



## **Ketchum Urban Renewal Agency**

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

February 22, 2022

Chair and Commissioners  
Ketchum Urban Renewal Agency  
Ketchum, Idaho

### **RECOMMENDATION TO REVIEW AND APPROVE MODIFICATION TO SCOPE OF WORK FOR AGNEW BECK AND PROVIDE DIRECTION ON STAKEHOLDER OUTREACH AND RFP OUTCOMES**

#### Introduction/History

On November 15, 2021 the Board approved a contract and scope of work for Agnew Beck to conduct outreach related to development at the First Street and Washington Ave property. Since that meeting, the Board has established a subcommittee and discussed a preliminary development scenario.

Based on the Board discussions and actions to date, there is a need to amend the scope of work for Agnew Beck. Included in Attachment A is the amended scope of work and project timeline. Instead of the survey that was originally proposed, Agnew Beck is proposing three work sessions where the Board provides direction, and the public may provide input on the project direction. The first workshop would be this meeting, February 22, 2022 where the Board identifies the following:

- Stakeholder categories that should be interviewed
- The must have and nice to have elements that should be included in the future development project
- Review of the site profile information to identify any additional information the Board would like to obtain

Also attached to this report are samples of Request for Proposals for development projects in other Idaho communities. This information is provided as an illustration of the type of RFP the KURA would issue.

Recommendation and Motion

Staff recommends the Board review and approve the revised scope of services and timeline and provide input and direction on the information provided by Agnew Beck.

Attachment A: Revised Agnew Beck Scope of Work and Meeting Materials

Attachment B: Sample Request for Proposals for development

# KURA 1<sup>st</sup> and Washington Stakeholder Engagement

## Board Meeting – AGENDA + MEETING PACKET

Ketchum Urban Renewal Agency Commission Board

Feb 22, 2022 | 2:00pm | Community Meeting Room, Ketchum City Hall and virtually by Zoom

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### MEETING OBJECTIVES

- Review and affirm Agnew::Beck's revised scope and schedule.
- Discuss site profile outline and initial stakeholder analysis.
- Discuss desired outcomes of the RFP process.

### AGENDA

#### 1. Revised Scope and Schedule (based on Subcommittee input)

- Review adjusted schedule and proposed KURA Work Sessions
- Review approach to stakeholder and public engagement

#### 2. Stakeholder and Site Profile

- Discuss stakeholder groups and identify key informants (people or organizations)
  - Surrounding property owners
  - Local housing providers
  - Other key stakeholders?
- Share site profile outline
  - Review initial list – any additional information desired?

#### 3. Project RFP Outcomes

- Review initial list of project components – any to adjust or add?
- Sort the list – What does the Board see as “must-haves” and “nice-to-have” components for this property?

#### 4. Action Items and Next Steps

## Revised Scope of Work

<b>Ketchum Urban Renewal Agency</b> <b>Site Specific Outreach and Engagement</b> Submitted by Agnew::Beck   <b>REVISED</b> February 16, 2022	Total
Timeframe: January to May 2022	
<b>Task 1: Project Initiation (Jan)</b>	<b>\$3,980</b>
<b>Key deliverables from Task 1:</b> 90-day work plan; summary of KURA staff and Commissioners project goals and objectives; project management schedule.	
<b>1A. Project Team Kick-Off</b> Meet with Project Team (up to two times) to refine scope and timeline, transfer documents and information, and clarify roles with KURA staff. <b>1.B Virtual Kick-Off Work Session with KURA Commissioners</b> Host a virtual or in-person project work session with the KURA commissioners to further refine the project intention and vision for the site. Discuss stakeholder engagement processes and project information. <b>1C. Conduct Stakeholder Analysis and Develop 90-Day Work Plan</b> Identify key stakeholder groups within the community and region who should be consulted and informed during the process. Develop a detailed work plan that outlines the week by week work for stakeholder engagement, research and communications.	
<b>Task 2: Project Research and Preliminary Findings (Feb-Mar)</b>	<b>\$8,220</b>
<b>Key deliverables from Task 2:</b> Preliminary findings report that includes site considerations map, charts of key survey results, summary of key informant interviews. Materials and summary documents for each of the three KURA Board Workshop meetings.	
<b>2A. Key Informant Interviews</b> Conduct approximately ten (10) key informant interviews with the following potential stakeholders: community group representatives, nearby neighbors, property owners, developers, the City of Ketchum and others as identified by the KURA board to understand the community interests, goals and potential issues related to site development. Agnew::Beck will share interview summaries with the interviewed stakeholders and will compile a full interview summary report that can be used to guide the development of the RFP. <b>2B. Review and Summarize Existing Site Conditions Information</b> Compile and review existing conditions and site consideration materials such as zoning, plat and intended land uses, traffic count data, regulating plans, key community and KURA initiatives, parking revenues and parking plans/demand, housing plans/demand, GIS data and other relevant contextual documents. If KURA work session is in-person, conduct brief site visit. The City of Ketchum may assist with some reserach and mapping tasks	
<b>Task 3: Community Outreach and KURA Board Worksessions (Feb-Apr)</b>	<b>\$11,060</b>
<b>Key deliverables from Task 3:</b> Materials and presentations to the KURA Board, community workshop materials and summary report.	
<b>3A. KURA Board Worksessions</b> Design, prepare and facilitate three (3) KURA Board Worksessions. These worksessions will be open to the public and will be held with a virtual meeting option. Each worksession will provide an opportunity for the KURA Board to openly discuss key elements of the project and RFP design, creating transparency and an avenue for the public to provide comment and questions. <b>3B. Community Workshop/Open House</b> Design, prepare and facilitate a community workshop/open house. In intent of this workshop is to inform the public about the process to date, solicit additional ideas and input to inform the RFP design process. Document and summarize workshop results.	
<b>Task 4: Summarize and Synthesize Community Preferences (Apr-May)</b>	<b>\$4,040</b>
<b>Key deliverables from Task 4:</b> Final summary content and RFP section language.	
<b>4A. Summarize and Share Findings</b> Create summary documents and RFP language. Summary documents can be formatted as a short report, project boards, or a presentation identifying community goals, outreach process and preferred use(s)/scenario(s) for the site (based on public input and project parameters).The RFP language format will be drafted to meet the format and needs of the URA as indicated by thier legal team. <b>4B. Share Final Findings with KURA Commissioners and Staff/Project Team</b> Final presentation to KURA Commissioners and publish in public forums such as KURA website and/or newsletter. Project close-down meeting with KURA Staff/Project Team and transfer all project materials digitally, in an organized manner.	
<b>Expenses *</b>	<b>\$1,750</b>
<b>TOTAL</b>	<b>\$ 29,050</b>



## KURA Proposed Schedule and Work Sessions

### Proposed Project Schedule

JAN	FEB	MAR	APR	MAY/JUNE
“Kick-Off”	“Project Profile”	“Site Context”	“Community Input”	“Key Findings/ Next Steps”
<ul style="list-style-type: none"> <li>Initial Project Kick-Off with KURA Commissioners</li> </ul>	<ul style="list-style-type: none"> <li><b>Housing Subcommittee Meeting</b></li> <li>Updated schedule and work plan</li> <li><b>KURA Commissioners Work Session #1 and Public Comment</b></li> <li>Site Conditions Outline and Research</li> <li>RFP Examples</li> </ul>	<ul style="list-style-type: none"> <li><b>Housing Subcommittee Meeting</b></li> <li>Webpage launch and updates</li> <li>Key Informant Interviews</li> <li>Site Conditions Profile</li> <li>Community Workshop Planning</li> <li><b>KURA Commissioners Work Session #2 and Public Comment</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Housing Subcommittee Meeting</b></li> <li><b>Community Workshop</b></li> <li>Community Workshop Feedback</li> <li>Pro Forma Basics</li> <li>Draft RFP Background language</li> <li><b>KURA Commissioners Work Session #3 and Public Comment</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Housing Subcommittee Meeting</b> <i>(if needed, conducted by KURA staff)</i></li> <li>Draft and Final Key Findings Summary and RFP Background language</li> <li><b>KURA Commissioners Work Session #4 and Public Comment</b> <i>(conducted by KURA staff)</i></li> </ul>

## Work Sessions with KURA Board

### Work Session #1: **Project Profile** *FEBRUARY*

Review revised scope and schedule, based on Subcommittee feedback

Stakeholder Identification

Project "Must Haves" and "Nice to Haves"

Site Conditions Outline

### Work Session #2: **Site Context** *MARCH*

Public Comment and Key Informant Interview Findings

Site Conditions Review

Community Outreach Workshop Plan

RFP Elements and Related Research

### Work Session #3: **Community Input** *APRIL*

Public Comment and Community Workshop Feedback

Basics of Pro Forma Development and Funding Decisions

Review DRAFT RFP language

Next steps in process

## KURA 1<sup>st</sup> and Washington Development – Site Profile Outline

A full site profile for the property at 1<sup>st</sup> and Washington could include the following information:

### **Site Overview**

- Parcel information and current use
- Site acreage
- Site history
- Site maps

### **Land Use, Planning and Zoning**

- Zoning designation and dimensional standards
- Allowed uses
- Future land use designation
- Overlay zones
- Other relevant plans and contextual documents

### **Parking and Traffic Analysis**

- Traffic counts for adjacent streets
- Parking demand and utilization

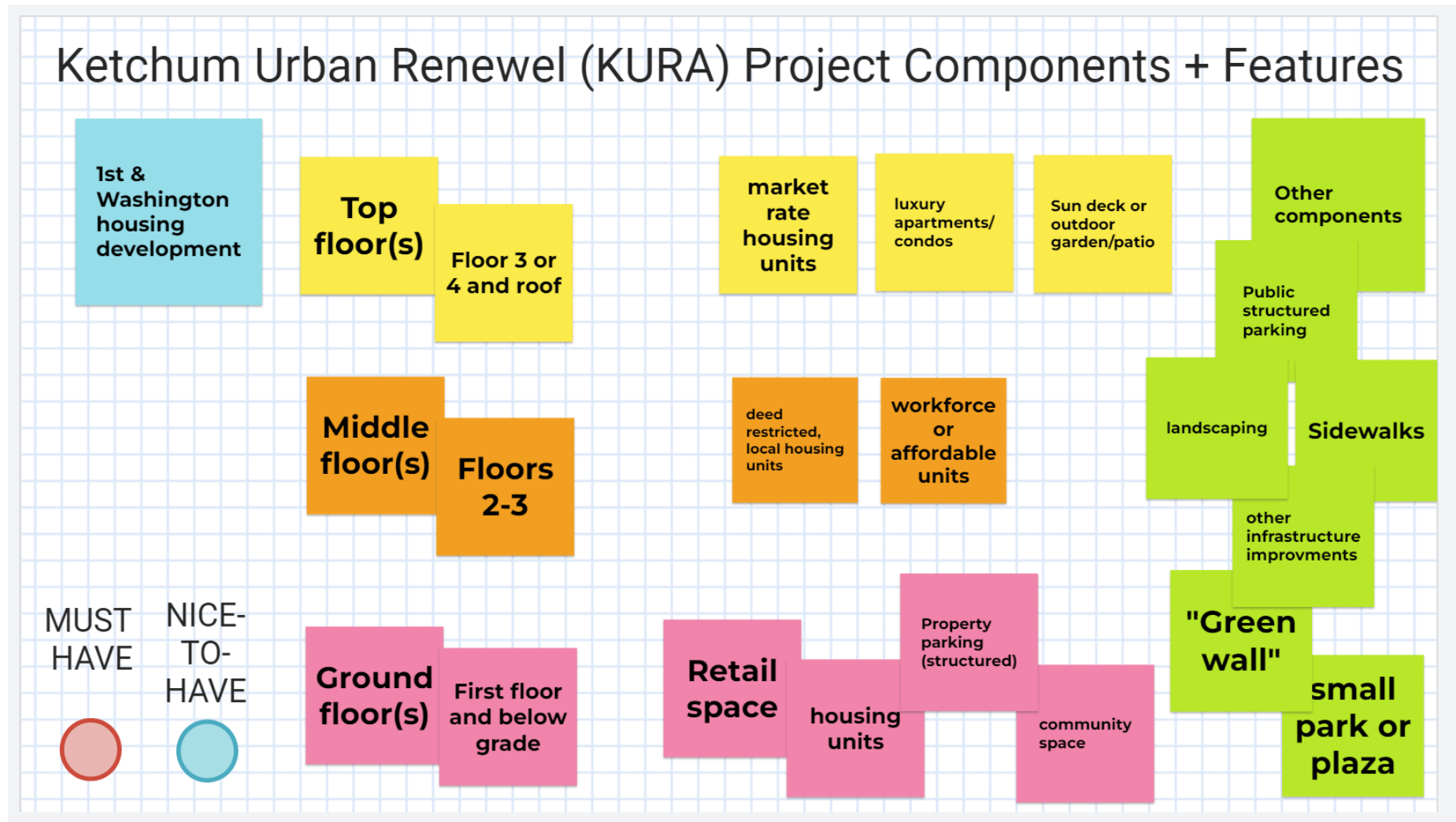
### **Adjacent Uses**

- Adjacent property ownership and existing uses
- Nearby amenities that would support a housing development

### **Environmental Analysis**

- Natural disaster considerations (avalanche, floodplain, fire risk)

## Project Components and Features



**DRIGGS URBAN RENEWAL AGENCY  
REQUEST FOR PROPOSAL (RFP)  
Property owned by City of Driggs**

The Driggs Urban Renewal Agency (DURA) is pleased to announce the redevelopment offering for an undeveloped parcel of land approximately 0.46 acres in size located at 107 W Little Avenue in the City of Driggs, Idaho (the “Site”).

DURA invites developers to submit redevelopment proposals for the Site in conformance with the City of Driggs Land Development Code, Design Standards & Guidelines, Driggs Comprehensive Plan and the Downtown Master Plan.

This competitive proposal process is intended to allow interested developers to respond to development opportunities for the Site. DURA will negotiate an Agreement to Negotiate Exclusively (ANE) with the selected developer to guide discussions leading to the preparation of a Disposition and Development Agreement (DDA).

**1. Project Summary:**

Site Description:	An approximately 0.46 acre undeveloped property with current address of 107 W Little Avenue in the City of Driggs, Idaho, more specifically described in the Preliminary Legal Description attached as Exhibit A of this RFP.
Current Use:	Undeveloped lot; formerly a lumber storage yard.
Current Zoning:	DX, Downtown Mixed Use; 45ft height maximum; no setback or floor area restrictions.
Ownership:	City of Driggs, ID.
Intended Use:	Multi-story mixed use development with groundfloor commercial uses having a pedestrian focus and upper-floor residential; see Driggs Downtown Master Plan, Land Development Code, Commercial Design Standards & Guidelines, and Comprehensive Plan.
Development Timeline:	To be negotiated.
Price:	To be negotiated, but in no case less than the fair value for uses as determined by a fair use appraisal.

- 2. Project Objective:** DURA is seeking business-owners and developers who are prepared to pay no less than the fair re-use amount for the Site and who are willing to develop the Site on a committed schedule for purposes and uses allowed by the *Driggs Land Development Code* and in general conformance with the *Downtown Driggs Master Plan*.

Proposed developments are encouraged to take full advantage of this prime location and incorporate upper-floor residential uses. The design and uses should help activate this key location with commercial uses that support and are compatible with high pedestrian activity, while also being compatible with the proposed Depot Square project to the north.

3. **Background:** In 2004, the City of Driggs adopted the *Driggs Downtown Urban Renewal Plan* (amended 2007). The Plan was designed to address economic underdevelopment and physical deterioration and to promote the redevelopment of properties. The improvements envisioned in the plan are intended to provide an improved environment for new retail, commercial, and mixed-use developments, eliminate unsafe and hazardous conditions, improve parking opportunities, assure safe and efficient movement of vehicular traffic, and eliminate the deteriorating conditions identified in the eligibility study.

The City of Driggs and DURA have completed improvements on W Little Avenue, along the south Site boundary, and expect to construct a realigned Front Street along the east Site boundary in 2021-2022. Water, wastewater, electric and communications utilities will be stubbed to the site during the Front Street project. These infrastructure improvements will complete implementation of the Downtown Master Plan's public facilities projects for the northwest quadrant. This quadrant, along with the Site, abuts the mixed-use commercial area of the Tributary resort community (formerly Huntsman Springs) to the west and is within easy walking distance of downtown shopping & dining, transit, community facilities, parks and pathways, including an adjacent segment of the Greater Yellowstone Trail. Immediately north of the Site, the City plans to lease a one-acre parcel to Northwest Real Estate Capital Corp for construction of the Depot Square mixed-use project, which is expected to be completed in 2022.

Please also see the following attached RFP exhibits:

Exhibit B: Vicinity Map;  
Exhibit C: Downtown Master Plan NW Quadrant;  
Exhibit D: Depot Square Project;  
Exhibit E: Front Street Concept;  
Exhibit F: Site Photos.

4. **Development Requirements:** The development will conform to the requirements of all applicable development and zoning regulations found in the *Driggs Land Development Code*, which may be viewed at [www.driggsidaho.org/land-development-code](http://www.driggsidaho.org/land-development-code). The proposal should be consistent with the *Driggs Design Standards & Guidelines*, which can be found under the same link.
5. **Submittal Requirements:** The original proposal, including the executed release and waiver form, shall be submitted, clearly marked with "DURA Site Proposal", to the Driggs Urban Renewal Agency, PO Box 1562, Driggs, ID 83422. A digital copy shall be emailed by the proposal deadline to [DriggsURA@Gmail.com](mailto:DriggsURA@Gmail.com). The original and digital proposals shall be received at the above addresses by 5:00 p.m. on Wednesday, May 12, 2021. No facsimile will be accepted. Late submittals will not be accepted.

The proposal must contain, but is not limited to, the following information:

- a. **Development Team Qualifications and Project Experience-** Identify the primary contact person for the Respondent, a list of proposed members of development team, resume highlights and past projects along with at least two references.
- b. **Project Narrative-** Summary of no more than five pages that contain a basic explanation of the proposal and its intent, including a description of proposed uses and construction, including building square footages or floor plans, site and elevation concepts.
- c. **Project Timeline-** Include an outline of critical dates for design and permitting, construction start dates, certificate of occupancy, and lease-up/sale schedule.
- d. **Project Viability -** Include a preliminary project pro-forma, identifying costs, funding and revenue that demonstrate project viability;
- e. **Release and Waiver-** Signed Release and Waiver, attached hereto.

**6. DURA Selection Criteria:** DURA will select the preferred development proposal based on the following scored criteria, however DURA is interested in learning about all ideas for the Site and will accept and review all proposals by the project deadline that meet submittal requirements.

- a. **Qualifications and Project Experience (0-25pts)** - Successful completion of projects of similar scale, cost, context, and use.
- b. **Context (0-15pts)** - Addresses the desired multi-story mixed-use urban form, while meeting the intent of the Driggs Design Standards & Guidelines and honoring the community's Western heritage.
- c. **Pedestrian Activity (0-15pts)** – Proposes specific retail, dining, entertainment or other uses that support goals for increasing pedestrian traffic in the area and are compatible with a pedestrian-oriented streetscape.
- d. **Housing (0-10pts)** - Includes upper-floor or non-street-front residential units (5pts). Projects that propose to prohibit short-term (<30 days) rentals will be given a bonus of 5 points.
- e. **Investment (0-10pts)** – Estimated value of new construction and improvements.
- f. **Economy (0-10pts)** - Delivers desirable jobs or other desired economic benefit to the community.
- g. **Equity (0-5pts)** – The Respondent proposes a business occupant that would qualify as a Socially and Economically Disadvantaged Individual under Section 8(a) of the U.S. Small Business Act, as administered by the U.S. Small Business Administration.

**7. Selection Process**

DURA anticipates a three-step process for selection of a developer/project team for the Site.

- a. **Request for Proposals** – At a minimum, a summary of this RFP will be published in the Teton Valley News, posted online, and noticed to known and interested parties. The RFP submissions must be received by DURA before 5:00 p.m. (MDT), WEDNESDAY, MAY 12, 2021.
- b. **Evaluation and Award of Proposals** - The proposals will be considered by DURA Board Chair and appointed City of Driggs representative. Proposals deemed complete will be distributed to the DURA Board and appointed City of Driggs representative for review and scoring. Respondents may have an opportunity to present their proposals to the DURA Board at the June 2, 2021 regular meeting, beginning at 6pm. The review process is an evaluative assessment of the potential of each proposal to strengthen and revitalize downtown Driggs. Upon award of the proposal by the DURA Board, an ANE will be negotiated, to be followed by a DDA. During this process, Respondent will be asked to provide additional information to assist DURA in approving final terms of the agreement.
- c. **Agreement to Negotiate Exclusively (ANE)** - The successful Respondent shall be required to sign an ANE within thirty (30) calendar days after the date the successful Respondent is notified by DURA of their successful selection. If, after good faith efforts by both parties, an ANE is not completed, the rights and obligations of both the Respondent and DURA shall be deemed to be terminated. The subsequent DDA will likely contain a performance obligation of the Respondent on terms that are satisfactory to DURA and will include obligations related to timeline, development scope and/or design aesthetic. A completed DDA would lead to the transfer of the Site to the Respondent.

DURA reserves the right to reject any and all proposals submitted, or to waive any minor formalities of this request if, in the judgment of DURA, the interest of DURA would be served. DURA will not discriminate on the basis of race, religion, sex (including sexual orientation or identity), national origin, marital status, age, physical handicap, ownership by women or minorities.

## 8. Target Dates and Timelines:

- |                                   |                   |
|-----------------------------------|-------------------|
| • Notice published and RFP issued | February 17, 2021 |
| • Proposals due to DURA           | May 12, 2021      |
| • Review of proposals by DURA     | June 2, 2021      |
| • Execution of ANE                | July 7, 2021      |
| • Execution of DDA                | December 1, 2021  |

9. **Other Information:** All questions regarding this RFP should be directed to Erin Gaffney at DriggsURA@Gmail.com. Only written responses from DURA will be deemed official responses.

10. **DURA Discretion and Authority:** DURA may accept such proposals as it deems to be in the public interest and furtherance of the purposes of the Idaho Urban Renewal Law, the



*Driggs Downtown Urban Renewal Plan*, or it may proceed with further selection processes, or it may reject any and all submissions. DURA will determine from the information submitted in the responses the most qualified developer as evaluated under the criteria set forth herein. Final selection will be made by the DURA Board.

The issuance of the RFP and the receipt and evaluation of submissions does not obligate DURA to select a developer and/or enter into the ANE. Submissions do not constitute business terms under any eventual ANE. DURA will not pay costs incurred in responding to this RFP. DURA may cancel this process at any time prior to the execution of an ANE without liability.

## **11. Public Nature of all Submissions**

This RFP is a public process therefore information collected under the RFP is of public record. The information that is received by DURA may be subject to disclosure under the Idaho Public Records Law. With the potential exception of financial information, it is anticipated submissions to this RFP will contain little or no material that is exempt from disclosure under the Idaho Public Records Law. Any questions regarding the applicability of the Public Records Law should be addressed by your own legal counsel PRIOR TO SUBMISSION. Any proprietary or otherwise sensitive information contained in or with any proposals may be subject to potential disclosure.

Accordingly, RFP Respondents should take the following steps with respect to any information believed to be exempt from disclosure or confidential: On any items submitted with the RFP that the Respondent believes are exempt from disclosure under the Idaho Public Records Law, clearly mark the upper right corner of each page of any such document or material with the word “Exempt”. This does not mean the document qualifies under the legal definition of eligibility, but DURA will evaluate the request to make the document/page exempt if the content meets the legal requirement otherwise the document will be considered public.

DURA’s disclosure of documents or any portion of a document submitted and marked as exempt from disclosure under the Idaho Public Records Law may depend upon official or judicial determinations made pursuant to the Idaho Public Records Law. It is expressly understood that the DURA will have no liability for the disclosure of any public information.

**EXHIBIT A – PRELIMINARY LEGAL DESCRIPTION OF THE SITE**

The Site, as currently conceived, is an approximately 0.46 acre undeveloped property located at approximately 107 West Little Avenue at the NW corner of the planned future intersection of W Little Avenue and Front Street (see EXHIBIT E), more specifically described as follows, subject to negotiated adjustment and final survey:

A Parcel of land in the Southeast Quarter (SE 1/4) of the Southwest Quarter (SW 1/4) Section 26, Township 5 North, Range 45 East, Boise Meridian, Teton County, Idaho, being marked by an aluminum cap inscribed "9369", as filed as record instrument number 220513, in said Office; THENCE S 89°38'17" W, 742.69 feet, along the south line of Section 26 to a point; THENCE N 00°20'27" W, 82.65 feet, to a point on the north right of way line of W Little Ave, being the POINT OF BEGINNING; THENCE N 0°19'29" W, 150 feet, along the west line of that Road and Utility Easement recorded as instrument number 149619 in said Office; THENCE N 89°38'17" E 135 feet to a point on the proposed west right of way line of a realigned Front Street (shown on Exhibit 'A'); THENCE S 00°19'29" E 150 feet to a point on the north right of way line of W Little Ave, THENCE S 89°38'17" W 135 feet to the POINT OF BEGINNING; said property being approximately 0.46 acres; subject to a 30ft wide underground utility easement along the west property boundary.

# EXHIBIT B – VICINITY MAP



1/25/2021, 7:11:56 PM

County Boundary

Road Surface

Pavement (asphalt / chip seal)

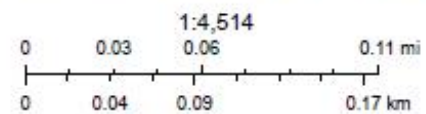
Gravel

Earth / Unimproved

City Boundaries

City Limits

Impact Area



GIS, Teton County GIS, Aero-graphics Geospatial Services., Teton County GIS Dept.



This is a detailed site plan for the 'LONG TERM WEST' project. The plan shows a large parking area on the left, with several yellow buildings labeled 'FUTURE' and numbered 1 through 10. A central area is labeled 'FUTURE' and 'FUTURE' with 'FUTURE' and 'FUTURE' below it. To the right of the parking area are several orange buildings labeled 'FUTURE' and numbered 1 through 5. The plan also shows a 'NEW' building, a 'NEW' building, and a 'NEW' building. The streets shown are 'MAIN ST', 'DEPOT AVE', and 'W LITTLE AVE'. The plan includes a north arrow, a scale bar, and a legend.

**EXHIBIT D – DEPOT SQUARE PROJECT CONCEPTS**



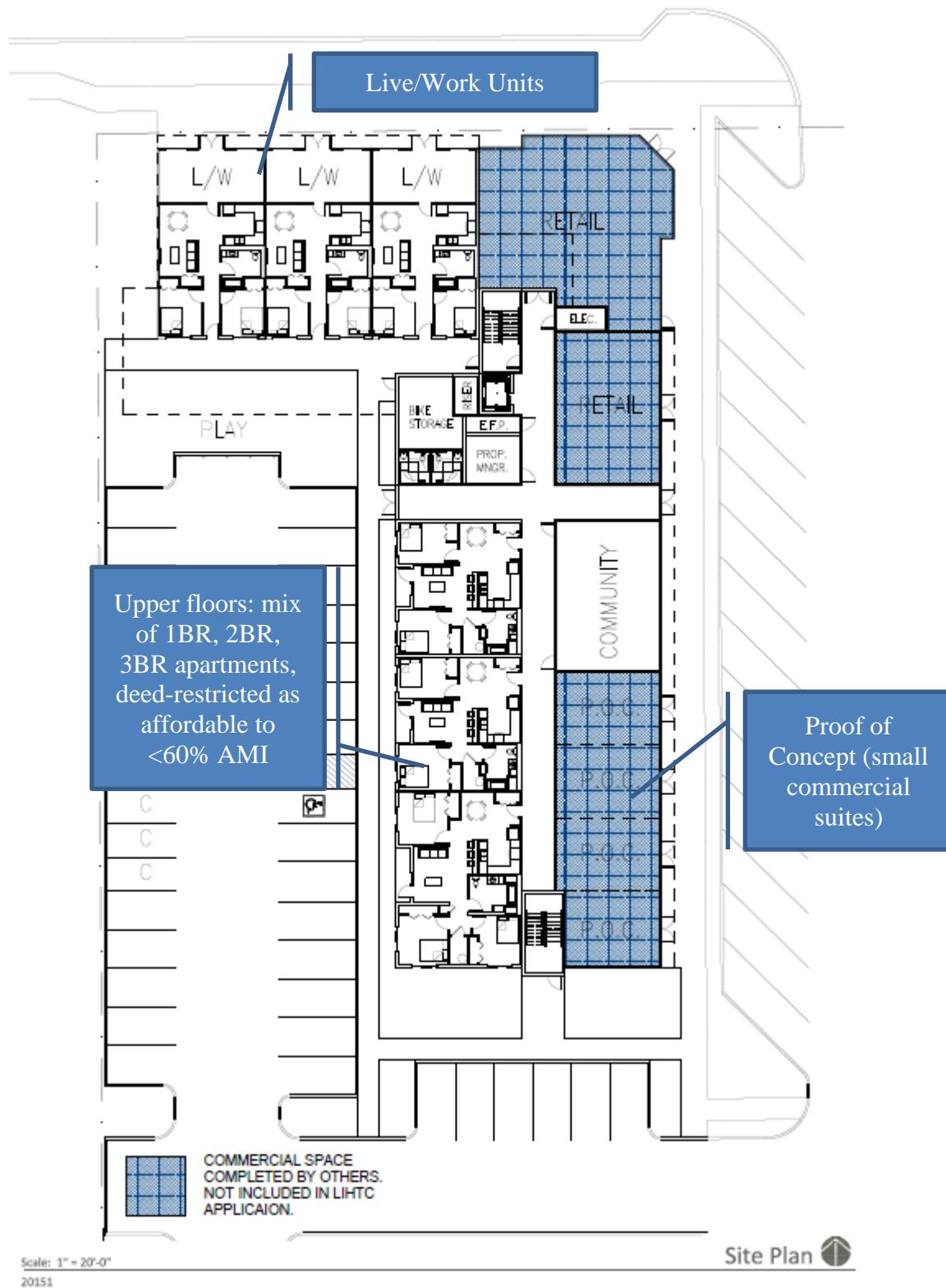
Not To Scale

East Elevation



Not To Scale  
20151

South Elevation





Tributary Resort (Formerly Huntsman Springs)

## The Site.

## Depot Square Project

FRONT STREET

Public  
Parking Lot  
Expansion  
2021.

New  
Commercial  
Building.

MAIN STREET  
(STATE HWY 33)  
99' RIGHT OF WAY

**EXHIBIT F – SITE PHOTOS**

**[INSERT]**



**JEROME URBAN RENEWAL AGENCY  
REQUEST FOR PROPOSAL (RFP)  
Property owned by City of Jerome**

The Jerome Urban Renewal Agency (JURA) is pleased to announce the redevelopment offering for several undeveloped parcels generally located along North Lincoln Avenue, First Avenue West, and Alder Street, more specifically described as Blocks 55,56, and a portion of Block 66, Jerome, Idaho (the “City Site”). Please see Exhibit A for more details.

JURA invites developers to submit redevelopment proposals for the City Site in conformance with pertinent zoning regulations, city of Jerome *Design Review Guidelines*, and the *Area 3 Downtown Urban Renewal Plan*, 2014.

This competitive proposal process is intended to allow interested developers to respond to development opportunities for the City Site. JURA will negotiate an Exclusive Negotiation Agreement with the selected developer to guide discussions leading to the preparation of a Disposition and Development Agreement (DDA).

**1. Project Summary:**

City Site Description:	Block 55, 56, and a portion of Block 66, Jerome County, Idaho. Approximately 7 acres.
City Site Option:	Proposers should submit proposals for development of the entire City Site.
Current Use:	Undeveloped lot: formerly a school site with a football field, baseball field, and parking lot.
Current Zoning:	The City Site is zoned R-2/Public (a rezone application to R-3 may be considered).
Ownership:	City of Jerome, ID.
Intended Use:	Uses in conformance with the <i>Area 3 Downtown Urban Renewal Plan</i> (2014) and applicable local and state regulations.
Development Timeline:	To be negotiated.
Price:	To be negotiated, but in no case less than the fair value for uses as determined by a fair use appraisal.

- 2. Background:** In 2014 the city of Jerome adopted the *Area 3 Downtown Urban Renewal Plan*. The Plan was designed to address economic underdevelopment and physical deterioration and to promote the redevelopment of properties. The plan is to promote the redevelopment of the downtown, especially the properties along North Lincoln. The improvements envisioned in the plan are intended to provide an improved environment for new retail, commercial, and mixed-use developments, eliminate unsafe and hazardous conditions, improve parking opportunities, assure safe and efficient movement of vehicular traffic, and eliminate the deteriorating conditions identified in the eligibility study. Additionally, the city of Jerome learned through its strategic planning activities

that there is a demand for affordable housing in Jerome. Jerome industries and the Jerome School District have indicated that their employees have a hard time finding affordable housing in Jerome and as a result have to look outside the city for comfortable and affordable housing options.

3. **Project Objective:** JURA is seeking business-owners and developers who are prepared to pay no less than the fair re-use amount for the City Site and who are willing to develop the City Site for purposes and uses in conformance with the *Area 3 Downtown Urban Renewal Plan*.

Proposed developments are encouraged to take advantage of this unique area and incorporate residential uses, open space, and other uses supportive to residential uses. The design and uses should create energy and excitement and activate this key location. JURA seeks a development proposal which includes housing, retail, commercial, and other ancillary uses.

4. **Development Requirements:** The development will conform to the requirements of all development and zoning regulations found in the R-2 Zone/Public (recognizing the potential rezone to R-3). The text of this zone is located in Title 17 of the Jerome municipal code and can be found on the website site of the city of Jerome, <http://www.ci.jerome.id.us>. The proposal should be consistent with *Design Review Guidelines*, which are found on the Jerome website <http://www.ci.jerome.id.us/city-government/planning-and-zoning.html>.
5. **Additional Resources:** Resources which may be useful in developing a proposal are the property survey, City of Jerome Strategic Plan, Area 3 Downtown Urban Renewal Plan, and Community Profile.
6. **Submittal Requirements**

The proposer shall:

- Submit a cover letter which outlines the relevant details of the development proposed to be constructed on the City Site, including, but not limited to type of business to be conducted; business plan; size of structure, basic design, including one or multiple story configuration;
- Identify business partners, principals, design professionals, and other proposed development team members, highlighting similar relevant project experience and past successful development projects;
- Preliminary concept development plans including concept site plan, floor plans and building elevations;
- Identify any proposed phasing or development sequencing proposed and the timing and schedule of all such phasing;
- Preliminary project pro-forma including project funding sources and development and revenue estimates that demonstrate project viability;
- Be willing to execute a Disposition and Development Agreement (DDA); and

- Execute release documents as attached at time of submission of proposal.

Four (4) copies of the proposal, including the executed release documents, should be submitted to the Jerome Urban Renewal Agency in care of Mike Williams, Executive Director, 152 East Avenue A, Jerome, Idaho 83338. All proposals shall be clearly marked with “City Site Proposal.” Project proposals may be received at any time during regular business hours (8:00 a.m. through 5:00 p.m. Monday through Friday, except holidays). The proposals shall be received in the office or postmarked by 5:00 p.m. on the date specified in paragraph 8 below. No facsimile or e-mail delivery will be accepted.

JURA reserves the right to reject any and all proposals submitted, or to waive any minor formalities of this request if, in the judgment of JURA, the interest of JURA would be served.

**7. JURA Selection Criteria:** JURA will select the preferred development proposal based on the following criteria:

How the proposed development meets the goals of JURA and objectives as outlined below:

- The use of building materials which reflect the dominant, historic materials found in downtown Jerome,
- The preservation or enhancement of landscaping on public areas and near sidewalks,
- Vehicular access from North Lincoln Avenue and/or alleyway,
- Parking on interior of City Site within building or adjacent to alley, away from North Lincoln,
- Loading zones and service areas off of alley,
- Compliance of the proposed development with the R-2 Zone/Public or the potential R-3 Zone, the *Design Review Guidelines*, and the *Area 3 Downtown Urban Renewal Plan*,
- Contribution to local employment and economy,
- Probability of the proposed development’s success – based upon the stability and capability of the developer, demonstrated success based on past development projects undertaken by the developer, market analysis, business plan, financial strength, and timeline, and
- Developer’s expectations of JURA for the project’s success.
- Address the grade differential within the City Site.
- Outline what assistance, if any, will be requested from JURA.

**8. Target Dates and Timelines:**

- |                                   |                    |
|-----------------------------------|--------------------|
| • Notice published and RFP issued | September 13, 2019 |
| • Proposals due to JURA           | October 28, 2019   |
| • Review of proposals by JURA     | November 7, 2019   |

- Execution of Exclusive Negotiation Agreement December 5, 2019
- Execution of DDA March 5, 2020

9. **Other Information:** All questions regarding this RFP should be directed to the Executive Director, Mike Williams, [mwilliams@ci.jerome.id.us](mailto:mwilliams@ci.jerome.id.us). Only written responses from JURA will be deemed official responses.
10. **JURA Discretion and Authority:** JURA may accept such proposals as it deems to be in the public interest and furtherance of the purposes of the Idaho Urban Renewal Law, the *Area 3 Downtown Urban Renewal Plan*, or it may proceed with further selection processes, or it may reject any and all submissions. JURA will determine from the information submitted in the responses the most qualified developer as evaluated under the criteria set forth herein. Final selection will be made by the JURA Board.

The issuance of the RFP and the receipt and evaluation of submissions does not obligate JURA to select a developer and/or enter into the Exclusive Right to Negotiate Agreement. Submissions do not constitute business terms under any eventual Exclusive Right to Negotiate Agreement. JURA will not pay costs incurred in responding to this RFP. JURA may cancel this process at any time prior to the execution of an Exclusive Right to Negotiate Agreement without liability.

## 11. Public Nature of all Submissions

This RFP is a public process therefore information collected under the RFP is of public record. The information that is received by JURA may be subject to disclosure under the Idaho Public Records Law. With the potential exception of financial information, it is anticipated submissions to this RFP will contain little or no material that is exempt from disclosure under the Idaho Public Records Law. Any questions regarding the applicability of the Public Records Law should be addressed by your own legal counsel PRIOR TO SUBMISSION. Any proprietary or otherwise sensitive information contained in or with any proposals may be subject to potential disclosure.

Accordingly, RFP Respondents should take the following steps with respect to any information believed to be exempt from disclosure or confidential: On any items submitted with the RFP that the Respondent believes are exempt from disclosure under the Idaho Public Records Law, clearly mark the upper right corner of each page of any such document or material with the word “Exempt”. This does not mean the document qualifies under the legal definition of eligibility, but JURA will evaluate the request to make the document/page exempt if the content meets the legal requirement otherwise the document will be considered public.

JURA’s disclosure of documents or any portion of a document submitted and marked as exempt from disclosure under the Idaho Public Records Law may depend upon official or judicial determinations made pursuant to the Idaho Public Records Law.



**CAPITAL CITY  
DEVELOPMENT CORP**

**RFP: Block 68 Catalytic Redevelopment Project**

**PUBLICATION DATE:** May 17, 2021

**SUBMISSION DEADLINE:** 12:00 P.M. August 19, 2021



# Request For Proposal

## BLOCK 68 CATALYTIC REDEVELOPMENT PROJECT

**PUBLICATION DATE:** May 17, 2021

**SUBMISSION DEADLINE:** 12:00 P.M. August 19, 2021

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### Office & Mailing Address

Capital City Development Corporation  
121 North 9th Street, Suite 501  
Boise, Idaho 83702

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### General Contacts

Phone: (208) 384-4264  
Fax: (208) 384-4267  
Website: [www.ccdcb Boise.com](http://www.ccdcb Boise.com)

# Request For Proposal

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# 01. Invitation

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## 01

**Capital City Development Corporation (“CCDC” or “Agency”) invites proposals for the Block 68 Catalytic Redevelopment Project Request for Proposal (“Block 68 RFP”) for a mixed-income, housing-focused redevelopment project located on Block 68 in downtown Boise, Idaho.**

In accordance with Idaho Code § 50-2011, CCDC is seeking a results-oriented Development Team (“Development Team” or “Developer”) with a visionary idea for transforming Block 68 and the surrounding area that brings additional property for redevelopment to the project. The Agency desires a Development Team with expertise developing mixed-income housing in urban settings, experience designing high performance buildings, a track record of producing aspirational architecture and high quality results, as well as strong public engagement skills and the financial capacity to deliver.

The CCDC Participation Program will govern the Block 68 Catalytic Redevelopment Project as a Type 5 participation and disposition of CCDC-owned property through a competitive disposition process. Other CCDC Participation Program agreements may be incorporated for possible acquisition of public parking and mobility features and public infrastructure improvements.

**SUBMISSION DEADLINE:**  
**12:00 p.m. local time on August 19, 2021**

Please review this Block 68 RFP carefully and be sure to ask any questions you may have. CCDC appreciates your interest in meeting the needs of the Agency and the citizens of Boise.

A handwritten signature in black ink that reads 'Kathy Wanner'.

Kathy Wanner  
*Contracts Specialist*

## 02. Project Summary

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# 02

### I. Purpose Statement

The Block 68 RFP seeks to develop housing that fills gaps unmet by the private market to expand the opportunity for our active workforce to achieve housing for themselves and their families. The RFP offers two agency-owned properties, participation with public infrastructure improvements and a ParkBOI parking and mobility structure. In exchange for these offerings, the Block 68 RFP expects proposals to embrace density and reinvestment in the City's existing infrastructure and service area. It expects proposals to develop more affordable housing units, maintain the authentic neighborhood fabric, further mobility initiatives, and contribute to Boise's long-term sustainability. The RFP is seeking proposals of high architectural aspirations with visionary and creative development programs that include or catalyze further development of nearby underutilized land. Included are Minimum Expectations that are practical and achievable yet will further Boise's high livability standards. Proposals that far exceed the RFP's Minimum Expectations are strongly encouraged and will receive favorable review.

### II. About CCDC

CCDC is an independent public body that is authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code, as the duly created and functioning urban renewal agency for Boise City, Idaho. CCDC oversees four downtown urban renewal districts totaling 767 acres and the Gateway East district totaling 2,643 acres.

Since 1965, CCDC has focused on creating a lively, pedestrian-oriented, mixed-use urban center in downtown that now includes office, retail, restaurants, lodging, convention facilities, regional health care, and educational, cultural, and entertainment opportunities. CCDC invests resources in development partnerships to create a distinctive and attractive public realm for private development through its investment in streets, streetscapes, utilities, public spaces, public art, and cultural facilities.

The Block 68 project area is within the Westside Urban Renewal District ("Westside District" or "District"). The District was formed in 2003 and terminates in 2026. CCDC plans to accomplish redevelopment of the Agency owned parcels in the remaining five years of the District as well as approximately \$29 million of investment in economic development, placemaking, infrastructure, and mobility projects throughout the District.



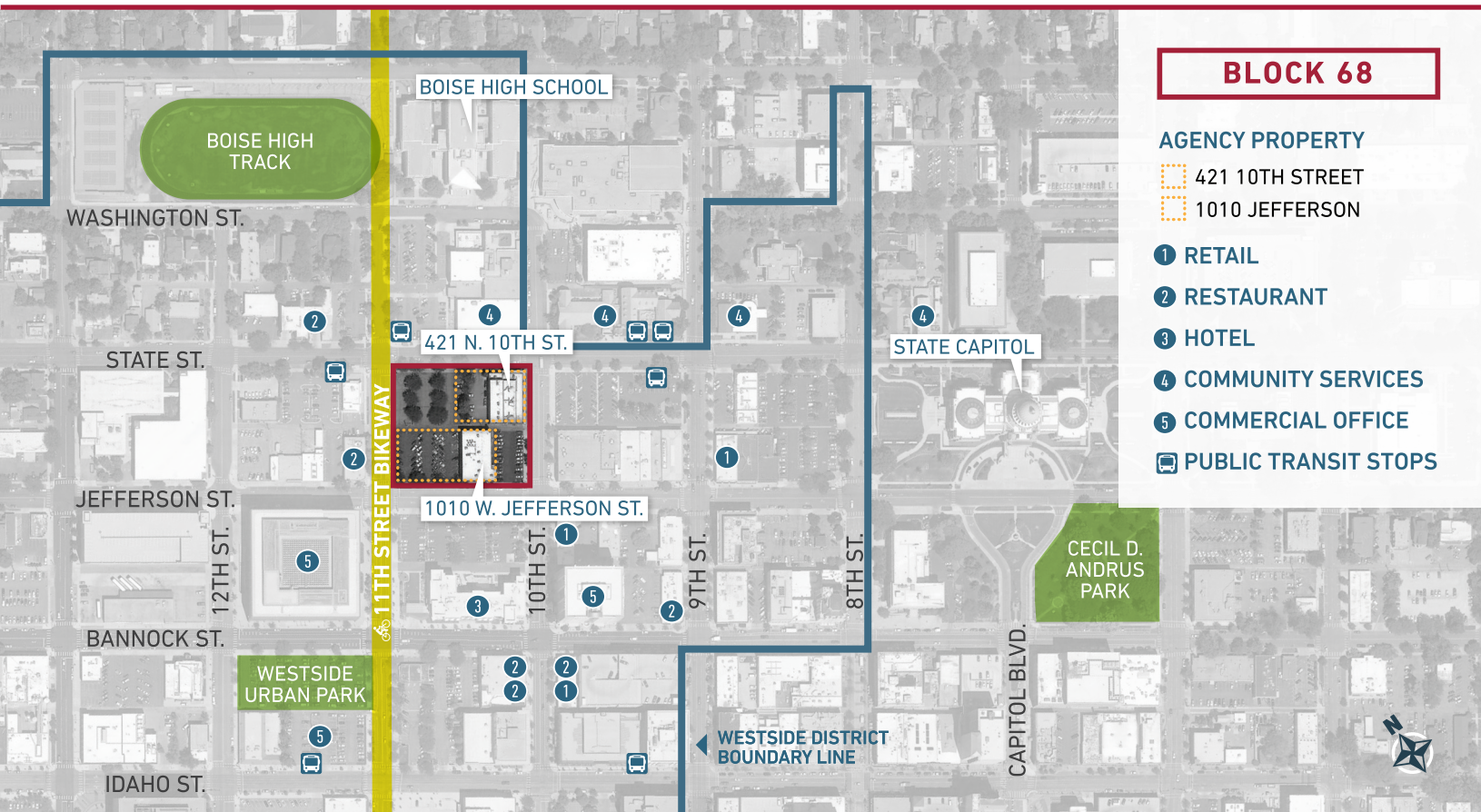
## 02. Project Summary

### III. Project Context and Site Information

Block 68 is located three blocks from the State Capitol, in downtown Boise, Idaho. The block is bound by W. Jefferson, W. State, N. 10th and N. 11th Streets. The project area is also located within the [Downtown Boise Neighborhood Association](#) and the [Downtown Boise Business Improvement District](#).

The uses surrounding Block 68 are predominately surface parking lots, but also include civic facilities such as Boise High School, state government, and the Downtown YMCA. Recent investment in the area include the nearby Hyatt Hotel, 11th and Idaho office building, and a half-acre public park. A variety of retail, dining, and neighborhood services are also within walking distance.

Medium and low density housing is prevalent north of State Street, but south of State Street there is limited high density housing. The project area is within the central business district, surrounded by amenities and services that support housing. Boise's critically high demand for housing positions this site well for building housing.





## 02. Project Summary

### III. Project Context and Site Information (...continued)

CCDC owns two parcels on Block 68: 1010 W. Jefferson Street ("1010 Jefferson") and 421 N. 10th Street ("421 10th Street"). Structures exist on both 1010 Jefferson and 421 10th Street. This RFP does not specify any CCDC requirements regarding the preservation, repurposing, or demolition of these existing structures. Proposals should articulate the plan for each building in the Redevelopment Project. Both buildings are partially occupied during this RFP process; permission to access the properties must be obtained by contacting CCDC.



The Block 68 area includes a typical public alley. Overhead power lines run east-west along the alleyway before undergrounding on 11th Street and terminating at a power pole at the corner of Jefferson and 11th Streets. Utility lines that serve each building through the alley include natural gas, fiber optic, sewer, and power lines. Water and Sewer mainlines run on Jefferson and 11th Streets, with 421 N. 10th connecting on 11th Street and 1010 Jefferson connecting on Jefferson Street. Geothermal mainlines run along 10th Street's south side. The site's current fiber-optic data providers are Zayo and Sparklight. 11th Street has multiple electrical cabinets, and 10th Street has underground vaults in the right-of-way next to 1010 Jefferson. See the parcel's surveys (Appendix 8 and 9) for further information.

## 02. Project Summary

### 1010 W. Jefferson Street

<b>Parcel ID:</b>	R1013004553
<b>Land Area:</b>	0.65 Acres
<b>Use:</b>	Class C Office 55 surface parking stalls
<b>Structures:</b>	Two story building with full basement. 27,828 GSF Steel frame, CMU exterior wall, flat roof.
<b>Restrictions:</b>	Tenant leases expire 2023, building scheduled to be vacant at time of disposition.
<b>Appraised Value:</b>	\$4,930,000 Fair Market Value. See Appendix 10.
<b>Site Survey:</b>	Appendix 8.
<b>Site Due Diligence Reports:</b>	See Appendix 15 for the Existing Facility Analysis and Appendix 16 for the Phase I Environmental Site Assessment.

### 421 N. 10th Street

<b>Parcel ID:</b>	R1013004583
<b>Land Area:</b>	0.35 Acres
<b>Use:</b>	Warehouse and limited retail 22 surface parking stalls
<b>Structures:</b>	One story building with partial mezzanine and partial basement. 19,589 GSF.
<b>Restrictions:</b>	Tenant leases expire 2022; building scheduled to be vacant at time of disposition.
<b>Appraised Value:</b>	\$2,535,000 Fair Market Value. See Appendix 11.
<b>Site Survey:</b>	Appendix 9.
<b>Site Due Diligence Reports:</b>	See Appendix 18 the Property Condition Assessment and Appendix 19 for the Phase 1 Environmental Site Assessment and Appendix 20 for the Limited Site Investigation.

## 03. CCDC Participation

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### 03

The Agency aims to advance economic development objectives and infrastructure improvements that serve a public benefit with this redevelopment project. This RFP offers several public/private partnership opportunities: development of Agency owned property, public infrastructure improvements, and a ParkBOI parking and mobility structure. The Agency is targeting no less than a 6:1 private to public investment ratio. For example, 60 million dollars of private investment and 10 million dollars of CCDC public investment — a total project investment of 70 million dollars — yields a 6:1 private to public investment ratio.

Proposals should explain its contemplated public/private partnership and summarize the key components and terms of the partnership. This will be an important consideration during the selection process. The Agency will negotiate final terms of the public private partnership(s) with the selected Developer as part of the Development and Disposition Agreement (“DDA”). For more information on the DDA process see Proposal Evaluation & Selection, below.

## 03. CCDC Participation

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### I. Agency Property (Development and Disposition)

As part of the Block 68 RFP, CCDC is offering the opportunity to redevelop two Agency owned parcels: 1010 W. Jefferson Street and 421 N. 10th Street. Disposition of property owned by CCDC for a redevelopment purpose follows Idaho Code § 50-2011 and the CCDC Participation Program policy adopted by the CCDC Board of Commissioners. The Block 68 RFP meets the statutory requirements in providing for competitive processes in property disposition. The property disposition process requires a commercial appraisal and a re-use appraisal, and the proposed project must comply with the Westside Urban Renewal Plan and law.

The commercial appraised value (see Appendices 10 and 11) of the included property is approximately \$7.5 million and is the initial purchase price of the property. The purchase price must be paid in full to CCDC at the time of the land closing and prior to the transfer of the Property from CCDC to the Developer. CCDC has the ability—but not the obligation—to provide a “site write down” also called “discounted land value” based on the findings within a reuse appraisal. Reimbursement of the “discounted land value”, if any, would occur at project completion. Please consider this in your preliminary budget and clearly indicate a projected “discounted land value” the project will pay if different than the commercial appraised land value.

### II. Public Infrastructure Improvements

The Agency can assist development projects with reimbursement for improvements that are dedicated to and for the benefit of the public through the Agency's Type 2 Participation Program. These improvements are called Eligible Expenses, see page 6 of the Participation Program Policy document in Appendix 7. All Eligible Expenses are paid by Developer as expenses are incurred, and CCDC reimburses for Eligible Expenses over a period of time after the project is complete. The reimbursement is paid using actual tax increment revenue generated by the project and received by CCDC. Assistance is limited by the lesser of a) the agreed upon Eligible Expenses, or b) a portion of the project's tax increment value as determined by its scorecard ranking for the qualified reimbursement term. To estimate a Proposal's potential infrastructure assistance, utilize the [Type 2 General Assistance Participation Program](#) and [Scorecard](#) to determine the portion of tax increment value.

Further information about contemplated infrastructure improvements is included below, in the **Project Priorities** section.

## 03. CCDC Participation

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### III. ParkBOI Parking and Mobility Structure

The Agency is seeking to partner in development of a ParkBOI parking and mobility structure as an integral component of the Block 68 redevelopment project. Once the project is complete, CCDC will purchase (and not lease or rent parking stalls) the mobility structure, or a portion thereof, and begin operation of the facilities as part of the ParkBOI system. The acquisition follows the CCDC Participation Program policy, specifically Type 3 participation and will include purchase price, development standards, and operations agreement. The garage will be funded by tax exempt bonds, which terms stipulate that 90% of the parking stalls must be available to the public. The property acquisition process is governed by state statute. Further details regarding the condominium structure for the ParkBOI parking and mobility structure will be determined during the DDA negotiation process.

Up to \$10 million is available to partner in a parking and mobility structure and must meet the following requirements in this section. Proposals should provide 200 to 350 public parking stalls at an estimated cost per stall range of \$28,000 to \$32,000. These requirements necessitate that a public parking facility be included via non-Agency land that is at least ½ block footprint. Additionally, the structure must meet the ParkBOI facility development guidelines (see Appendix 14) and the parking facility will be branded and operated as part of the ParkBOI system. The Agency reserves the right to dictate the operator of the structured parking garage.

The Agency will not consider public parking proposals that have excessive parking allowances in proportion to the redevelopment's residential and commercial uses. Parking should be sized right for the proposed uses by satisfying the parking needs of the redevelopment and catalyzing the surrounding neighborhood. It is important for CCDC to understand how much private investment this public investment derives, and proposals should articulate what portion of private investment was made possible by inclusion of the parking and mobility structure.

Further information about mobility objectives is included below, in the **Project Priorities** section.



## 04. Project Priorities

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# 04

The Block 68 RFP aims to catalyze significant private investment. Therefore, the following project priorities explain the expectations and outcomes that are most important to deliver. These priorities serve as a guide to developing a winning proposal and also will be the evaluation criteria utilized in the selection process. Careful consideration and creative solutions in each priority area—Grow Our Housing, Mobility, Urban Development and Architectural Design, Economic Development, and Sustainability—is expected.

**Minimum Expectations** and **Visionary Outcomes** are identified in each priority area. Redevelopment of only Agency-owned parcels serves as the basis in establishing the Minimum Expectations. This recognizes that land assemblage may not be achievable and is not necessary to submit a responsive proposal. That said, CCDC is encouraging proposals to go beyond the Minimum Expectations with projects that meet or exceed the Visionary Outcomes.

## 04. Project Priorities

### I. Grow Our Housing

---

Develop housing that fills gaps unmet by the private market to expand the opportunity for our active workforce to achieve housing for themselves and their families.

Provide a minimum of 225 housing units with a balanced mix of studio, one-bedroom, and two-bedroom units. Unit sizes should be no less than 550 sq. ft. for studios, 650 sq. ft. for one-bedrooms, and 850 sq. ft. for two-bedrooms.

The Minimum Expectation is proposals will meet or exceed the following affordability terms: 25 units at or below 80% AMI, 130 units at or below 120% AMI, and 70 units at market rates. See Appendix 21 for more information about AMI. Provide at this range of pricing for at least a 15 year term and identify a monitoring agent responsible to confirm project is maintaining the goals and affordability terms. CCDC is open to consideration of lien restrictions and/or guarantees and/or another tool to confirm the units remain available and affordable at the levels proposed.

CCDC seeks proposals that provide more total units overall, as well as more units offered at the lower price points. Respondents are encouraged to deliver projects with double or even triple the minimum number of housing units at various levels of affordability terms. Thoughtful design that improves resident quality of life is expected. Suggested design items include: nine foot or taller ceiling heights, natural light, in-unit washers and dryers, durable interior finishes and fixtures, and common area amenities that serve education, families, and active lifestyles.

**225**  
housing units

Provide a minimum of 225 housing units with a balanced mix of studio, one-bedroom, and two-bedroom units.

The Agency prefers for-rent housing but for-sale housing is acceptable. Short-term rental units are not allowed.

Proposals are encouraged to seek out additional housing incentive opportunities with the City of Boise Grow Our Housing program.



# 04. Project Priorities

## I. Grow Our Housing

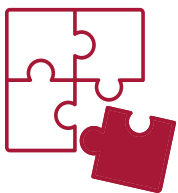


### Minimum Expectations

225 housing units with balanced mix of:  
550+ SF Studio, 650+ SF 1-BDs, 850+ SF  
2-BDs

Affordability for a 15 year term: 25 units  $\leq$   
80% AMI and 130 units  $\leq$  120% AMI

Thoughtful design that improves resident  
quality of life



### Visionary Outcome

Double or triple the minimum housing  
units on/near Block 68 at various levels of  
affordability

More units offered at the lower price  
points and longer term pricing restrictions



# 04. Project Priorities

## II. Mobility

---

Make it easier to bus, bike and walk, because our residents must be able to connect to opportunities when and where they exist. Proposals should be conceptualized with mobility infrastructure and mobility initiatives at the core of the architectural design, development program, and targeted uses.



State Street is one of only four transportation corridors into Downtown. Significant investment in bus rapid transit and transit oriented development along this corridor is explained in the [State Street Corridor Transit Oriented Development](#) plan, the [Transportation Action Plan](#), and the multi-municipality collaborative effort known as [Build a Better State Street](#). Additionally, ACHD and CCDC are partnering on the Downtown Boise Implementation Plan, which anticipates new street and public improvements along the State Street frontage of the Project Area with construction beginning in 2022. Proposals should align with and further the goals and objectives of these plans.

Once completed in 2023, the 11th Street Bikeway will provide a safe and convenient bicycle connection from ridge-to-river for all ages and abilities. More information can be found in CCDC's [11th Street Bikeway Report](#), at the Ada County Highway District's [project page](#), and in the [preliminary schematic design drawings](#). Integrate the 11th Street Bikeway into the project with careful consideration of site circulation, targeted ground floor uses, and location of bicycle facilities. A Visionary Outcome is a public secure bicycle storage facility for 30 bicycles, refer to [BikeBOI](#), with direct connection to 11th Street.

Attention to enhancing the walkability of the area is important. Maintain the public alley or an equivalent midblock connection through Block 68. Meet the City's Downtown Streetscape Standards. Provide sidewalks that provide a safe, convenient, and interesting experience.



## 04. Project Priorities

### II. Mobility



Despite four acres of surface parking lots on and around Block 68, there is increasing demand for parking to support current uses and near-term future growth. The high cost of consolidating parking into structures continues to stymie redevelopment and contribute to the increasing price point of housing in downtown. The Minimum Expectation of proposals is that the project's private parking ratio will not exceed 0.8 stalls per unit. This aligns with City of Boise Parking Overlay District's P2 zone in which the project area is located. The Visionary Outcome is that proposals build a shared use public parking and mobility structure that consolidates parking and builds more housing and other uses that serve the neighborhood.

Proposals are encouraged to integrate a public parking garage that: provides a shared parking resource for the area, relieves infrastructure costs on housing resulting in lower housing prices, catalyzes infill of underutilized surface parking lots with active uses, and reduces need for private single-use garages.



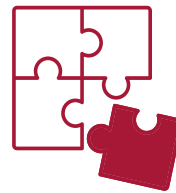
#### Minimum Expectations

Integrate with the Building a Better State Street initiative

Integrate and enhance the upcoming 11th Street Bikeway

Maintain midblock connection through Block 68

Private parking ratio requirement for housing: maximum of 0.8 stalls per unit



#### Visionary Outcome

Secure bicycle storage facility for 30 bikes

Shared-use public parking and mobility infrastructure that supports: more housing, infill with active uses, reduced infrastructure costs, and shared mobility resource for neighborhood

## 04. Project Priorities

### III. Urban Development and Architectural Design

Elevate the architecture of Boise's urban fabric because an exceptional built environment enhances quality of life and strengthens our community's identity. Proposals should express sustainable development through aspirational architecture that challenges the status quo and exemplifies what is possible.



#### Minimum Expectations

Exceptional built environment that contributes to the authentic neighborhood fabric

Embrace density and provide for activities conducive to a compact mixed-used downtown

Activate the streets by providing active ground floor uses, furnishings and other engaging elements

Aspirational Architecture that integrates green architecture features and systems

Embrace density with building heights of predominantly six stories or more and in no circumstance less than three stories. Block 68 is zoned C5-DD, which is Central Business (C-5) with a Downtown Design overlay (DD). There are no height limits in the C-5 zone. Residential uses are allowed without a density maximum. The C-5 zone is intended to provide for activities conducive to a compact and concentrated urban downtown mixed-used center.

Activate the streets by providing active ground floor uses that engage with the pedestrian experience often. Building frontages are expected to consist mostly of active uses and entrances and no parking at all. Provide ground floor ceiling heights no less than fourteen-feet tall. A mix of uses that serve the neighborhood such as: retail, dining, entertainment, and community services are encouraged. Supplement the active uses with other elements, such as functional awnings, green walls, streetscape furnishings, and public art.

Aspirational Architecture should give special attention to façade design and materials, contribute to the authentic neighborhood fabric, integrate green architecture features and systems, and incorporate pedestrian scale ground floor fenestration.



## 04. Project Priorities

### III. Urban Development and Architectural Design



Images, l-r: Architecture Daily (2011), BiotechtureUk (exterior living wall), BiotechtureUk (interior living wall).

## 04. Project Priorities

# IV. Economic Development

Providing economically diverse housing opportunities to Boise's active workforce within the regional employment center will expand opportunity in Boise's local economy, reduce demands on transportation infrastructure, and further the City's long-term sustainability.

Proposals are encouraged to leverage the RFP's public-private-partnership opportunities to maximize the amount of housing and other uses included in the project. Utilize public participation to deliver lower housing price points. Implement a shared-use parking and mobility structure to catalyze infill of underutilized land with active uses and to reduce the need for private, single-use garages.

Proposals are encouraged to assemble nearby underutilized land and build more housing and uses that serve the neighborhood. Proposals that include land assemblage must demonstrate site control by providing in the submission package: record of ownership, an executed purchase and sale agreement, or an executed purchase option. Inadequate forms of site control include: letters of intent, other non-binding agreements, and verbal commitments. Additional property does not necessarily have to be abutting Agency-owned parcels. Parcels within a five minute walk of Block 68 and within in Westside Urban Renewal District are acceptable to include.

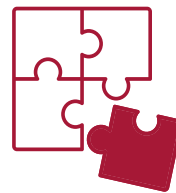
Including long range master plans with multi-phase development schemes are discouraged. CCDC will evaluate proposals only on the development that will be included in the DDA. If construction phasing is proposed, the last phase should start construction no later than 2024. Subsequent phases of development that may occur after the partnership with CCDC is complete will not be recognized during the selection process.



### Minimum Expectations

Leverage public private partnership to maximize the amount of housing and other uses included in the project

Utilize public participation to deliver lower housing price points



### Visionary Outcome

Assemble nearby underutilized land and build more housing and uses that serve the neighborhood

Implement a shared-use parking and mobility structure to catalyze infill of underutilized land with active uses



## 04. Project Priorities

### V. Sustainability

CCDC is committed to ensuring that Boise is a resilient city in the face of climate change. It is critical that proposals work to mitigate climate impacts and innovate around the creation of a robust climate economy.

At a minimum, proposals are required to meet the Boise City Green Building Code and should employ measures to achieve the following. Proposals are encouraged to power buildings with alternative energy such as all-electric buildings or geothermal. Buildings should meet an Energy Use Intensity (EUI) or “KBTU/SF per year” in line with the Boise Climate Zone 5B (see Appendix 23). Provide Electric Vehicle (EV) charging stations at 1% of total parking stalls. Provide conduit sleeves for future EV charging stations at 20% of total stalls.

Utilize and expand clean energy utility system infrastructure, including: geothermal, green stormwater, fiber-optic data, electric power, and water renewal. Underground the overhead power and utilities on 11th Street and the Block 68 alley.

Proposals are required to include recycling facilities and operations and encourages proposals to include composting facilities and operations.

Accomplish water conservation with mechanical and plumbing systems that use low flow/usage appliances and fixtures which meet the EPA WaterSense standard.



#### Minimum Expectations

Meet the Boise City Green Building Code

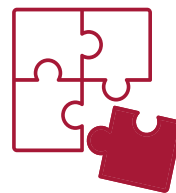
All-electric buildings with use of geothermal for commercial/retail spaces

Meet an Energy Use Intensity (EUI) in line with the Boise Climate Zone

Electric Vehicle (EV) charging stations and conduit for future charging stations

Recycling facilities and operations

Water conservation by using low flow/usage appliances and fixtures which meet the EPA WaterSense standard



#### Visionary Outcome

Expand clean energy utility system infrastructure

Composting facilities and operations



# 05. Submission Process

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## 05

### **I. Registration Not Required**

Registration is not required to submit a proposal. If you are interested in receiving email updates from CCDC when additional information pertaining to the RFP is made available, please contact CCDC and provide the email address or email addresses that wish to receive updates.

### **II. Proposal Submission**

Please follow these instructions for submitting a proposal.

Utilize a commonly available file-share service such as Dropbox, WeTransfer, or Google Drive. Send the link to your proposal by email to Kathy Wanner, CCDC Contracts Specialist: [kwanner@ccdcbioise.com](mailto:kwanner@ccdcbioise.com)

The required submittal documents (some of which must be signed and dated) must be organized into separate PDF or Excel files for each of the thirteen (13) sections shown below in “Required Submission Materials.” Name each PDF file with a unique identifier for that section. EXAMPLE: the first file should be named “1\_Cover Sheet.pdf”, the next file “2\_Acknowledgement & Release.pdf”, and so on.

CCDC takes no responsibility for submittals received late or incomplete in any way. Respondent assumes full responsibility for the timely submittal of all proposal documents via the email process.

### **III. Questions; Contact Information**

Respondents may contact CCDC with written questions or requests to access the project site by sending an email to Kathy Wanner, Contracts Specialist, [kwanner@ccdcbioise.com](mailto:kwanner@ccdcbioise.com). Questions submitted before the RFP Questions and Clarifications deadline, which is **August 03, 2021**, will receive a response posted online at [www.ccdcbioise.com](http://www.ccdcbioise.com) by CCDC. Individuals who pose questions will not be identified in responses.

### **IV. Modification or Withdrawal of Proposal**

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

# 05. Submission Process

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## V. Required Submission Materials

The Proposal format described here is meant to allow uniform review and easy access to information by CCDC. Proposals should conform to the requested format as much as possible.

## PLEASE INCLUDE THE FOLLOWING THIRTEEN (13) ITEMS ARRANGED IN THE FOLLOWING ORDER:

### 1. The Cover Sheet, Appendix 1

Download the Cover Sheet, under Appendices, fill out and sign. 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. Acknowledgement & Release, Appendix 2

Download the Acknowledgement & Release Agreement under Appendices, fill out and sign.

### 3. Development Budget Form, Appendix 3

Appendix 3 is an Excel file and should be submitted as an Excel file. The Development Budget should include all development expenses associated with the project, including proposed Agency financial participation. The total development cost provided in the Development Budget Form should match the proposed project's Financial Sources Form.

### 4. Financial Sources Form, Appendix 4

Appendix 4 is an Excel file and should be submitted as an Excel file. The total development cost provided in the Development Budget Form should match the proposed project's Financial Sources Form.

### 5. Completed Green Building Certificate Form, Appendix 5

CCDC intends to award a project committed to using the Boise City Green Construction Code. The Green Building Certification must be signed and completed with the application.

### 6. Development Program Form, Appendix 6

The Development Program Form is attached as Appendix 6 is an Excel file and should be submitted as an Excel file.

# 05. Submission Process

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## 7. Project Narrative

The Project Narrative should explain the proposed project. Describe how it accomplishes the RFP's Project Priorities. Articulate the public benefits created by the public private partnership. Summarize the private investment objectives and the economic development benefits that it creates. It should be no more 1,500 words in length and can incorporate images, diagrams, and tables. Be sure to address each Minimum Expectation and, if applicable, Visionary Outcome listed in the Project Priorities: Grow Our Housing, Mobility, Urban Development and Architectural Design, Economic Development, and Sustainability. Project Narratives should also discuss the proposal's anticipated adherence to or variance from City of Boise Planning and Zoning regulations regarding: setbacks, Downtown Streetscape Standards, Fire Department access on-site, and parking stall counts

## 8. Development Team Information

- a. Provide the name, title, and organization of each: developer, architect, engineer, contractor, and proposed development legal entity, included on the Development Team. Include address, phone numbers and email contacts.
- b. Provide a Development Team organizational chart that also describes the development legal entity.
- c. Indicate whether the development entity has been formed and is registered with the State of Idaho. If it has not yet been legally formed, please indicate when it will be formed.
- d. Provide three professional references including name, title, email, and phone number. References cannot be a member of the Development Team.
- e. Include financial statements proving the Development Team's financial capacity to deliver the proposed project. A "letter of creditworthiness" 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.

## 9. Portfolio / Résumé

List and briefly describe relevant projects that the Development Team, together, has completed and/or has underway. Additionally, provide a portfolio or resume exemplifying relevant experience for each organization: developer, architect, and contractor.

# 05. Submission Process

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## 10. Proposed Terms of CCDC Participation

Provide a description of the proposed CCDC participation included in the proposal. Include information about key terms such as:

- Anticipated discounted land value, if any.
- All proposed Agency financial participation related to potential Public Improvements (utility infrastructure, streetscapes, street work). Anticipated costs should be provided on the Development Program Form schedule and should conform generally to CCDC's Participation Program rules and requirements, as found in Appendix 7.
- (if applicable) Proposed purchase price of ParkBOI parking and mobility structure. Include cost breakdowns of cost per parking stall, BikeBOI facilities, etc. Summarize construction type and design standards of facilities
- Private to public investment ratio calculation, as described in the CCDC Participation section.

## 11. Development Timeline

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

## 12. Project Drawings

Provide concept design level drawings that illustrate building massing, site layout, exterior façade design and finishes, parking, contemplated streetscape and other public improvements. If applicable, provide public parking garage floorplans. Include a site plan that incorporates the ground level floor plan, vehicle and pedestrian egress, parcel lines, streetscape improvements, required setbacks, and fire department emergency site access. Provide a typical upper level floor plan of unit layout. Include multiple renderings from street level and aerial view perspectives to illustrate how the project interrelates with the surrounding context. Additional sketches, diagrams, images or plans that further explain the project are welcomed. A technical drawing set is not required with this submittal.

## 13. Proof of Site Control (if applicable)

Proposals that include additional property, not owned by CCDC, must demonstrate site control by providing: record of ownership, an executed purchase and sale agreement, or an executed purchase option. Unacceptable forms include: letters of intent, other non-binding agreements, and verbal commitments.

## 06. Proposal Evaluation & Selection

### I. Evaluation Criteria

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# 06

The evaluation criteria in this section represents the Agency's priorities, and will be used as a basis for selection of the strongest proposal. A proposal that meets the Minimum Expectations may be awarded up to 370 points. Up to 130 additional points may be awarded upon how well a proposal accomplishes the Visionary Outcomes. A total of 500 points are possible.

# 06. Proposal Evaluation & Selection

## I. Evaluation Criteria

<b>Development Team Qualifications</b>	
Expertise developing mixed-income housing in urban settings, experience designing high performance buildings, track record of producing aspirational architecture and high quality results, as well as, strong public engagement skills.	25
<b>Project Development Timeline</b>	
Achievable and expeditious plan to accomplish pre-development, entitlements, construction, and occupancy. Alignment with CCDC schedule.	15
<b>Grow Our Housing</b>	
<b>Minimum Expectations:</b> 225 housing units; balanced mix unit types; 15 year affordability term for 25 units ≤ 80% AMI and 130 units ≤ 120% AMI; Thoughtful design and amenities that improve resident quality of life.	120
<b>Visionary Outcomes:</b> More units offered at the lower price points and longer term pricing restrictions. Double or triple the minimum housing units on/near Block 68 at various levels of affordability.	50
<b>Mobility</b>	
<b>Minimum Expectations:</b> Building a Better State Street, 11th Street Bikeway, and midblock connection through Block 68. Private parking ratio requirement for housing: maximum of 0.8 stalls per unit. Make it easier to bus, bike and walk, to connect people to opportunities when and where they exist.	45
<b>Visionary Outcomes:</b> Secure bicycle storage facility for 30 bikes. Shared-use public parking and mobility structure that supports: more housing, infill with active uses, reduced infrastructure costs, and shared mobility resource for neighborhood.	35
<b>Urban Development and Architectural Design</b>	
<b>Minimum Expectations:</b> Exceptional built environment that contributes to the authentic neighborhood fabric. Embrace density and provide for activities conducive to a compact mixed-used downtown. Activate the streets by providing active ground floor uses, furnishings and other engaging elements. Aspirational Architecture that integrates green architecture features and systems.	100
<b>Visionary Outcomes:</b> N/A	N/A
<b>Economic Development</b>	
<b>Minimum Expectations:</b> Providing economically diverse housing opportunities to expand opportunity in Boise's local economy, reduce demands on transportation infrastructure, and further the City's long-term sustainability. Leverage public private partnership to maximize the amount of housing and other uses included in the project. Utilize public participation to deliver lower housing price points.	45
<b>Visionary Outcomes:</b> Assemble nearby underutilized land and build more housing and uses that serve the neighborhood. Implement a shared-use parking and mobility structure to catalyze infill of underutilized land with active uses.	30
<b>Sustainability</b>	
<b>Minimum Expectations:</b> Meet the Boise City Green Building Code. All-electric buildings with use of geothermal for commercial/retail spaces. Meet an Energy Use Intensity (EUI) in line with the Boise Climate Zone. Electric Vehicle (EV) charging stations. Recycling facilities and operations. Water conservation by using low flow/usage appliances and fixtures which meet the EPA WaterSense standard.	20
<b>Visionary Outcomes:</b> Expand clean energy utility system infrastructure. Composting facilities and operations.	15
<b>Total Points: 500</b>	

## 06. Proposal Evaluation & Selection

### II. Selection Process

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CCDC envisions a four-step process for selection of a proposal for the project site.

#### **Step 1: Request for Proposals**

The RFP will be advertised locally in the Boise Metro Area, published in the Idaho Statesman newspaper, posted on the CCDC website, and noticed to known and interested parties.

#### **Step 2: Evaluation of Proposals**

Proposals received prior to the submission deadline will be reviewed by CCDC staff to confirm they meet the RFP's submittal requirements. The respondent will be notified in writing if the proposal is deemed incomplete and no further review will occur. Agency staff will continue review all proposals that meet the submittal requirements and deliver a preliminary findings report to the CCDC Board.

At its discretion, the CCDC Board may choose to establish a Selection Committee. Respondents may be asked to present to the Selection Committee or to the full CCDC Board at a public meeting. Proposals will be judged based on the written submittals, presentations, and requested supplemental information, as applicable. The CCDC Board of Commissioners reserves the prerogative 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.

At a public meeting, The CCDC Board will select a proposal to advance to Step 3, and if applicable, determine the final ranking of other qualified proposals.



# 06. Proposal Evaluation & Selection

## II. Selection Process

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### Step 3: Agreement to Negotiate Exclusively

The next step is for CCDC to enter into an Agreement to Negotiate Exclusively (ANE) with the selected development entity. The CCDC Board of Commissioners has sole authority to approve an ANE but is not obligated to consider or approve an ANE under this RFP.

**Design Refinement:** The ANE allows time for project design and details to be refined and specific development terms to be considered. It is the Agency's expectation during this period that, while elements of the design may change, design features will function in the way they were initially proposed. Architectural and interior finish materials, unit and income mixes, density are also design features that must remain consistent with the initial proposal.

**Financial Feasibility:** Once a proposal is selected, additional work will be done to determine the financial feasibility of the project together with the selected developer's banking institution. Required information may include financial statements from principals in the development entity and equity partners and related financial-credit information. Criminal background checks may be required.

**Commercial Appraisal:** A commercial appraisal has been completed and establishes a fair market value for purposes of determining an initial purchase price for disposition of the property a schedule of performance for a stipulated project (as described in a DDA agreement in the next step). An update to this commercial appraisal may be provided by CCDC, if needed. The appraisals for both Agency-owned properties are found in Appendices 10 and 11.

**Reuse Appraisal:** During the ANE stage, the Agency will obtain a reuse appraisal to determine the eligible, if any, discounting of the land value. If, during the ANE phase, a land value discount is both eligible and desired based on the project expectations, the discount (difference in commercial value versus reuse value) can be reimbursed upon successful completion of the project. This approach protects the public's investment in the land should the project fail to be completed.

**Next Steps:** The ANE also sets a schedule for reaching an agreement which may lead to a Disposition and Development Agreement (DDA).

## 06. Proposal Evaluation & Selection

### II. Selection Process

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#### **Step 4: Disposition and Development Agreement (DDA)**

If an ANE was entered into with a selected developer, CCDC may then prepare a DDA that describes in detail the requirements and conditions precedent to the transfer of the Project Site to the development entity. This will include a Schedule of Performance. CCDC may require certain measures such as a performance bond, developer guaranty or other mechanism to increase the probability for the successful completion of the project.

An early step in the DDA would involve the selected development entity purchasing the property as advised by the commercial appraisal pricing and subject to the development agreement terms/schedule of performance. The initial purchase would convey title including payment for the property prior to commencement of construction. Successful completion of the project may involve a rebate (also known as a “site write down” or “discounted land value”) as previously advised by the reuse appraisal, determined by the ANE/DDA process, and approved by the CCDC Board of Commissioners.

Upon satisfaction of all requirements, the negotiated DDA returns to the CCDC Board of Commissioners for its final approval and selection of the RFP competitive selection process winner. The CCDC Board of Commissioners has sole authority to approve a DDA but is not obligated to consider or approve a DDA under this RFP.

## 06. Proposal Evaluation & Selection

### III. Schedule

Event	Date
<b>Step 1: Request For Proposals</b>	
Board Approves RFP for Publication	05/10/2021
Publish and Promote RFP	05/17/2021
RFP Questions and Clarifications Deadline	08/03/2021
RFP Addendum Deadline (if necessary)	08/09/2021
Submission Deadline	08/19/2021
<b>Step 2: Evaluation of Proposals</b>	
BOARD MTG: Agency Preliminary Finding Report	09/13/2021
Selection Committee Review and Interviews	09/22/2021 to 10/15/2021
Supplemental Information Deadline	10/06/2021
BOARD MTG: Winning Proposal Selection	11/08/2021
<b>Step 3: Agreement to Negotiate Exclusively (ANE)</b>	
BOARD MTG: Approval of ANE	03/14/2022
<b>Step 4: Disposition and Development Agreement (DDA)</b>	
Negotiation, ReUse Appraisal, Finalize DDA	09/12/2022
BOARD MTG: Approval of DDA	11/14/2022

*\*Schedule is preliminary and subject to change. It is included to provide an idea of the timeframe in which this project may move through the approval process.*

## 07. Details

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# 07

### **CCDC Discretion and Authority; Disclaimers**

CCDC 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). CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to this RFQ 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 conflict 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 CCDC and the public. The issuance of this RFQ and the receipt and evaluation of proposals does not obligate CCDC to select a company nor award a contract. CCDC may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

### **Public Nature of RFP Submissions**

CCDC 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.

CCDC, 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 CCDC harmless from any claim or suit arising from CCDC’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.

## 08. Appendices

# 08

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|---------------------------------------------------------------------------|-------------------------|
| 1. Cover Sheet                                                            | REQUIRED WITH SUBMITTAL |
| 2. Acknowledgment & Release                                               | REQUIRED WITH SUBMITTAL |
| 3. Development Budget Form                                                | REQUIRED WITH SUBMITTAL |
| 4. Financial Sources Form                                                 | REQUIRED WITH SUBMITTAL |
| 5. Green Building Certification Form                                      | REQUIRED WITH SUBMITTAL |
| 6. Development Program Form                                               | REQUIRED WITH SUBMITTAL |
| 7. Participation Program Policy Document,                                 | dated May 2019          |
| 8. Site Survey – 1010 W. Jefferson Street,                                | dated 2018              |
| 9. Site Survey – 421 N. 10th Street,                                      | dated 2021              |
| 10. Property Appraisal –1010 W. Jefferson Street,                         | dated 2021              |
| 11. Property Appraisal – 421 N. 10th Street,                              | dated 2021              |
| 12. Sample Agreement to Negotiate Exclusively                             |                         |
| 13. Summary of Disposition and Development Agreement                      |                         |
| 14. CCDC Boise Parking Structure Design Guidelines                        |                         |
| 15. 1010 W. Jefferson Existing Facility Analysis,                         | dated 2018              |
| 16. Phase I Environmental Site Assessment – 1010 W. Jefferson Street,     | dated 2018              |
| 17. Building Floor Plans – 1010 W. Jefferson Street                       |                         |
| 18. Property Condition Report – 421 N. 10th Street,                       | dated 2017              |
| 19. Phase I Environmental Site Assessment – 421 N. 10th Street,           | dated 2017              |
| 20. Limited Site Investigation Report – 421 N. 10th Street,               | dated 2018              |
| 21. 2020 Average Median Income Rent and Income Levels, Novogradic,        | dated April 9th, 2021   |
| 22. City of Boise Geothermal Utility Locations,                           | dated March 2020        |
| 23. Energy Use Intensity and Performance Targets, New Buildings Institute |                         |