Street along N Washington Ave, between 1st and 2nd Streets. The property is in a prime downtown location within a block or two of the newly constructed Limelight Hotel (an Aspen Ski Company property), Argyros Performing Arts Center, various shops and restaurants, a grocery store, and the historic Forest Service Park. This area of downtown is bustling year-round with weekly summer concerts/events in the park, patio events and music at the Limelight Hotel, Wagon Days, Trailing of the Sheep, and other events.

The KURA has owned Lots 7 and 8 since 2006 and purchased Lots 5 and 6 from the City of Ketchum in 2018. The property is currently a public pay-to-park surface parking lot leased to the City of Ketchum. The site currently provides 60 public parking spaces that are encouraged to be maintained as much as practicable balancing other development priorities. Attachment B is a preliminary site plan that was prepared for the construction of the surface parking lot and includes some existing landscaping all utility infrastructure locations.

The property is located within the City’s Urban Renewal District and is zoned Community Core Subdistrict 2 – Mixed Use (CC-2), which is intended for mixed-use development with a focus on promoting compact walkable commerce and aims to serve as a cultural center for Ketchum. In this zoning district, underground parking is encouraged. Below is an overview of the property and notable zoning requirements and restrictions pertaining to the CC-2 zone district. The full text of the zoning regulations including defined terms can be found in [Title 17 – Zoning Regulations of the Ketchum Municipal Code](#).

<b>Location</b>	211 E 1 <sup>st</sup> Ave, Ketchum ID 83340
<b>Ownership</b>	Ketchum Urban Renewal Agency
<b>Site Description</b>	Approximately 0.5 acres

<b>Location</b>	The Project Site is located within the downtown core of Ketchum, half a downtown city block located one block west of Ketchum's Main Street along N Washington Ave, between 1st and 2nd Streets.
<b>Legal/Parcel</b>	<ul style="list-style-type: none"> <li>• Lot 5, Block 19 – unaddressed - RPK0000019005B – 5,500 square feet</li> <li>• Lot 6, Block 19 – unaddressed - RPK0000019006B – 5,500 square feet</li> <li>• Lots 7 and 8 - 211 E 1st Ave - RPK00000190070 – 11,000 square feet</li> </ul>
<b>Zoning</b>	Zoning is Community Core (CC) in Subdistrict 2, Mixed Use
<b>Parking Requirements</b> <a href="#">Chapter 17.125</a>	<p>Community housing/deed restricted housing units and units less than 750 square feet are exempt from parking requirements.</p> <p>Market rate residential units that are not deed restricted:  751-2,000 sf—1 parking space  2,001 sf and above—2 parking spaces</p> <p>Restaurants of any size and individual retail spaces less than 5,500 square feet are exempt from parking requirements.</p> <p>Office use, 1 space for every 1,000 sf of gross floor area</p>
<b>Maximum Height</b> <a href="#">Chapter 17.12</a>	<p>42 feet for all buildings except:</p> <ul style="list-style-type: none"> <li>- 52 feet for 100% deed restricted community housing projects</li> <li>- Projects with 4<sup>th</sup> floor require City Council approval</li> </ul> <p>Solar and Mechanical height maximum: Five feet above roof surface</p> <p>Non-habitable structures on rooftops: Ten feet maximum</p>
<b>Setbacks</b> <a href="#">Chapter 17.12</a>	<ul style="list-style-type: none"> <li>- Front and Street Side (Washington Ave, 1<sup>st</sup> and 2nd Streets): 5-foot average for each floor</li> <li>- Alley: 3' (three feet)</li> <li>- Setback for 4<sup>th</sup> Floor: 10' (ten feet) – additional exemptions for 100% community housing projects</li> </ul>
<b>Floor Area Ratio (FAR)</b> <a href="#">Chapter 17.124</a>	<p>100% community housing projects: No FAR limit</p> <p>All other projects: 2.25 FAR</p>
<b>Ground Floor Uses</b>	Active pedestrian-oriented uses highly encouraged. Ground floor residential is permitted in the CC-2 zone district and may be considered by the KURA.
<b>Permitted Uses</b> <a href="#">Chapter 17.12</a>	<ul style="list-style-type: none"> <li>- Multi-Family residential</li> <li>- Business Support Service</li> <li>- Convenience Store</li> <li>- Food Service (restaurant)</li> <li>- Grocery Store</li> <li>- Instructional Service</li> <li>- Office, Business (not located on ground floor)</li> <li>- Personal Service</li> <li>- Retail Trade</li> <li>- Cultural Facility</li> </ul>

	- Performing Arts
<b>Land Use Permits</b> <a href="#">Chapter 17.96</a>	The Development Team will be responsible for the preparation and submittal of all required land use development and building permits. The City of Ketchum will require pre-application design review and final Design Review approval for the project including a project specific Development Agreement.
<b>Infrastructure</b>	City sewer, water, natural gas, electric, and telephone are available to the site. DISCLAIMER: Utility descriptions are general. Contact utility providers for more information.  The property currently contains four large Idaho Power transformers that will need to be addressed as part of the project.
<b>Green Building Requirements</b> <a href="#">Chapter 15.20</a>	The City of Ketchum requires all new residential construction to be LEED Silver, NGBS Silver, or equivalent. Third party verification is required.

The following documents have been provided as Attachments A-G for additional reference:

- A. Legal Site Description
- B. Parking Lot Site Plan
- C. Adjacent Uses Map
- D. Site Photos
- E. Public Parking Utilization Data
- F. Title Report
- G. Environmental Reports

### Relevant Plans

In addition to the project goals and priorities outlined below, development within the City of Ketchum should seek to achieve the goals and objectives of the [2014 Ketchum Comprehensive Plan](#). The City of Ketchum is focused on ensuring that all development within the community core (downtown) contribute to the vibrancy of the community by providing active ground floor uses and high-density residential housing options. In April 2022, the City of Ketchum Planning and Zoning Commission adopted a policy statement for successful projects in the community core. Please see Attachment H for that statement.

## PROJECT GOALS, PRIORITIES, AND PARTICIPATION

### Project goals

The development of the First and Washington site focuses on meeting the following goals:

- **Goal 1.** Provide local, affordable workforce housing downtown, particularly for professionals and those essential to a strong, diverse downtown economy.
- **Goal 2.** Provide structured public parking in anticipation of long-term downtown growth and development.
- **Goal 3.** Provide active ground floor opportunities to maintain vibrancy of downtown.



These goals were established through a KURA Board driven process with the intent to provide income restricted housing in Downtown Ketchum while also maximizing the public benefit of the land. Additionally, a robust stakeholder engagement process was conducted that affirmed and informed these primary project goals. The KURA conducted interviews with adjacent property owners and a community workshop in April 2022 to introduce the project to the community and gain feedback on the project goals and development priorities. A full overview of the community feedback including individual interviews and workshop can be found on the project website [HERE](#).

The project goals reference four housing terms that are closely associated. Please reference the following definitions for additional information about how the KURA is thinking about housing at this project site.

- **Local** – Housing prioritized for current or future employees of businesses located with the City of Ketchum and/or Blaine County.
- **Community Housing** – Community Housing is residential housing that is legally restricted as a rental or for sale unit based on applicable income and other requirements with a minimum rental duration of at least one year.
- **Workforce Housing** – Housing targeted for those earning 80% to 210% of the area median income (AMI) with a priority for individuals and families with jobs in Ketchum.
- **Affordable Housing** – Housing is considered affordable to a household if they are paying 30% or less of their income to housing costs.

### **Development Priorities**

To achieve the project goals, the KURA has developed specifics related to each goal that would constitute a successful development proposal. The KURA may entertain proposals that do not meet all project goals; however, those projects may not rate as highly during the evaluation period.

#### *Local, Affordable, Workforce Housing*

The KURA seeks a project where approximately 70% of the residential units are community housing rental units restricted to certain income levels. A maximum of 30% can be unrestricted market rate units. The community housing units must be prioritized for the local workforce as rentals with minimum one-year leases. A workforce prioritization policy will be developed between the KURA and the developer following selection to be included in the DDA and/or long-term ground lease. A successful project would include a proportionate share of studio apartments, one-bedroom, and two-bedroom units within the community housing portion of the project. Larger units are acceptable for the market rate units provided the other project goals are not compromised.

The following chart outlines the preferred split of target income categories identified by the KURA Board for the 1<sup>st</sup> and Washington project. The KURA may consider proposals that do not meet the income category mix as prescribed, however, proposals that do not provide at least 70% of the units as community housing rental units will not be considered.

### **Community Housing Unit Income Targets**

Income Range	Required Percent
Households earning 80% to 100% AMI	30% or more
Households earning 100% to 120% AMI	30% or more
Households earning 120% to 210% AMI	10% or more

Proposals that leverage public investment to increase the total percentage of community housing units in the project will be ranked more favorably in the evaluation criteria. Income restrictions and corresponding affordability must remain in perpetuity from the date the Ground Lease and/or DDA is executed, or other agreed upon milestone. Rental rates must meet the definition of affordable and will be based on household AMI for Blaine County as published annually by the United States Department of Housing and Urban Development (HUD).

#### *Public/Private Parking*

As noted in the description above, the property is currently operated as a pay-to-park surface parking lot with 60 spaces. A successful development proposal would include either separate or shared public parking and private parking for the residential units in underground structured parking. The KURA is not requiring all existing public parking to be retained, however, will prioritize projects that maximize underground parking infrastructure to provide as much public parking as practicable. A geotechnical study has not been conducted for the site, however, general knowledge of water table levels in the area suggest that two levels of underground parking would be technically feasible on the property. The KURA will consider innovative parking management plans that may include shared parking, permit parking, and pay-to-park. Pay-to-park will not be considered for the community housing rental units.

#### *Ground Floor Activation*

The property is located within the Community Core Mixed Use Subdistrict which allows projects that are 100% residential or mixed-use. A successful project would provide activation and pedestrian orientation of the ground floor either through design elements or uses along all street frontages. The KURA will consider proposals that are 100% residential with residential on the ground floor provided that the design of the building facilitates interaction with the street and implements the design review standards outlined in the Ketchum Municipal Code.

#### **Kura Participation**

The KURA is offering the opportunity to develop the agency owned property at 1<sup>st</sup> and Washington through a long-term ground lease structure with no fee-title disposition of the property intended. The KURA can assist development projects with funding public infrastructure associated with the project and may also participate in the funding and management of public parking facilities. The KURA has not committed specific funding for reimbursement of public improvements or parking infrastructure for this project. Proposals shall outline all participation requests for funding or partnership needs from the KURA in the submittal materials for consideration by the KURA during the selection process.



## SUBMISSION PROCESS

### I. UPDATES

If you wish to receive email updates from KURA regarding this RFP when additional information becomes available, please email [info@ketchumura.org](mailto:info@ketchumura.org) with the subject line “RFP Updates” and provide the email address or email addresses that wish to receive updates. Updates to the RFP and other project information can also be found on the project website at [HERE](#).

### II. PROPOSAL SUBMISSION REQUIREMENTS

Please follow these instructions for submitting a proposal.

Provide four hard copies, bound, of all required submission materials. Hard copies shall be standard 8.5 x 11 with the exception of the development budget which may be submitted on 11x17 for ease of use. Hard copies shipped via UPS or FedEx must be sent to the physical address for the KURA. Copies shipped via the US Postal Service must be sent to the PO Box listed below.

Provide one electronic copy, via email, of all required submission materials utilizing a commonly available file-share service such as Dropbox, WeTransfer, or Google Drive. The required submittal documents, many of which must be signed and dated, must be organized into separate PDF or Excel files for each of the sections described below in “Required Submission Materials.” Please name each PDF or Excel file with a unique identifier for that section (i.e., the first file should be named “1\_Cover Sheet.pdf”, the next “2\_Acknowledgment & Release.pdf, etc.).

Submittals shall be addressed to the following:

Ketchum Urban Renewal Agency (KURA)  
Attn: Suzanne Frick, Executive Director  
191 5<sup>th</sup> Street West  
PO Box 2315  
Ketchum, ID 83340  
[info@ketchumura.org](mailto:info@ketchumura.org)

KURA takes no responsibility for submittals received late or incomplete in any way. Those responding assume full responsibility for the timely submittal of all proposal documents via the email process.

### III. QUESTIONS

All written questions, requests for clarification, or request to access the project site must be made prior to the RFP Questions and Clarifications deadline of 5:00 pm MT on June 17, 2022

by emailing [info@ketchumura.org](mailto:info@ketchumura.org). All questions and clarifications will be distributed via email to all known interested entities and posted online [HERE](#) on June 29, 2022. Respondents who pose questions to KURA will not be identified in the posted responses.

#### **IV. AMENDMENTS, MODIFICATIONS, OR WITHDRAWAL OF PROPOSALS**

A proposal may be amended, modified, or withdrawn prior to the submission deadline set forth herein.

#### **V. REQUIRED SUBMISSION DOCUMENTS**

The proposal format described herein is meant to allow for uniform review and ease of access to information by KURA. Proposals should conform to these formatting requests. All templates referenced below are included as Attachment J for use.

##### **1. COVER SHEET**

Fill out and sign the attached Cover Sheet. The individual listed on the Cover Sheet will be the point of contact if additional information or clarification on the submitted proposal is required.

##### **2. ACKNOWLEDGMENT AND RELEASE**

Fill out and sign the attached Acknowledgement & Release. Please provide the signed document as a pdf in the submittal package.

##### **3. PROJECT PROPOSAL NARRATIVE**

The proposal should explain the Respondent's proposed project. Describe the vision for the project and how it accomplishes the RFP's Project Goals, Priorities, and Participation. Articulate the public benefits created by the proposed project. Summarize the private investment objectives and the economic development benefits that it creates. It should be no more than five (5) pages in length (single spaced) and can incorporate images, diagrams, and tables. Be sure to address each item listed in the Development Priorities section of the RFP and outline any areas where the proposal adheres to or varies from the stated goals and priorities. If the proposal varies from the state goals, please describe why and how the overall project goals are met. The proposal should also discuss the project's anticipated adherence to City of Ketchum's Planning and Zoning regulations and the KURA Urban Renewal Plan.

#### **4. QUALIFICATIONS AND EXPERIENCE**

##### **i. DEVELOPMENT TEAM**

Please provide name, title, and organization of each: developer, architect, engineer, contractor, and proposed development legal entity included in the Proposal. Include address, phone numbers and email contacts for each. Please provide an organizational chart that also describes the development legal entity. Indicate whether the development entity has been formed and is registered with the state of Idaho. If it is not registered in the state of Idaho, please indicate when it will do so.

##### **ii. PORTFOLIO AND RESUME**

List and briefly describe a minimum of three (3) relevant projects that the developer has completed and/or has underway. For each project provide an overview of the project including overall development program, number and mix of residential units (income target and type), total square footage of the project, development timeline summary, and whether the project was a public/private partnership. Additionally, provide a separate resume exemplifying relevant experience for the developer, architect, and contractor within the development team. Resumes should demonstrate a high level of proficiency in communication skills and professionalism related to the delivery of public projects in communities sensitive to change.

##### **iii. REFERENCES**

Provide three professional references for the developer including name, title, email, and phone number. References cannot be a member of the Respondent's team.

#### **5. DEVELOPMENT PRO FORMA AND FINANCIAL STATEMENT**

Fill out the excel template provided in Attachment J. The total development costs should include all development expenses associated with the project. The total development cost provided in the development budget should match the proposed project's financial sources.

Include financial statements proving the Respondent's financial capacity to deliver the proposed project. A letter of acknowledgment from a financial institution(s) which describes prior credit relationships, prior lending history/amounts/ range, anticipated parameters for lending on the proposed project, and confirms the member or entity is not in default is acceptable in lieu of or, in addition to, another form of a financial statement.

## **6. PROJECT SCHEDULE AND DEVELOPMENT TIMELINE**

A preliminary development timeline is required and must include major milestones including but not limited to design planning and zoning approval, any additional land use entitlements, loan closings, land transfer, construction start, construction completion, and a rent/lease or sales schedule.

## **7. CONCEPTUAL DESIGN DRAWINGS**

Provide conceptual design drawings that illustrates the vision for the project and how the proposed project fits within the context of the surrounding area. A technical drawing set is not required with this submittal; however, design drawings should include, at minimum, the following:

- Schematic drawings generally showing the building massing, proposed site layout, and conceptual streetscape elements.
- Provide typical floor plan of studio, 1 bedroom, and 2-bedroom unit layouts. KURA will accept estimated square footage of each unit type in lieu of floor plans.
- Site plan that includes the outline of the building, general pedestrian and vehicular circulation, and conceptual streetscape elements.

Additional sketches, diagrams, images, or plans that further explain the project are welcomed.

## **8. PROPOSED TERMS OF POTENTIAL KURA PARTICIPATION**

If the Respondent will be seeking participation from KURA in any manner, please provide a description of the proposed KURA participation included in the proposal. Include information for any and all proposed KURA financial participation related to potential Public Improvements (utility infrastructure, streetscapes, street work), public parking, or other. Anticipated costs should be provided in the development pro forma template and should conform generally to KURA's Participation Program rules and requirements as found in Attachment I.

# **VI. EVALUATION CRITERIA AND SELECTION PROCESS**

## **1. EVALUATION CRITERIA**

The evaluation criteria provided represents KURA's priorities and goals with development of this Project. This criterion will be used as a basis for the selection of the preferred proposal. A proposal that meets the Minimum Requirements may be awarded up to 100 points. Up to 50 additional points may be awarded based on the

proposal's alignment with KURA's Preferred and Visionary Outcomes. A total of 150 points may be awarded. A sample evaluation form can be found in Attachment K.

## **2. PROCESS AND TIMELINE**

The following provides a preliminary timeline and schedule for the RFP process and implementation. This schedule is preliminary and subject to change:

May 23, 2022	RFP Published
June 17, 2022	Deadline for Questions and Clarifications
June 29, 2022	Response to Questions
<b>August 26, 2022 (4:00pm MT)</b>	<b>RFP Response Deadline</b>
Aug 29 – October 31, 2022	RFP Review and interviews
November 2022	Proposal Selection and Agreement for ANE

### **i. DISTRIBUTION AND ADVERTISEMENT**

The RFP will be advertised regionally and nationally, published in the Idaho Mountain Express and other news outlets, and noticed to known and seemingly interested parties and development publications.

### **ii. EVALUATION OF PROPOSALS**

Proposals received prior to the submission deadline will be reviewed by KURA staff to confirm they meet the RFP's submittal requirements. The respondent will be notified in writing if the proposal is deemed incomplete and will not be reviewed. KURA staff will continue to review all proposals that meet the submittal requirements.

At its discretion, KURA may choose to establish a Selection Committee. Respondents may be asked to present to the Selection Committee or to the full KURA Board at a public meeting. Proposals will be judged based on the written submittals, presentations, and requested supplemental information, as applicable. The KURA Board reserves the right to interview or not interview respondents and reserves the right to conduct its fact finding and deliberation period as it determines necessary to evaluate proposals.

### **iii. SELECTION OF DEVELOPER**

At a public meeting, KURA Board will select a proposal and, if applicable, determine the final ranking of other qualified proposals.

**iv. AGREEMENT TO NEGOTIATE EXCLUSIVELY (ANE)**

Once a proposal is selected, KURA will enter into an Agreement to Negotiate Exclusively (ANE) with the selected respondent. The KURA Board has the authority to enter into an ANE but is not obligated to enter into an ANE under this RFP.

The ANE will help guide the development of the project and will set forth requirements and specifications that will need to be met and established. The ANE allows the selected developer to develop the project design and details and refine specific terms to be considered in the project. The ANE will allow the developer and KURA an opportunity to further evaluate the financial viability of the project and to investigate the developer's financial institutions and funding mechanisms. During this time KURA will obtain a reuse appraisal for the property, which will set the minimum amount the property may be disposed of as required by Idaho Code § 50-2011. The ANE will lay the groundwork for ultimately reaching an agreement for disposition or lease of the property by a Disposition and Development Agreement or Long-Term Ground Lease

**v. LONG-TERM GROUND LEASE AND/OR DISPOSITION AND DEVELOPMENT AGREEMENT (DDA)**

If an ANE is entered into with a selected developer, KURA may prepare a DDA and/or Long-Term Ground Lease which provides detail on the requirements and conditions precedent to the transfer of the Property to the selected developer. The Long-Term Ground Lease and/or DDA will include a schedule of performance by the selected developer and may require certain assurances that the project will be developed such as a performance bond, evidence of financing, and construction drawings.

The negotiated Long-Term Ground Lease and/or DDA will then be presented to KURA for final approval. KURA has absolute authority to approve a Long-Term Ground Lease and/or DDA and is under no obligation to enter into a DDA and/or Ground Lease.

**vi. PROJECT INITIATION AND COMPLETION**

Should a Long-Term Ground Lease and/or DDA be executed by the selected developer and KURA, the selected developer will then begin construction of the proposed project. In conformance with the timelines agreed to in the Long-Term Ground Lease and/or DDA, the selected developer will be under an obligation to complete the project construction within a specified time period.



## **VII. DISCLAIMERS/OTHER**

KURA reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Code Title 50, Chapter 20 (Idaho Urban Renewal Law) and Idaho Code Title 50, Chapter 29 (Local Economic Development Act). KURA reserves the right to waive any formalities or defects as to form, procedure, or content with respect to this RFP and any irregularities in the proposals received, to request additional data and information from any and all Respondents, to reject any submissions based on real or apparent conflicts of interest, to reject any submissions containing inaccurate or misleading information, and to accept the proposal or proposals that are in the best interest of KURA and the public. The issuance of this RFP and the receipt and evaluation of proposals does not obligate KURA to select a company nor award a contract. KURA may in its discretion cancel, postpone, or amend this RFP at any time without liability.

KURA is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Idaho Code §§ 74-101 through 74-126. The Public Records Act contains certain exemptions – including an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique, or process that derives economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a proposal are not trade secrets.

If any Respondent claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the Respondent must: 1) Indicate by marking the pertinent document “CONFIDENTIAL”; and 2) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored.

KURA, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming material to be exempt from disclosure under the Idaho Public Records Act, Respondent expressly agrees to defend, indemnify, and hold KURA harmless from any claim or suit arising from KURA’s refusal to disclose such materials pursuant to the Respondent’s designation. Any questions regarding the applicability of the Public Records Act shall be addressed to your own legal counsel prior to submission.

## **VIII. ATTACHMENTS**

- a. LEGAL SITE DESCRIPTION
- b. PARKING LOT SITE PLAN
- c. ADJACENT USES MAP

- d. SITE PHOTOS
- e. PUBLIC PARKING UTILIZATION DATA
- f. TITLE REPORT
- g. PHASE 1 ENVIRONMENTAL REPORTS
- h. KETCHUM PLANNING AND ZONING POLICY STATEMENT
- i. KURA PARTICIPATION POLICY
- j. SUBMITTAL TEMPLATES
  - 1. COVER SHEET
  - 2. ACKNOWLEDGMENT AND RELEASE
  - 3. DEVELOPMENT PRO FORMA
- k. SAMPLE EVALUATION CRITERIA

# ATTACHMENT A:

## Legal Site Description

# ATTACHMENT B:

## Parking Lot Site Plan

# ATTACHMENT C:

## Adjacent Uses Map

# ATTACHMENT D:

## Site Photos



# ATTACHMENT E:

## Public Parking Utilization Data

# ATTACHMENT F:

## Title Report

# ATTACHMENT G:

## Phase 1 Environmental Reports

# ATTACHMENT H:

## Ketchum Planning and Zoning Policy Statement

# ATTACHMENT I:

## KURA Participation Policy

# ATTACHMENT J:

## Submittal Templates



# ATTACHMENT K:

## Sample Evaluation Criteria

# SAMPLE EVALUATION SHEET

The evaluation criteria provided represents KURA's priorities and goals with development of the 1<sup>st</sup> and Washington Project. This criterion will be used as a basis for the selection of the preferred proposal. A proposal that meets the Minimum Requirements may be awarded up to 100 points. Up to 50 additional points may be awarded based on the proposal's alignment with KURA's Preferred and Visionary Outcomes for certain criterion as shown in parenthesis below. A total of 150 points may be awarded.

<b>Development Team (10 points)</b>	
Comprehensive development team with all areas of expertise. Acceptable legal entity structure.	[points]
<b>Portfolio and Resume (20 points)</b>	
Relevant experience of team members for proposed project. Demonstrated expertise developing mixed-income housing in urban settings, designing high performance buildings, producing contextually appropriate projects with high-quality results, innovation of complex parking systems, and strong communication skills in a public setting. Excellent references from previous project partners.	[points]
<b>Affordable/Workforce/Community Housing (25 points + 10 points)</b>	
<b>Minimum Requirements:</b> Minimum of 35 housing units; balanced mix unit types (studio, 1 bd, and 2bd); achieves target income category percentages	[points]
<b>Preferred Outcomes:</b> More units offered at the lower price points and longer-term pricing restrictions. Increase minimum housing units.	[points]
<b>Parking (20 points + 10 points)</b>	
<b>Minimum Requirements:</b> includes both public and private parking. One level of underground parking	[points]
<b>Preferred Outcomes:</b> minimum of 1 space per residential unit, two levels of underground parking	[points]
<b>Retail/Commercial (5 points + 10 points)</b>	
<b>Minimum Requirements:</b> Activation of ground floor level along all street frontages	[points]
<b>Preferred Outcomes:</b> Commercial, community, or civic uses along all street frontages. Public gathering space	[points]
<b>Urban Development and Architectural Design (15 points + 10 points)</b>	
<b>Minimum Expectations:</b> Meets design review criteria and no requested variances from zoning regulations	[points]
<b>Visionary Outcomes:</b> Provides engaging and active uses/design on all street frontages	[points]
<b>Sustainability/Green Building (5 points + 10 points)</b>	
<b>Minimum Expectations:</b> NGBS or LEED Silver, or equivalent	[points]
<b>Visionary Outcomes:</b> Rooftop solar and other sustainable building systems above and beyond efficient fixtures and appliances	[points]
<b>Total Points (150):</b>	

## Ketchum Urban Renewal Agency (KURA)

### 1<sup>st</sup> and Washington Redevelopment – Potential Revenue Streams

	Option 1	Option 2
Land Ownership Structure	<i>Conveyance of Property to Developer</i>	<i>Ground Lease to Developer</i>
Revenue Sources	<ul style="list-style-type: none"> <li>• Sale of property for affordable/workforce housing.</li> <li>• Sale of property to developer with no restrictive covenants.</li> </ul>	<ul style="list-style-type: none"> <li>• Long-term ground lease to developer for affordable/workforce housing.</li> <li>• Long-term ground lease w/ public parking owned/operated by Agency.</li> <li>• Long-term ground lease w/o housing restrictions.</li> </ul>
Reasons for income value	<ul style="list-style-type: none"> <li>• Sale of Property for Affordable Housing - KURA must convey the property at no less than the appraised re-use value of the property. Based on the restrictive covenants placed on the property to ensure affordable/workforce housing, the re-use appraisal will likely show a zero or nominal value.</li> <li>• Sale of Property with No Restrictive Covenants – In this situation a developer could develop the property into any (City approved) residential or commercial use and would be able to generate significant revenue.</li> </ul>	<ul style="list-style-type: none"> <li>• Long-term Ground Lease for Affordable Housing – Based on the use restrictions for affordable/workforce housing, a developer will be restrained in the revenue they are able to generate. The developer would likely pay a nominal annual rent.</li> <li>• Long-term Ground Lease for Affordable Housing w/ Public Parking – Again, based on the restrictions on the use of the property, the annual rent would be nominal, however, if public parking is built and owned/leased by the Agency, this would potentially be a long-term revenue source.</li> <li>• Long-term Ground Lease w/o Housing Restrictions – Would be able to charge market rates for ground lease.</li> </ul>
Value	<ul style="list-style-type: none"> <li>• Sale of Property for Affordable Housing - \$0-\$100</li> <li>• Sale of Property for Any Use – Market Value of Property.</li> </ul>	<ul style="list-style-type: none"> <li>• Long-term Ground Lease for Affordable Housing - \$0-\$10 annually</li> <li>• Long-term Ground Lease for Affordable Housing w/ Public Parking – (monthly/hourly rate x number of public spots – operational/construction costs = \$\$\$)</li> <li>• Long-term Ground Lease w/o Housing Restrictions – Market Lease Rent</li> </ul>
Outcome	<ul style="list-style-type: none"> <li>• Based on the KURA Board's direction to use the property for affordable housing, revenue is likely minimal.</li> </ul>	<ul style="list-style-type: none"> <li>• <b><u>The most likely source of revenue appears to be a long-term ground lease with public parking as a revenue generating source. However, this revenue stream will likely be minimal.</u></b></li> </ul>
Questions and Follow-up	<ul style="list-style-type: none"> <li>• Tax exemption – if the property is sold, the developer will have to pay taxes on both the real property and the improvements. However, if sold to a public entity (such as a Housing Authority) or a nonprofit, a property tax exemption might be granted by Blaine County.</li> </ul>	<ul style="list-style-type: none"> <li>• Tax exemption – based on Idaho Code § 50-2014 it appears that even if the land is still held by the Agency, if it is leased to a developer, the developer will have to pay taxes on both the land and the improvements. However, if sold to a public entity (such as a Housing Authority) or a nonprofit, a property tax exemption might be granted by Blaine County.</li> </ul>