

CAPITAL CITY DEVELOPMENT CORPORATION
Board of Commissioners Meeting
Conference Room, Fifth Floor, 121 N. 9th Street
November 14, 2016 12:00 p.m.

A G E N D A

I. CALL TO ORDER.....Chairman Hale

II. AGENDA CHANGES/ADDITIONS.....Chairman Hale

III. CONSENT AGENDA

- A. Expenses
 - 1. Approval of Paid Invoice Report – September 2016
 - 2. Approval of Paid Invoice Report – October 2016
- B. Minutes and Reports
 - 1. Approval of Meeting Minutes from September 12, 2016
 - 2. Risk-Based Cycling Review: Year 2 of 3, IT System Security
- C. Other
 - 1. Approve Resolution 1467 Records Disposition
 - 2. Approve Resolution 1468 Adopting the Downtown Boise Strategic Parking Plan

IV. ACTION ITEMS

- 12:05 A. CONSIDER: Resolution 1469 Approving ‘Official Intent’ Eligible Tax Exempt Expenses
(10 minutes) Ross Borden
- 12:15 B. CONSIDER: Resolution 1471 Awarding the 2017 Streetscape Improvements Design Contract to
Jensen Belts Associates (10 minutes)..... Mary Watson
- 12:25 C. CONSIDER: Award the Front Street Remnant Parcel RFP to Capitol Partners LP (10 minutes) ...
..... Shellan Rodriguez

V. INFORMATION/DISCUSSION ITEMS

- 12:35 A. Parking Utilization Update (10 minutes)..... Max Clark
- 12:45 B. CCDC Alley Program (10 minutes)..... Matt Edmond
- 12:55 C. Downtown Boise Circulator Alternatives Analysis Recommendation (15 minutes)
..... James Pardy, City of Boise
- 1:10 D. Operations Report (5 minutes).....John Brunelle


VI. EXECUTIVE SESSION *Deliberate regarding acquisition of an interest in real property which is not owned by a public agency [Idaho Code 74-206 (1)(c)] Communicate with legal counsel to discuss the legal ramifications and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated [Idaho Code 74-206(1)(f)]*

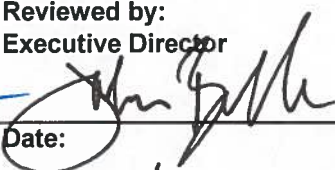
VII. ADJOURN *This meeting is being conducted in a location accessible to those with physical disabilities. Participants may request reasonable accommodations, including but not limited to a language interpreter, from CCDC to facilitate their participation in the meeting. For assistance with accommodation, contact CCDC at 121 N 9th St, Suite 501 or (208) 384-4264 (TTY Relay 1-800-377-3529).*

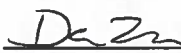
**Capital City Development Corp
ACH & Cash Disbursements Report
For the Period 09/01/2016 through 09/30/2016**

Board Officer Review

Payee	Description	ACH Date	Amount
Debt Service:			<u>0</u>
	Total Debt Service		-
ABM/AMPCO Parking:			
Monthly Parkers ACH	Payments from Monthly Parkers	9/1/2016	(9,682.00)
ABM/AMPCO	Parking Operations & Admin Exp - August 16	9/30/2016	<u>129,926.68</u>
	Total Parking		120,244.68
Payroll:			
EFTPS - IRS	Federal Payroll Taxes	9/14/2016	11,761.06
Idaho State Tax Commission	State Payroll Taxes	9/14/2016	2,189.00
CCDC Employees	Direct Deposits Net Pay	9/14/2016	29,683.43
PERSI	Retirement Payment	9/14/2016	10,144.50
EFTPS - IRS	Federal Payroll Taxes	9/28/2016	11,694.54
Idaho State Tax Commission	State Payroll Taxes	9/28/2016	2,189.00
CCDC Employees	Direct Deposits Net Pay	9/28/2016	29,311.44
PERSI	Retirement Payment	9/28/2016	<u>10,065.77</u>
	Total Payroll		107,038.74
Other:			
Idaho Power (autopayment)	August electricity bills - AutoPay	9/22/2016	435.27
Boise City Utility Bills (autopayment)	September Utilities - AutoPay	9/26/2016	436.28
8th&Main LLC/Gardner	OPA Reimbursement	9/30/2016	1,000,000.00
US Bank Credit Cards	Credit Cards	9/14/2016	5,600.95
Paid Invoice's	Other Paid Invoice's	Sept. 2016	<u>1,356,460.67</u>
Total Paid Invoices	Total Checks and Electronic payments		2,362,933.17
Grand Totals	Total Payments		<u><u>\$ 2,590,216.59</u></u>

Reviewed by:
Finance Director

Date:
10/4/2016

Reviewed by:
Executive Director

Date:
9/30/16

Reviewed by:
Board Member

Date:
10-4-16

Report Criteria:

Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3976	620 S. 9th Street LLC	STRATA DR	Afton, Phase II Environmen	09/15/2016	7,007.24	62094	09/27/2016
Total 3976:					7,007.24		
3659	Ada County Auditor	AUGUST 20	July 2016 Master Ground	08/25/2016	8,954.25	62054	09/06/2016
		AUGUST 20	July 2016 Surplus Ground	08/25/2016	9,815.25	62054	09/06/2016
Total 3659:					18,769.50		
1139	American Cleaning Service	52006	Trailhead Cleaning - 12 Mo	08/31/2016	892.10	62077	09/13/2016
		52739	Trailhead Cleaning - 12 Mo	09/01/2016	892.10	62077	09/13/2016
Total 1139:					1,784.20		
3838	American Fire Protection L	8534	Monthly pump inspection &	08/30/2016	185.00	62095	09/27/2016
Total 3838:					185.00		
3603	APA Idaho Chapter	16-003	APA Idaho 2016 Conferenc	08/23/2016	500.00	62071	09/06/2016
Total 3603:					500.00		
3752	Basque Foundation Inc.	POWER WA	Basque Block pressure wa	08/26/2016	962.50	62072	09/06/2016
		POWER WA	Basque Block pressure wa	08/26/2016	962.50-	62072	09/06/2016
		POWER WA	Basque Block pressure wa	08/26/2016	962.50	62072	09/06/2016
Total 3752:					962.50		
1316	Blue Cross of Idaho	1621600001	Health Insurance - Septem	09/01/2016	18,127.43	62050	09/01/2016
Total 1316:					18,127.43		
1346	Boise City Arts	#1	Quotes for LIV/Broad Stret	07/06/2016	.00	61991	Multiple
		#1	Quotes for LIV/Broad Stret	07/06/2016			
Total 1346:					.00		
1385	Boise City Utility Billing	0447416001	848 Main St # 0447416001	09/01/2016	5.78	10244	09/26/2016
		0548469002	CD 107 S 9th-Trash servic	09/01/2016	215.25	10244	09/26/2016
		0548469002	RM 107 S 9th-Trash servic	09/01/2016	146.37	10244	09/26/2016
		0548469002	WS 107 S 9th-Trash servic	09/01/2016	68.88	10244	09/26/2016
Total 1385:					436.28		
1424	Boise Office Equip - Servic	IN951006	Copier maintenance	09/01/2016	339.00	62055	09/06/2016
Total 1424:					339.00		
3970	Brown and Caldwell	54274374	ASh Street Properties Pha	07/31/2016	3,749.46	62056	09/06/2016
		54274374	ASh Street Properties Pha	07/31/2016			
		54274374	ASh Street Properties Pha	07/31/2016	3,749.46-	62056	09/06/2016
		54274374	ASh Street Properties Pha	07/31/2016	3,749.46	62056	09/06/2016
		54274374	ASh Street Properties Pha	07/31/2016			

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3970:					3,749.46		
3712	Car Park	2016-10841	Reimbursement: Synoptec	08/23/2016	1,648.75	62057	09/06/2016
Total 3712:					1,648.75		
3898	Carver Thornton Young (C	124568	Ennis Area Master Plannin	08/30/2016	.00	62078	09/13/2016
		124568	Ennis Area Master Plannin	08/30/2016			
		124568	Ennis Area Master Plannin	08/30/2016			
		124568	Ennis Area Master Plannin	08/30/2016			
		124569	Visioning, Master Planning,	08/30/2016	.00	62078	09/13/2016
		124569	Visioning, Master Planning,	08/30/2016			
		124569	Visioning, Master Planning,	08/30/2016			
		124569	Visioning, Master Planning,	08/30/2016			
		16-0909	Hayman House CNA	08/31/2016	880.00	Multiple	Multiple
Total 3898:					880.00		
1556	Caselle Inc.	74652	Contract support - Sept 20	09/01/2016	787.33	62051	09/01/2016
Total 1556:					787.33		
1703	CSHQA	28994	Final Design, Construction	08/31/2016	11,208.93	62097	09/27/2016
		28994	Grove Plaza Construction	08/31/2016	5,871.75	62097	09/27/2016
Total 1703:					17,080.68		
1787	Downtown Boise Associati	1367	Bronco Shuttle	09/20/2016	5,000.00	62098	09/27/2016
		8019	Flower Pot Reimbursement	08/14/2016	9,048.00	62073	09/06/2016
		8022	CD Clean Team	08/31/2016	2,193.63	62079	09/13/2016
		8022	RM Clean Team	08/31/2016	1,491.67	62079	09/13/2016
		8022	WS Clean Team	08/31/2016	701.96	62079	09/13/2016
		8023	8th St Clean Team	08/31/2016	546.00	62079	09/13/2016
Total 1787:					18,981.26		
1838	Elam & Burke P.A.	163638	Ken Howell/Capital Terrace	07/31/2016	20.00	62058	09/06/2016
		163639	Carley Project (5th & Front)	07/31/2016	80.15	62058	09/06/2016
		163640	Ash Street Properties	07/31/2016	34.00	62058	09/06/2016
		163641	The Affton/Associated War	07/31/2016	159.00	62058	09/06/2016
		163642	CD Closeout	07/31/2016	20.45	62058	09/06/2016
		163643	Public Records Request -	07/31/2016	295.00	62058	09/06/2016
		163644	GBAD Expansion	07/31/2016	510.00	62058	09/06/2016
		163645	Civic Partners Developmen	07/31/2016	519.00	62058	09/06/2016
		163646	The Fowler	07/31/2016	94.00	62058	09/06/2016
		163649	Parcel B Hotel Project	07/31/2016	4,174.65	62058	09/06/2016
		163650	401- Parking Matters	07/31/2016	438.90	62058	09/06/2016
		163651	2017 RMOB Bond Financin	07/31/2016	225.00	62058	09/06/2016
		163652	101-0 General	07/31/2016	254.00	62058	09/06/2016
		163653	Property Management	07/31/2016	131.00	62058	09/06/2016
		163654	305-1 RM Implement	07/31/2016	1,828.95	62058	09/06/2016
		163655	Gateway District	07/31/2016	700.00	62058	09/06/2016
		163687	Grove Plaza/MMC	07/31/2016	357.00	62058	09/06/2016
		164039	Carley Project (5th & Front)	08/31/2016	399.00	62099	09/27/2016
		164040	Capps/8th & Main	08/31/2016	170.00	62099	09/27/2016
		164042	Bench URD	08/31/2016	94.00	62099	09/27/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		164044	Grove Plaza/MMC	08/31/2016	2,405.80	62099	09/27/2016
		164045	Public Records Request	08/31/2016	491.00	62099	09/27/2016
		164046	GBAD Expansion	08/31/2016	552.00	62099	09/27/2016
		164047	Civic Partners Developmen	08/31/2016	40.00	62099	09/27/2016
		164048	The Fowler	08/31/2016	451.00	62099	09/27/2016
		164049	GBAD Projects	08/31/2016	40.00	62099	09/27/2016
		164050	Parcel B Hotel Project	08/31/2016	1,398.00	62099	09/27/2016
		164051	401- Parking Matters	08/31/2016	308.00	62099	09/27/2016
		164052	101-0 General	08/31/2016	1,051.00	62099	09/27/2016
		164053	305-1 RM Implement	08/31/2016	105.00	62099	09/27/2016
		164054	Gateway URD	08/31/2016	750.00	62099	09/27/2016
					<u>18,095.90</u>		
1898	Fiberpipe	1817-17376	Email, Audio, & Domain	09/01/2016	64.90	62059	09/06/2016
					<u>64.90</u>		
3807	FreedomVoice Systems	2016-090105	Monthly Service	09/01/2016	535.14	62060	09/06/2016
					<u>535.14</u>		
3882	Gardner Plaza LLC	FY2016 OPA	OPA Reimbursement for F	09/30/2016	1,000,000.00	10246	09/30/2016
					<u>1,000,000.00</u>		
3778	Gingerich Site & Undergro	16-6345	9th Street, Myrtle to Lee St.	08/31/2016	790.00	62100	09/27/2016
		16-6345	Mulligans	08/31/2016	372.50	62100	09/27/2016
					<u>1,162.50</u>		
3832	Glancey Rockwell & Associ	15252	CCDC Garage and Lobby	08/31/2016	1,700.00	62080	09/13/2016
					<u>1,700.00</u>		
3916	Grove Plaza Brick Program	SECTION M	Section Markers - Founder	07/31/2016	2,764.50	62061	09/06/2016
					<u>2,764.50</u>		
3695	Guho Corp.	160101049-0	CMGC Contract - LIV Distri	08/31/2016	57,945.18	62081	09/13/2016
		160101049-0	CMGC Contract - LIV Distri	08/31/2016	196,913.81	62081	09/13/2016
					<u>254,858.99</u>		
3732	Hi Tech Color LLC	84173	Grove Banners	09/19/2016	430.00	62101	09/27/2016
					<u>430.00</u>		
2129	Idaho Blueprint & Supply C	403192	URD Map	07/14/2016	201.92	62062	09/06/2016
					<u>201.92</u>		
2165	Idaho Power	2200406607	9th St outlets #220040660	08/31/2016	3.54	10245	09/22/2016
		2200910368	617 S Ash #2200910368	08/31/2016	11.76	10245	09/22/2016
		2201627995	9th & State # 2201627995	08/31/2016	3.54	10245	09/22/2016
		2202934903	8th St lights #2202934903	08/31/2016	39.58	10245	09/22/2016
		2205983212	Grove Vault #2205983212	08/31/2016	376.85	10245	09/22/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 2165:					435.27		
3900	Idaho Records Manageme	0116510	Records Storage	09/01/2016	80.04	62082	09/13/2016
Total 3900:					80.04		
2174	Idaho Smart Growth	ROD STEVE	Rod Stevens @ Trailhead	09/02/2016	300.00	62102	09/27/2016
Total 2174:					300.00		
2186	Idaho Statesman	263244 AUG	Legal Notices	08/31/2016	1,006.10	62083	09/13/2016
Total 2186:					1,006.10		
2240	Intermountain Gas Compa	6948213000	617 Ash St #69482130007	08/23/2016	10.66	62074	09/06/2016
Total 2240:					10.66		
3966	Involta	0020397	Website Hosting Services	08/31/2016	1,251.00	62084	09/13/2016
Total 3966:					1,251.00		
2288	Jensen Belts	1603-7	2016 LIV District Public Infr	08/31/2016	14,005.71	62085	09/13/2016
Total 2288:					14,005.71		
3819	Level 3 Communications L	46095946	Internet & Data	09/01/2016	669.61	62063	09/06/2016
Total 3819:					669.61		
3881	Mary E. Watson	AUGUST 20	Taxi Reimbursement	08/26/2016	19.17	10242	09/08/2016
Total 3881:					19.17		
3950	McAlvain Construction Inc.	115013-11	Grove Bricks	08/31/2016	60,283.25	62086	09/13/2016
		115013-11	Grove Construction	08/31/2016	690,760.46	62086	09/13/2016
Total 3950:					751,043.71		
3833	Musgrove Engineering P.A.	16-198A	Power Line Relocation - T	08/29/2016	3,025.40	62103	09/27/2016
Total 3833:					3,025.40		
3874	Owyhee Place LLC C/O Lo	FY2016 PAR	Owyhee Type 2 General A	09/01/2016	103,234.00	62087	09/13/2016
Total 3874:					103,234.00		
2774	Pro Care Landscape Mana	9791	617 Ash Street Lawn	08/24/2016	286.50	62075	09/06/2016
		9792	8th Street Corridor	08/24/2016	302.00	62075	09/06/2016
		9793	9th and Grove Plaza	08/24/2016	241.95	62075	09/06/2016
		9794	Pioneer Street Green	08/24/2016	458.00	62075	09/06/2016
Total 2774:					1,288.45		
3896	Rim View LLC	SEPTEMBE	Monthly Rent and NNN - Tr	09/01/2016	12,085.02	62052	09/01/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3896:					12,085.02		
2888	Roper Investments	AUGUST 20	Capitol Terrace Condo billi	08/31/2016	3,136.23	62064	09/06/2016
Total 2888:					3,136.23		
2948	Secretary of State	DT PARKIN	Downtown Parking Condos	09/15/2016	50.00	62092	09/15/2016
		FRONT STR	Front Street Condos	09/15/2016	30.00	62093	09/15/2016
Total 2948:					80.00		
3542	Security LLC - Plaza 121	SEPT. 2016	Office rent - September 20	09/01/2016	9,884.62	62053	09/01/2016
Total 3542:					9,884.62		
3920	Specialty Systems	DRAW 5 - FI	2015 Waterproofing Cap. T	07/31/2016	5,000.00	62065	09/06/2016
		DRAW 5 - FI	2015 Waterproofing Cap. T	07/31/2016	4,492.09	62065	09/06/2016
Total 3920:					9,492.09		
3815	Synoptek LLC	240730	DPPS Website Design - Ph	08/31/2016	17,263.75	62088	09/13/2016
		240730	**ADJUST** Car Park INV#	08/31/2016	1,648.75-	62088	09/13/2016
Total 3815:					15,615.00		
3831	The Land Group Inc.	0136878	ALTA Survey for Ash Stree	08/31/2016	502.91	62089	09/13/2016
		0136878	ALTA Survey for Ash Stree	08/31/2016	417.24	62089	09/13/2016
Total 3831:					920.15		
3170	Treasure Valley Coffee Inc.	04626699	Coffee & tea	08/22/2016	145.00	62066	09/06/2016
		04648229	Cooler Rental	09/06/2016	75.00	62090	09/13/2016
		04667372	Coffee & tea	09/19/2016	138.95	62104	09/27/2016
Total 3170:					358.95		
3233	United Heritage	02014-001 S	Disability insurance - Septe	09/01/2016	619.94	62067	09/06/2016
Total 3233:					619.94		
3479	US Bank - Copier Lease	311330518	Copier Contr #500-037566	09/01/2016	421.88	62068	09/06/2016
Total 3479:					421.88		
3835	US Bank - Credit Cards	08.25.2016	BH -Baldwin Lock Keys for	08/25/2016	3.71	10243	09/14/2016
		08.25.2016	DL-IBR Dana Z - Real Esta	08/25/2016	10.00	10243	09/14/2016
		08.25.2016	DL-Bluebird Exec Comm.	08/25/2016	39.98	10243	09/14/2016
		08.25.2016	JB -Linked-IN Premium M	08/25/2016	29.99	10243	09/14/2016
		08.25.2016	JC-SHRM HR Class - Kevi	08/25/2016	190.00	10243	09/14/2016
		08.25.2016	LW-Albertsons Company S	08/25/2016	4.22	10243	09/14/2016
		08.25.2016	LW-Mixed Green Deah Goi	08/25/2016	5.57	10243	09/14/2016
		08.25.2016	LW-Trader Joes Kitchen S	08/25/2016	6.33	10243	09/14/2016
		08.25.2016	MC-Fresh Off the Hook M	08/25/2016	32.54	10243	09/14/2016
		08.25.2016	MC-FORK Parking Op. Sel	08/25/2016	36.37	10243	09/14/2016
		08.25.2016	MC-International Parking	08/25/2016	35.00	10243	09/14/2016
		08.25.2016	MC-Shared Mobility Summi	08/25/2016	450.00	10243	09/14/2016

**Capital City Development Corp
ACH & Cash Disbursements Report
For the Period 10/01/2016 through 10/31/2016**

Board Officer Review

Payee	Description	ACH Date	Amount
Debt Service:			<u>0</u>
	Total Debt Service		-
ABM/AMPCO Parking:			
Monthly Parkers ACH	Payments from Monthly Parkers	10/1/2016	(9,427.00)
	Total Parking		<u>(9,427.00)</u>
Payroll:			
EFTPS - IRS	Federal Payroll Taxes	10/12/2016	11,696.54
Idaho State Tax Commission	State Payroll Taxes	10/12/2016	2,190.00
CCDC Employees	Direct Deposits Net Pay	10/12/2016	29,317.07
PERSI	Retirement Payment	10/12/2016	10,057.13
SUTA	Unemployment Taxes - 3rd Quarter	10/13/2016	921.05
EFTPS - IRS	Federal Payroll Taxes	10/26/2016	11,694.54
Idaho State Tax Commission	State Payroll Taxes	10/26/2016	2,189.00
CCDC Employees	Direct Deposits Net Pay	10/26/2016	29,311.44
PERSI	Retirement Payment	10/26/2016	10,065.77
	Total Payroll		<u>107,442.54</u>
Other:			
Idaho Power (autopayment)	September electricity bills - AutoPay	October 2016	67.23
Intermountain Gas	September electricity bills - AutoPay	October 2016	10.66
Boise City Utility Bills (autopayment)	October Utilities - AutoPay	October 2016	469.29
Suez Water	August/Sept Water Bills - AutoPay	October 2016	1,344.29
Valley Regional Transit	FY2017 Membership Dues	10/18/2016	25,714.00
Valley Regional Transit	Local Match MMC	10/13/2016	8,767.47
US Bank Credit Cards	Credit Cards	10/14/2016	3,624.76
Paid Invoice's	Other Paid Invoice's	October 2016	1,267,368.79
Total Paid Invoices	Total Checks and Electronic payments		<u>1,307,366.49</u>
Grand Totals	Total Payments		<u><u>\$ 1,405,382.03</u></u>

Reviewed by:
Finance Director

Date:

11/7/2016

Reviewed by:
Executive Director

Date:

11/7/16

Reviewed by:
Board Member

Date:

11/7/16

Report Criteria:
Summary report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
1139	American Cleaning Service	53435	Trailhead Cleaning - 12 Mo	10/01/2016	892.10	62113	10/17/2016
	Total 1139:				892.10		
3493	Arbitrage Compliance Spec	1018293	Arbitrage Rebate Calculati	09/30/2016	700.00	62152	10/26/2016
	Total 3493:				700.00		
1274	BDPA Inc	09.28.2016	Job Review	09/28/2016	360.00	62114	10/17/2016
	Total 1274:				360.00		
1316	Blue Cross of Idaho	1624500004	Health Insurance - October	10/01/2016	16,939.58	62106	10/01/2016
	Total 1316:				16,939.58		
1385	Boise City Utility Billing	0447416001	848 Main St # 0447416001	10/01/2016	6.65	10254	10/26/2016
		0548469002	CD 107 S 9th-Trash servic	10/01/2016	462.64	10254	10/26/2016
	Total 1385:				469.29		
1424	Boise Office Equip - Servic	IN984097	Copier maintenance	10/01/2016	339.00	62115	10/17/2016
	Total 1424:				339.00		
3978	Capital City Public Market I	5441	Gift Certificates for CD Blo	09/10/2016	150.00	62116	10/17/2016
	Total 3978:				150.00		
3816	Capitol Landscape Inc.	10.13.2016	Bike Rack Remove and Ins	10/13/2016	450.00	62117	10/17/2016
	Total 3816:				450.00		
3712	Car Park	2016-0001	September Parking Ops Ex	09/30/2016	60,849.92	62153	10/26/2016
		2016-0002	City Center LED Lights	09/30/2016	38,638.60	62153	10/26/2016
	Total 3712:				99,488.52		
3857	Carew Co	1655-2	Technical Design of Active	09/30/2016	1,950.00	62154	10/26/2016
		1850	Design Work - Grove Plaza	09/30/2016	1,156.25	62154	10/26/2016
	Total 3857:				3,106.25		
3898	Carver Thornton Young (C	16-1001	Fulton Street Art Design	09/30/2016	1,837.00	62118	10/17/2016
		161008	Hayman House CNA	09/30/2016	2,020.00	62118	10/17/2016
	Total 3898:				3,857.00		
1556	Caselle Inc.	75283	Contract support - October	10/01/2016	787.33	62107	10/01/2016
	Total 1556:				787.33		
1643	Community Planning Asso	217017	FY17 2st qtr Membership	10/01/2016	1,987.50	62119	10/17/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 1643:					1,987.50		
3947	Crane Alarm Service	FY2016 10 M	Fire Alarm System - Monito	09/30/2016	225.00	62120	10/17/2016
		OCT2016	Fire Alarm System - Monito	10/01/2016	25.00	62120	10/17/2016
Total 3947:					250.00		
1703	CSHQA	29099	Final Design, Construction	09/30/2016	16,896.09	62155	10/26/2016
		29100	5th Street Julia Davis Park	09/30/2016	2,750.00	62121	10/17/2016
Total 1703:					19,646.09		
3977	CTA Inc.	124568	Ennis Area Master Plannin	08/31/2016	1,800.00	10250	Multiple
		124569	Visioning, Master Planning,	08/31/2016	1,053.72	10250	Multiple
		125125	Visioning, Master Planning,	09/27/2016	4,122.06	10250	Multiple
Total 3977:					6,975.78		
1787	Downtown Boise Associati	1368	2017 Contributing Dues	10/01/2016	10,000.00	62108	10/01/2016
		1370	8th St Clean Team	09/30/2016	546.00	62122	10/17/2016
		1371	CD Clean Team	09/30/2016	4,387.26	62122	10/17/2016
Total 1787:					14,933.26		
1832	Eide Bailly LLP	EI00435675	Risk Based Cycling Review	09/30/2016	10,050.00	62156	10/26/2016
Total 1832:					10,050.00		
1838	Elam & Burke P.A.	164453	Carley Project (5th & Front)	09/30/2016	40.00	62157	10/26/2016
		164454	Ash Street Properties	09/30/2016	159.00	62157	10/26/2016
		164455	Multi-Modal Center	09/30/2016	618.75	62157	10/26/2016
		164456	GBAD Expansion	09/30/2016	450.70	62157	10/26/2016
		164457	Civic Partners Developmen	09/30/2016	532.90	62157	10/26/2016
		164458	The Fowler	09/30/2016	799.00	62157	10/26/2016
		164461	Parcel B Hotel Project	09/30/2016	391.00	62157	10/26/2016
		164462	401- Parking Matters	09/30/2016	1,280.80	62157	10/26/2016
		164463	101-0 General	09/30/2016	1,295.40	62157	10/26/2016
Total 1838:					5,567.55		
1898	Fiberpipe	1817-17406	Email, Audio, & Domain	10/01/2016	64.90	62123	10/17/2016
Total 1898:					64.90		
3807	FreedomVoice Systems	2016-100105	Monthly Service	10/01/2016	533.72	62124	10/17/2016
Total 3807:					533.72		
3916	Fund Raisers LTD	46289	Storage Fee for Bricks	10/06/2016	150.00	62158	10/26/2016
Total 3916:					150.00		
3778	Gingerich Site & Undergro	16-6346	9th Street, Myrtle to Lee St.	09/15/2016	581.25	62125	10/17/2016
Total 3778:					581.25		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3832	Glancey Rockwell & Associ	15305	CCDC Garage and Lobby	09/30/2016	672.50	62159	10/26/2016
Total 3832:					672.50		
3695	Guho Corp.	160101020-0	CMGC Contract - LIV Distri	09/30/2016	57,854.21	62160	10/26/2016
		160101049-0	CMGC Contract - LIV Distri	09/30/2016	95,465.86	62160	10/26/2016
Total 3695:					153,320.07		
3872	Guy Hand Productions	1634	Grove - Brick by Brick	10/01/2016	1,612.50	62126	10/17/2016
		1634-2	Grove - Brick by Brick	10/20/2016	1,612.50	62161	10/26/2016
Total 3872:					3,225.00		
2165	Idaho Power	2200406607	9th St outlets #220040660	09/30/2016	3.54	Multiple	10/18/2016
		2200910368	617 S Ash #2200910368	09/30/2016	11.09	Multiple	10/18/2016
		2201627995	9th & State # 2201627995	09/30/2016	3.54	Multiple	10/18/2016
		2202934903	8th St lights #2202934903	09/30/2016	49.06	Multiple	10/18/2016
Total 2165:					67.23		
3900	Idaho Records Manageme	0117021	Records Storage	10/01/2016	80.04	62127	10/17/2016
Total 3900:					80.04		
2186	Idaho Statesman	263244 SEP	Legal Notices	09/30/2016	76.48	62128	10/17/2016
Total 2186:					76.48		
2240	Intermountain Gas Compa	6948213000	617 Ash St #69482130007	09/22/2016	10.66	10252	Multiple
Total 2240:					10.66		
3966	Involta	0021215	Website Hosting Services	09/30/2016	876.00	62129	10/17/2016
Total 3966:					876.00		
2288	Jensen Belts	1603-8	2016 LIV District Public Infr	09/30/2016	25,081.47	62130	10/17/2016
Total 2288:					25,081.47		
3913	Kimley-Horn and Associate	191934001-0	Strategic Parking Plan	09/30/2016	5,630.00	62131	10/17/2016
		191934010-0	Parcel B Garage Study	09/30/2016	3,077.50	62131	10/17/2016
		191934013-0	Parking Operator RFG/P	09/30/2016	13,812.35	62131	10/17/2016
Total 3913:					22,519.85		
3439	KPFF Consulting Engineer	450.00	Concrete Spalling Investiga	09/30/2016	450.00	62132	10/17/2016
		59614	Concrete Spalling Investiga	09/30/2016	2,050.00	62132	10/17/2016
		64727	Concrete Spalling Investiga	09/30/2016	90.00	62132	10/17/2016
		77228	Proposed Parking at 6th &	09/30/2016	.00	10253	10/18/2016
Total 3439:					2,590.00		
3819	Level 3 Communications L	46875929	Internet & Data	09/17/2016	669.61	62162	10/26/2016
		47801723	Internet & Data	10/17/2016	669.61	62162	10/26/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3819:					1,339.22		
3950	McAlvain Construction Inc.	115013-12	Grove Construction	09/30/2016	649,758.69	62163	10/26/2016
Total 3950:					649,758.69		
3615	Modus Architecture	5161	EV Charging Stations and	09/30/2016	3,562.50	62133	10/17/2016
Total 3615:					3,562.50		
3833	Musgrove Engineering P.A.	16-198B	Power Line Relocation - T	09/27/2016	1,365.00	62134	10/17/2016
Total 3833:					1,365.00		
3899	Pavement Specialties of Id	11442	Restripe 8th Street - Sharr	09/25/2016	275.00	62135	10/17/2016
Total 3899:					275.00		
2774	Pro Care Landscape Mana	10278	617 Ash Street Lawn	09/25/2016	297.00	62136	10/17/2016
		10279	8th Street Corridor	09/25/2016	67.00	62136	10/17/2016
		10280	9th and Grove Plaza	09/25/2016	499.34	62136	10/17/2016
		10281	Pioneer Street Green	09/25/2016	438.00	62136	10/17/2016
Total 2774:					1,301.34		
3982	Prost	DEPOSIT RE	8th Street Deposit Return	10/14/2016	200.00	62164	10/26/2016
Total 3982:					200.00		
3896	Rim View LLC	OCTOBER 2	Monthly Rent and NNN - Tr	10/01/2016	12,085.02	62109	10/01/2016
Total 3896:					12,085.02		
2888	Roper Investments	SEPTEMBE	Capitol Terrace Condo billi	09/30/2016	6,022.08	62137	10/17/2016
Total 2888:					6,022.08		
3797	Sea Reach Ltd.	BOI-001-11	Wayfinding Contract w/ Am	09/30/2016	34,823.00	62138	10/17/2016
Total 3797:					34,823.00		
3542	Security LLC - Plaza 121	OCTOBER 2	Office rent - OCTOBER 20	10/01/2016	10,219.30	62110	10/01/2016
Total 3542:					10,219.30		
3494	Shred-It Boise	8120925031	Document Shredding	09/30/2016	91.80	62139	10/17/2016
Total 3494:					91.80		
3974	Stability Networks Inc.	23273	Complete Care Network Su	09/30/2016	1,800.00	62140	10/17/2016
Total 3974:					1,800.00		
3029	State Insurance Fund	14369391	Workers Comp	09/26/2016	1,059.00	62141	10/17/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3029:					1,059.00		
3242	Suez Water Idaho	0600033719	Eastman office #06000337	09/13/2016	97.92	10247	10/03/2016
		0600357562	Grove & 10th #060035756	09/13/2016	192.88	10247	10/03/2016
		0600557272	503 509 Ash/Pioneer Grn 0	09/13/2016	507.70	10247	10/03/2016
		0600634762	617 Ash St water #060063	09/13/2016	251.87	10247	10/03/2016
		0600639143	516 S 9th St irri #06006391	09/13/2016	106.29	10247	10/03/2016
		0600668823	437 S 9th St irri #06006688	09/13/2016	82.30	10247	10/03/2016
		0600721753	Grove Plaza #0600721753	09/13/2016	458.99	62142	10/17/2016
		0600911085	280 N 8th Sprinklers #0600	09/13/2016	105.33	10247	10/03/2016
Total 3242:					1,803.28		
3815	Synoptek LLC	241140	DPPS Website Design - Ph	09/30/2016	10,370.00	62165	10/26/2016
Total 3815:					10,370.00		
3751	The Parking Consultants	201572	5th/Broad Garage (6125)	09/30/2016	2,115.00	62143	10/17/2016
Total 3751:					2,115.00		
3981	The Sturiale Place LLC	TYPE 1 SS	T1 SS Grant 1501 W Jeffer	09/30/2016	39,426.00	62166	10/26/2016
Total 3981:					39,426.00		
3907	Total System Services	100865	Troubleshoot AC Issues @	09/13/2016	75.00	62144	10/17/2016
Total 3907:					75.00		
3923	Trailhead	1152	Boise City -09/01/16 State	09/30/2016	8,906.28	62167	10/26/2016
		1152+	Idaho Power - 04/05/16 Sta	09/30/2016	922.13	62167	10/26/2016
Total 3923:					9,828.41		
3170	Treasure Valley Coffee Inc.	04687461	Cooler Rental	10/18/2016	75.00	62168	10/26/2016
		04706324	Coffee & tea	10/17/2016	143.94	62168	10/26/2016
Total 3170:					218.94		
3980	Tri County Process Serving	155880	Process Serving M.C. @ Ti	10/14/2016	89.00	62145	10/17/2016
Total 3980:					89.00		
3233	United Heritage	02014-001 O	Disability insurance - Octob	10/01/2016	563.94	62111	10/01/2016
Total 3233:					563.94		
3479	US Bank - Copier Lease	313470965	Copier Contr #500-037566	10/01/2016	.00	62112	10/01/2016
Total 3479:					.00		
3835	US Bank - Credit Cards	09.26.2016	BH - Rite Aid Work Gloves	09/26/2016	3,624.76	10248	10/14/2016
Total 3835:					3,624.76		
3864	USI Idaho Kibble & Prentic	1984569	Commercial Package FY20	10/03/2016	30,625.00	62146	10/17/2016

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		1987578	CCDC - Difference in Cond	10/07/2016	22,491.00	62146	10/17/2016
		1987585	FY16 Commercial Policy -	10/07/2016	14,859.00	62146	10/17/2016
		1987586	Cap T. Umbrella	10/07/2016	2,323.00	62146	10/17/2016
		1987591	Cap T. Non-Owned Auto	10/07/2016	156.00	62146	10/17/2016
		1994356	Cyber Liability Insurance	10/18/2016	4,171.75	62169	10/26/2016
	Total 3864:				74,625.75		
3433	Valley Landscape & Mainte	1273	Tree Grates	09/30/2016	655.77	62147	10/17/2016
		1921	CD - Bench Repairs	09/29/2016	960.00	62147	10/17/2016
	Total 3433:				1,615.77		
3266	Valley Regional Transit	19337	Local Capital - August - M	08/31/2016	8,767.47	10249	10/13/2016
		19360	FY2017 Local Capital Fund	10/01/2016	25,714.00	10251	10/18/2016
	Total 3266:				34,481.47		
3841	VoiceText Communications	09.18.16-933	Conference calls	09/18/2016	3.69	62148	10/17/2016
		09.30.2016-9	Conference calls	09/30/2016	24.77	62170	10/26/2016
		8.31.16-8306	Conference calls	09/30/2016	11.44	62148	10/17/2016
	Total 3841:				39.90		
3365	Westerberg & Associates	188	Legislative Advisement Ser	07/31/2016	2,000.00	62149	10/17/2016
		190	Legislative Advisement Ser	09/30/2016	2,000.00	62149	10/17/2016
	Total 3365:				4,000.00		
3374	Western States Equipment	155326	Bldg 8 generator inspection	09/30/2016	223.90	62150	10/17/2016
		155327	Bldg 8 generator inspection	09/30/2016	252.50	62150	10/17/2016
	Total 3374:				476.40		
3852	Worrell Communications L	4045	The Grove Brick Program	09/30/2016	3,312.50	62151	10/17/2016
	Total 3852:				3,312.50		
	Grand Totals:				1,307,366.49		

Report Criteria:
 Summary report type printed

MINUTES OF REGULAR MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
121 N. 9th St., Conference Room
Boise, ID 83702
September 12, 2016 12:00 p.m.

A G E N D A

I. CALL TO ORDER

Chairman Hale convened the meeting with a quorum at 12:03p.m.

Present were: Commissioner Dave Bieter, Commissioner John Hale, Commissioner Maryanne Jordan, Commissioner Scot Ludwig, Commissioner Ben Quintana, Commissioner Pat Shalz, Commissioner Ryan Woodings, and Commissioner Dana Zuckerman. Commissioner Stacy Pearson was absent. Commissioner Quintana arrived at the meeting at 12:08 p.m.

Agency staff members present were: John Brunelle, Executive Director; Todd Bunderson, Development Director; Ross Borden, Finance Director, Max Clark, Parking and Facilities Director; Mary Watson, Attorney & Contracts Manager; Kathy Wanner, Contracts Specialist, Shellan Rodriguez, Project Manager; Matt Edmond, Project Manager; Laura Williams, Executive Assistant/Development Specialist, Also present was Agency legal counsel, Ryan Armbruster.

II. AGENDA CHANGES/ADDITIONS:

There were no changes/additions to the agenda.

III. CONSENT AGENDA

- A. Expenses
 - 1. Approval of Paid Invoice Report – August 2016
- B. Minutes and Reports
 - 1. Approval of Meeting Minutes from August 8, 2016
 - 2. Approval of Meeting Minutes from August 24, 2016
- C. Other
 - 1. Resolution 1461 approving a cost share Agreement with ACHD to rebuild Broad Street and South 5th Street (*\$326,000 contribution from ACHD to CCDC for Broad Street – LIV District Public Infrastructure Improvement Project*)
 - 2. Resolution 1462 approving a cost share Agreement with the City of Boise for the pedestrian pathway 5th Street entrance to Julia Davis Park (*\$60,000 contribution from City to CCDC for Broad Street – LIV District Public Infrastructure Improvement Project*)

Commissioner Zuckerman moved to approve the consent Agenda.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried 7-0 (Commissioner Quintana had not yet arrived).

IV. ACTION ITEMS

A. CONSIDER: Resolution 1464 Broad Street CM/GC Contract Amendment - The Guaranteed Maximum

Before consideration of the item, Commissioner Ludwig disclosed he had property holdings in the LIV District, and because of the impact of the Broad Street Project, he is recusing himself from participating and voting on this item.

Karl Woods, CCDC Project Manager, and Mary Watson, CCDC Attorney & Contracts Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution 1464 approving and authorizing the execution of the 2nd Amendment to the CM/GC Contract with Guho Corp.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried, 7-0. (Commissioner Ludwig having previously recused himself)

B. CONSIDER: Resolution 1465 Awarding Parking Operator Contract 1st, 2nd Ranking

Max Clark, CCDC Parking & Facilities Director and Mary Watson, CCDC Attorney & Contracts Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution 1465 approving the Ranking for the RFQ-Parking Operator 2016 and authorizing the Executive Director to negotiate and execute a new Parking Operations Agreement for ParkBOI public parking garage management and operations.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried, 8-0.

C. CONSIDER: Resolution 1466 approving revised Parking Waitlist Policy

Max Clark, CCDC Parking & Facilities Director, gave a report.

Commissioner Zuckerman moved to adopt Resolution 1466, revising the ParkBOI Garage Wait List Policy.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried, 8-0.

D. CONSIDER: Resolution 1463 Awarding Front & Myrtle Alternative Analysis Contract

Matt Edmond, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution 1463, approving the selection of Sam Schwartz for the Front & Myrtle Alternatives Analysis and authorizing the Agency's Executive Director to negotiate and execute a contract with Sam Schwartz for consultant services to conduct the Front & Myrtle Alternatives Analysis.

Commissioner Shalz seconded the motion.

Substitute Motion made by Commissioner Jordan:

The technical analysis be approved with the condition that the visioning process be open to business and public entities interested in participating in the initial research.

Commissioner Quintana seconded the motion.

All said Aye, motion carried 8-0. Staff directed to revise the contract with Sam Shwartz to reflect the substitute motion and to conform the Resolution.

E. CONSIDER: Approve Front Street Remnant Parcel Disposition Process

Shellan Rodriguez, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to approve the Front Street Request for Development Proposals and directed staff to begin the Disposition Process as described.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried, 7-0. (Commissioner Quintana left the meeting before this vote occurred.)

F. CONSIDER: Approve Ash Street RFQ/P

Shellan Rodriguez, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to approve the Ash Street Request for Proposals and directed staff to follow the process outlined in the RFQ/P attached.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried, 6-0. (Commissioner Jordan left the meeting before this vote occurred.)

V. INFORMATION/DISCUSSION ITEMS

A. Parking Strategic Plan

Max Clark, CCDC Parking & Facilities Director, gave a report.

B. Downtown Parks & Public Spaces Plan

Doug Holloway, City of Boise, gave a report.

C. Operations Report

John Brunelle, CCDC Executive Director, gave a report.

VI. EXECUTIVE SESSION

A motion was made by Commissioner Zuckerman to go into an executive session at 2:30p.m. to deliberate regarding acquisition of an interest in real property which is not owned by a public agency [*Idaho Code 74-206(1)(c)*], and to communicate with legal counsel to discuss the legal ramifications and legal options for pending litigation or controversies not yet being litigated but imminently likely to be litigated [*Idaho Code 74-206(1)(f)*].

Commissioner Shalz seconded the motion. A roll call vote was taken:

Commissioner Bieter Aye
Commissioner Hale Aye
Commissioner Ludwig Aye
Commissioner Shalz Aye
Commissioner Woodings Aye
Commissioner Zuckerman Aye

Pending litigation and property acquisition were discussed during the executive session.

VII. EXECUTIVE SESSION ADJOURNMENT

A motion was made by Commissioner Zuckerman to adjourn executive session at 2:42 p.m. and return to the public meeting. Commissioner Shalz seconded the motion. A roll call vote was taken:

Commissioner Bieter Aye
Commissioner Hale Aye
Commissioner Ludwig Aye
Commissioner Shalz Aye
Commissioner Woodings Aye
Commissioner Zuckerman Aye

VIII. REGULAR MEETING ADJOURNMENT

There being no further business to come before the Board, a motion was made by Commissioner Zuckerman to adjourn the meeting. Commissioner Bieter seconded the motion.

All said Aye. 6-0

The meeting was adjourned at 2:43 p.m.

- - - -

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION
ON THE ____ day of _____, 2016.

John Hale, Chair

Pat Shalz, Secretary



AGENDA BILL

Agenda Subject: RBCR Year 2 of 3: Computer System Security		Date: November 14, 2016
Staff Contact: Ross Borden, Finance Director	Attachment: 1. Eide Bailly Report, June 15, 2016 2. Management Response	
Action Requested: Consent Agenda - Information only.		

Background:

The Board of Commissioners adopted its Risk Based Cycling Review (RBCR) Policy in 2008 to provide for external assessments of Agency internal controls, policies, procedures and practices. These Reviews serve as both a check and an aid to the organization to protect the public trust. The Reviews examine existing practices then the Board and Agency evaluate the results and recommendations to determine if additional efforts and/or resources are warranted or if the degree of identified risk is acceptable given the associated costs in both time and money. The Executive Committee, in its role as Audit Committee, drives this policy in consultation with the Board. There have been two previous Risk-Based Cycling Reviews, both performed by independent audit firm Eide Bailly LLP, in 2008 and 2011. In March 2015, the Executive / Audit Committee approved a 3-Year RBCR Plan.

Year 1 / FY 2015: Review policies and procedures for PARCS (Parking Access and Control System) internal controls.

Year 2 / FY 2016: Review policies and procedures for Agency computer system security.

1. Network, including remote access, security: conformity of security protocols and permitted access to sound internal control practices.
2. Computerized accounting system controls: conformity of security protocols and permitted access to sound internal control practices.
3. Communications policy & security including email.
4. Public records retention and recovery.
5. Disaster planning and recovery.

Year 3 / FY 2017: Review Agency accounting and contract management policies, internal controls, conformity to best practices and documentation.

Fiscal Notes:

Eide Bailly was selected in 2015 after a competitive RFQ/P process to perform the 3 Year RBCR plan for three-year total of \$23,200. The firm was compensated \$6,300 to conduct the Year 1 work and will be compensated \$8,800 for this Year 2 work, leaving \$8,100 for the third and final year report. No modification to the Agency's current budget is expected to be necessary to fund the implementation of the report's recommendations.

Suggested Motion:

Consent Agenda - Information only. The Executive Committee has reviewed and approved the Year 2 Final Agreed Upon Procedures Report and Management Response.



Agreed-Upon Procedures Report
June 15, 2016

**Capital City Development
Corporation**

Capital City Development Corporation
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June 15, 2016

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Procedures, Performance, and Recommendations 2



CPAs & BUSINESS ADVISORS

Independent Accountant's Report on Applying Agreed-Upon Procedures

The Board of Commissioners
Capital City Development Corporation
Boise, Idaho

We have performed the procedures enumerated below, which were agreed to by Capital City Development Corporation (CCDC), solely to assist you with respect to the computer system security of Capital City Development Corporation as of June 15, 2016. Capital City Development Corporation management is responsible for the entities' computer system security. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in the report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

Our procedures and areas of investigation are as follows:

1. Network, including remote access, security: conformity of security protocols and permitted access to sound internal control practices.
2. Computerized accounting system controls: conformity of security protocols and permitted access to sound internal control practices.
3. Communications policy and security including email.
4. Public records retention and recovery.
5. Disaster planning and recovery.

See documentation of findings and recommendations in the attached report.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the accounting records. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of Capital City Development Corporation and is not intended to be and should not be used by anyone other than those specified parties.

A handwritten signature in black ink that reads "Eide Bailly LLP". The signature is written in a cursive, flowing style.

Boise, Idaho
September 01, 2016

www.eidebailly.com

877 W. Main St., Ste. 800 | Boise, ID 83702-5858 | T 208.344.7150 | F 208.344.7435 | EOE

Overview of Computer Environment

Capital City Development Corporation (the Agency) contracts with an IT Consultant (Aurora Technical Consulting, LLC) to support and maintain the Agency's information technology environment. Services provided by the IT Consultant include network monitoring, hardware/software maintenance, ticketing system tracking, backup services and general troubleshooting assistance. All of the Agency's critical IT assets (e.g., servers) are housed on-site at their headquarters location in a server room closet. These include the file, domain controller/email and application servers. All server data is backed up to an on-site backup appliance. These local backups are simultaneously replicated to the third-party cloud storage with whom the IT Consultant manages the relationship. The network supports fifteen desktop workstations and several additional laptops all running on Windows 7 Professional. Internet connectivity consists of a primary line and a backup DSL connection with the network perimeter being monitored by a WatchGuard firewall with IDS/IPS and Antivirus scanning functions enabled. Environmental controls for the server room consist of an air-conditioning unit and fire extinguisher located inside the server room. The accounting software – Caselle – is hosted on an application server in the server room as described above and has no external facing portal access or VPN access enabled. Access is managed by the Agency's Controller and employees gain access to the application by clicking an icon on their desktop which requires authentication via unique credentials separate from the user's Windows user name and password.

Procedure 1

Network, including remote access, security: conformity of security protocols and permitted access to sound internal control practices.

Scope

Eide Bailly performed a review of the Agency's computer networking including security and control activities related to connectivity to system resources, user identification and authentication, management of user accounts, segregation of incompatible duties, monitoring of users with elevated permissions, and physical access controls.

We interviewed the Controller and IT Consultant to gain an understanding of the control environment and performed testing of controls through inspection, observation, and/or additional inquiry. Based on the results of the assessment, we noted the following areas where controls could be strengthened.

Finding #1

The Agency does not currently perform vulnerability scans or penetration testing on a regular basis.

Recommendations for Finding #1

The Agency should contract with an independent third-party, or through the IT Consultant on their behalf, to conduct technical network vulnerability assessments and/or penetration testing to identify and evaluate technical risks in the configuration of IT networks and resources on a periodic basis (at least annually).

Finding #2

The Agency's network and financial application password parameter configurations do not align with industry best practices. Specifically, we noted the following:

1. Windows maximum password age is 180 days
2. Accounting software password parameters have not been configured (e.g., no minimum length, no maximum age, unlimited password reuse, no complexity requirements).

Recommendations for Finding #2

The Agency should establish minimum password configuration standards for authenticating users accessing the financial application. In accordance with industry best practices, these minimum standards should state that passwords:

- have a maximum age of 90 days,
- enforce complexity requirements (contain alphanumeric and special characters),
- are at least 8 characters in length, and
- are prohibited from reuse for at least 6 generations.

Finding #3

Through inquiry and observation with the IT Consultant, we reviewed the Agency's termination process and found they are not terminating or disabling accounts in a timely manner. We also noted that notification of terminations is conducted verbally, and there is no documented termination checklist to help ensure consistency of these termination requests. The IT Consultant showed us a Windows account that was still active from an employee that had terminated a month prior. It was explained that this account was left active to allow the transition of information to that prior employee's replacement.

Recommendations for Finding #3

The Agency should establish formal policies and procedures for removing or disabling all system access upon an employee's termination or separation from the Agency. This should include documentation of a checklist similar to what has been established for new user requests to ensure they are all tracked via the third party vendor's ticketing system. The Agency should establish alternative methods for the transitioning of information to replacement personnel other than granting access to a terminated employee's account.

Finding #4

Eide Bailly conducted a physical walk-through of the on-site server room to observe controls in place regarding access to secure IT areas. The IT Consultant shared that the only authorized personnel to the server room is one key for him and a second key for CCDC management. Upon further observation it was noted that the server room is rarely locked due to heat issues and by lack of enforcement. Eide Bailly observed the server room door being opened without needing to be unlocked. Further inquiry confirmed that third-party vendors are visiting the server room to support the parking software application server with no consistent monitoring by CCDC staff and could potentially access the other servers.

Recommendations for Finding #4

The Agency should establish procedures for monitoring physical access to facilities housing IT equipment. These procedures should include locking the door to the server room at all times to ensure it is only accessible by authorized personnel or escorted visitations. For vendor visits, the front desk could require sign-in to aid in monitoring visitor activity to the server room and help ensure CCDC personnel are present during vendor visits.

Procedure 2

Computerized accounting system controls: conformity of security protocols and permitted access to sound internal control practices.

Scope

Eide Bailly assessed the controls established to secure the Agency's computerized accounting system – Caselle. Our procedures focused on the activities related to the management of access to the system and the management of changes to the system. Due to the interdependency and reliance of the accounting software on the underlying computer network, many of the findings in Procedure 1 have a direct impact on the security of the accounting system.

We interviewed the Controller and IT Consultant to gain an understanding of the control environment and performed testing of controls through inspection, observation, and/or additional inquiry. Based on the results of assessment, we noted the following areas where controls could be strengthened.

Finding #5

Through inquiry and observation with the Controller, Eide Bailly observed the financial application users and permissions in the Caselle accounting software. In reviewing this information, it was noted that four terminated employees still had active accounts on the accounting system to archive information. Eide Bailly inquired and confirmed that the Controller also has access to these accounts' credentials and could log into them and make changes. Upon further discussion, it was also noted that there was currently no monitoring of the activities on these accounts by another person. The Controller walked us through the reporting functionality of the account software and it was noted that reports generated are available to monitor the activity of these accounts.

Recommendations for Finding #5

The Agency should disable accounts of terminated employees in a timely manner. Where terminated user accounts (for business purposes) cannot be disabled or deleted, the Agency should establish a process to perform a regular, independent review of these accounts to ensure all activities are authorized. If necessary, the Agency should consult with the Caselle support vendor to help build a report that would effectively allow the Agency to monitor significant transactions by those accounts.

Procedure 3

Communications policy and security including email.

Scope

Eide Bailly performed a review of the Agency's communication policies and other IT security management activities, focusing on IT security policies, security awareness training, and the monitoring of external third parties. In general, we noted that the Agency has only a basic framework of security policies in place, no current security awareness training, and minimal vendor management program.

We interviewed the Controller and Executive Assistant to gain an understanding of the control environment and performed testing of controls through inspection, observation, and/or additional inquiry. Based on the results of assessment, we noted the following areas where controls could be strengthened.

Finding #6

The Agency's IT security policies and procedures are only partially drafted and have not been updated or reviewed on a periodic basis. Based on our review, it appears that the Agency has documented some policies regarding telecommuting, public information requests and retention, and somewhat defined security measures and backup methodologies in place for their IT environment. Overall, the IT security policies in place do not adequately cover the key elements of security management and are not adequately documented and approved by the Agency's management and Board of Commissioners.

Recommendations for Finding #6

The Agency should establish formal, documented information security policies that are approved by senior management and addresses key elements of security management, including the following:

- access control
- change management
- security awareness training
- security-incident procedures
- data backup and recovery

Finding #7

The Agency does not currently require personnel to undergo security awareness training on an annual basis. Based on our review, it appears that the Agency does not currently distribute any memos, emails or other policy distribution mechanisms to educate their personnel on current security policies and threats and behavioral expectations in response to those threats. The Agency also does not currently have official security awareness training, whether created in-house or through a third-party, to educate their users on current security threats and best practices.

Recommendations for Finding #7

The Agency should establish procedures or programs to ensure that security policies are distributed to all affected personnel, including system and application rules and expected user behaviors. This is frequently provided in a formal security awareness training (either online or in-person), which all employees are required to complete on an annual basis, providing an overview of the Agency security policies and best practices regarding the secure use of information systems.

Finding #8

We noted that the Agency relies heavily on a contractor for IT support and believe they would benefit greatly from the inclusion of a third-party attestation in their vendor review and selection process. While the Agency does have a vendor management program that appears suitable for its size and complexity, this program does not include an independent evaluation of a potential service provider's control environment.

Recommendations for Finding #8

The Agency is encouraged to request and maintain a third-party attestation of the security controls implemented at their third party IT service providers through the reference of a reputable framework such as the American Institute of Certified Public Accountant's Statement on Standards for Attestation Engagements 16 audit standard which includes Service Organization Control 1 and Service Organization Control 2 reports available to the Agency for review. Where such attestations are not available, the Agency should request a security questionnaire be completed by the vendor to capture the vendor's relevant IT security policies and practices.

Procedure 4

Public records retention and recovery.

Scope

Eide Bailly performed a review of the Agency's policies and practices related to public records retention and recovery. We interviewed the Controller and Executive Assistant to gain an understanding of the control environment and performed testing of controls through inspection, observation, and/or additional inquiry. Based on the results of assessment, we did not note any recommendations or areas for improvement.

See Procedure 5 below for additional information and testing related to public records recovery.

Procedure 5

Disaster planning and recovery.

Scope

Eide Bailly performed inquiry and observation of the Agency's current business continuity plan, disaster recovery plan and information system backup and recovery procedures.

We interviewed the Controller and Executive Assistant to inquire of the business continuity and disaster recovery plans. We interviewed the IT Consultant to inquire of the current business backup configurations and recovery procedures in place. We also performed testing of controls through inspection, observation, and/or additional inquiry. Based on the results of assessment, we noted the following areas where controls could be strengthened.

Finding #9

The Agency does not currently have a business continuity plan that reflects current conditions along with clearly defining roles and responsibilities during a contingency event that is approved by agency management and the Board of Commissioners on an annual basis. This same scenario applies to the IT disaster recovery plan.

Recommendations for Finding #9

The Agency should develop a formal contingency plan to establish the Agency framework and responsibilities for responding to a contingency event. Such a document should:

- be approved by key affected groups, including senior management, IT management, and program managers;
- clearly assign responsibilities for recovery;
- include detailed instructions for restoring operations (both operating system and critical applications);
- identify the alternate processing facility and the backup storage facility;
- include procedures to follow when the data/service center is unable to receive or transmit data;
- identify critical data files;
- include necessary contact numbers; and
- include appropriate system-recovery instructions.

Finding #10

The Agency does not currently test their business continuity or disaster recovery plans to help identify any deficiencies or gaps that can be formally analyzed and addressed.

Recommendations for Finding #10

Once a business continuity plan has been officially documented and established, the Agency should test the adequacy of the plan on an annual basis to address multiple probable scenarios and to identify any deficiencies or gaps in the plan. These deficiencies or gaps should be formally analyzed and addressed shortly after testing of the BCP to ensure it is current and meets the needs of the Agency.

Finding #11

Upon observation of the server room and discussions the IT Consultant, we found there is currently a heating issue with the server room due to very cramped quarters which is creating a challenge for air circulation.

Recommendations for Finding #11

The Agency should consider the purchase of a temperature monitoring device for the server room to help aid in monitoring any increases in temperature to allow the Agency to respond quickly enough to avoid damage to the equipment. In addition, as a long term solution plan, the Agency should look to relocate or expand the server room space to allow for better circulation of air and alleviate the current space limitation for housing the servers.



October 4, 2016

**Capital City Development Corporation
 Management Response to Risk-Based Cycling Review – Computer System Security
 Eide Bailly LLP Agreed-Upon Procedures Report June 15, 2016 (Engagement Date)**

This Management Response addresses the findings and recommendations contained in the Independent Accountant’s Report on Applying Agreed-Upon Procedures (Report) dated September 1, 2016.

The Agency will implement all recommendations in FY2017.

Stability Networks is the Agency’s IT managed services provider. The Agency uses Caselle accounting software.

Issue	Recommendation	Management Response
<p>Finding #1</p> <hr/> <p>The Agency does not currently perform vulnerability scans or penetration testing on a regular basis.</p>	<p>The Agency should contract with a third-party or through the IT Consultant on its behalf to conduct technical network vulnerability assessments and/or penetration testing to identify and evaluate technical risks in the configuration of IT networks and resources on a periodic basis (at least annually).</p>	<p>Coordinator(s): CCDC, Stability Networks, Third Party</p> <hr/> <p>Stability Networks will perform periodic vulnerability scans. Additional in-depth penetration scans will be performed by a third party resource. CCDC in consultation with Stability Networks will determine the appropriate cost, benefits and frequency then implement periodic in-depth third-party penetration scans.</p>

Issue	Recommendation	Management Response
<p>Finding #2</p> <hr/> <p>The Agency's network and financial application password parameter configurations do not align with industry best practices.</p>	<p>The Agency should establish minimum password configuration standards for authenticating users accessing the financial application.</p>	<p>Coordinator(s) : CCDC, Stability Networks, Caselle</p> <hr/> <p>CCDC will strengthen its password policy by requiring a 90 day maximum age, eight character minimum complexity and a reuse prohibition of at least six generations. CCDC and Stability Networks will implement a similar policy within Caselle.</p>
Issue	Recommendation	Management Response
<p>Finding #3</p> <hr/> <p>The employee termination process is not terminating or disabling accounts in a timely manner.</p>	<p>The Agency should establish formal policies and procedures for removing or disabling all system access upon an employee's termination or separation from the Agency.</p>	<p>Coordinator(s): CCDC, Stability Networks</p> <hr/> <p>CCDC and Stability Networks will implement a process to terminate former employee access in a timely manner.</p>
Issue	Recommendation	Management Response
<p>Finding #4</p> <hr/> <p>The server closet is rarely locked due to heat issues and lack of enforcement. Third-party vendors are visiting the server closet with no consistent monitoring by CCDC staff.</p>	<p>The Agency should establish procedures for monitoring physical access to facilities housing IT equipment, which include locking the door at all times to ensure it is only accessible by authorized personnel or escorted visitations.</p>	<p>Coordinator(s): CCDC</p> <hr/> <p>CCDC will keep the server closet locked and implement key check-out / sign-up sheet procedure to ensure it is only accessed by authorized personnel.</p>

Issue	Recommendation	Management Response
<p>Finding #5</p> <hr/> <p>Access to the accounting software, Caselle, is not being restricted to current employees. Previous employees still have access to the system.</p>	<p>The Agency should disable accounts of terminated employees in a timely manner. Where terminated user accounts cannot be disabled or deleted, the Agency should establish a process to perform a regular, independent review of these account to ensure all activities are authorized.</p>	<p>Coordinator(s): CCDC, Caselle</p> <hr/> <p>CCDC will implement a procedure to terminate former employee Caselle accounts in a timely manner.</p>
Issue	Recommendation	Management Response
<p>Finding #6</p> <hr/> <p>The Agency's IT security policies and procedures are only partially drafted and have not been updated or reviewed on a periodic basis.</p>	<p>The Agency should establish formal, documented information security policies that are approved by senior management and address key elements of security management, including the following: access control, change management, security awareness training, security-incident procedures, and data recovery and backup.</p>	<p>Coordinator(s): CCDC, Stability Networks</p> <hr/> <p>CCDC in consultation with Stability Networks will establish complete Agency IT security policies, including a periodic review process.</p>
Issue	Recommendation	Management Response
<p>Finding #7</p> <hr/> <p>The Agency does not currently require personnel to undergo security awareness training on an annual basis.</p>	<p>The Agency should establish procedures or programs to ensure that security policies are distributed to all affected personnel, including system and application rules and expected user behavior.</p>	<p>Coordinator(s): CCDC</p> <hr/> <p>CCDC in consultation with Stability Networks will provide staff with security awareness training such as regular educational electronic messages and annual on-site training.</p>

Issue	Recommendation	Management Response
<p>Finding #8</p> <hr/> <p>The Agency relies heavily on a contractor for IT support and would benefit greatly from the inclusion of a third-party attestation in its vendor review and selection process.</p>	<p>The Agency is encouraged to request and maintain a third-party attestation of the security controls implemented by its third-party IT service providers through the reference of a reputable framework such as the American Institute of CPA's on Standards.</p>	<p>Coordinator(s): CCDC</p> <hr/> <p>CCDC periodically contracts with independent audit firms to conduct internal reviews of various Agency operations. This IT review is one example. CCDC will periodically contract with an independent auditor to evaluate the security controls recommended and implemented by its IT Managed Services Provider (currently Stability Networks).</p>
Issue	Recommendation	Management Response
<p>Finding #9</p> <hr/> <p>The Agency does not currently have a Business Continuity Plan that reflects current conditions along with clearly defining roles and responsibilities during a contingency event that is approved annually by management and the Board of Commissioners.</p>	<p>The Agency should develop a formal contingency plan to establish Agency framework and responsibilities for responding to a contingency event.</p>	<p>Coordinator(s): CCDC, Stability Networks</p> <hr/> <p>CCDC in consultation with Stability Networks will develop a Business Continuity Plan, specifically an IT Disaster Recovery Plan.</p>
Issue	Recommendation	Management Response
<p>Finding #10</p> <hr/> <p>The Agency does not currently test its Business Continuity or IT Disaster Recovery plans to help identify any deficiencies or gaps that can be formally analyzed and addressed.</p>	<p>Once a Business Continuity Plan has been officially documented and established, the Agency should test the adequacy of the Plan on an annual basis to address multiple probable scenarios and to identify any deficiencies or gaps in the Plan.</p>	<p>Coordinator(s): CCDC, Stability Networks</p> <hr/> <p>Once the Business Continuity Plan is in place, Stability Networks will assist in testing multiple scenarios to ensure that the Plan is effective.</p>

Issue	Recommendation	Management Response
<p>Finding #11</p> <hr/> <p>There is a heating issue with the server room due to cramped quarters.</p>	<p>The Agency should consider the purchase of a temperature monitoring device for the server room to help aid in monitoring any increases in temperature to allow the Agency to respond quickly enough to avoid damage to the equipment.</p>	<p>Coordinator(s): CCDC</p> <hr/> <p>CCDC in consultation with Stability Networks will identify and implement a solution to the server room temperature issue.</p>

CCDC acknowledges with appreciation the expertise and professionalism exhibited by the Eide Bailly LLP representatives during this engagement.

RESOLUTION NO. 1467

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, APPROVING THE DESTRUCTION OF CERTAIN RECORDS ELIGIBLE FOR DESTRUCTION PURSUANT TO THE PUBLIC RECORDS RETENTION POLICY APPROVED ON APRIL 14, 2014, THROUGH THE ADOPTION OF RESOLUTION NUMBER 1340; AUTHORIZING THE EXECUTIVE DIRECTOR TO DESTROY THOSE RECORDS CURRENTLY ELIGIBLE FOR DESTRUCTION; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, 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 (collectively, the "Act"), as a duly created and functioning urban renewal agency for Boise City, Idaho (hereinafter referred to as the "Agency"); and,

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the 1987 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "Boise Central District Urban Renewal Plan") and, following said public hearing, the City adopted its Ordinance No. 5026 on August 19, 1987, approving the Boise Central District Urban Renewal Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the 1994 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "1994 Amended Urban Renewal Plan") and, following said public hearing, the City adopted its Ordinance No. 5597 on December 6, 1994, approving the 1994 Amended Urban Renewal Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the 2007 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "Central District Plan") and, following said public hearing, the City adopted its Ordinance No. 6576 on June 26, 2007, effective upon publication on July 23, 2007, approving the Central District Plan; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the "River Street Plan"), and following said public hearing the City adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River Myrtle-Old Boise Urban Renewal Project (the "River Myrtle-Old Boise Plan"), and following

said public hearing the City adopted its Ordinance No. 6362 on November 30, 2004, approving the River Myrtle-Old Boise Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the Westside Downtown Urban Renewal Plan (the "Westside Plan"), and following said public hearing the City adopted its Ordinance No. 6108 on December 4, 2001, approving the Westside Plan and making certain findings; and,

WHEREAS, the City after notice duly published, conducted a public hearing on the 30th Street Area Urban Renewal Plan ("30th Street Plan"), and following said public hearing, the City adopted its Ordinance No. 6868 on December 4, 2012, approving the 30th Street Plan and making certain findings; and,

WHEREAS, the Agency Board on April 14, 2014, approved Agency Resolution No. 1340, which adopted the Agency's Public Records Retention Policy and Email Policy (the "Public Record Retention Policy"), consistent with Idaho Code Section 50-907 regarding the classification and retention of records; and,

WHEREAS, Agency staff believes it to be beneficial to have the Agency Board approve the destruction of records identified on Exhibit A, attached to this Resolution and incorporated by reference as if set forth in total herein, which are currently eligible for destruction pursuant to the Public Record Retention Policy; and,

WHEREAS, Agency staff has notified the Boise City Clerk in writing that certain records are scheduled for destruction and has invited the City to notify the Agency within 30 days whether they wish to retain all or a portion of said records at their own expense; and,

WHEREAS, Agency staff recommends approval of the destruction of those records currently eligible for destruction according the Public Record Retention Policy, unless the Boise City Clerk should respond affirmatively within the given time frame that they wish the records to be retained; and,

WHEREAS, the Board finds it in the best interests of the Agency and the public to approve the destruction of those records currently eligible for destruction, provided that the Boise City Clerk does not indicate that the records should be retained.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

Section 1: That the above statements are true and correct.

Section 2: That the Executive Director is authorized and directed to take all action to destroy the records listed on Exhibit A, attached hereto, including providing advance notice to the Boise City Clerk.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of the City of Boise, Idaho, on November 14, 2016. Signed by the Chairman of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 14th day of November, 2016.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
John Hale, Chairman

ATTEST:

By: _____
Secretary




RECORDS DESTRUCTION EXHIBIT SUMMARY SHEET

By my signature below, I certify the following statements.

I have reviewed the list of documents on the attached Exhibit. The listed documents are semi-permanent or temporary records as described in the Public Records Retention Policy adopted by the CCDC Board on August 9, 2007 and amended on April 14, 2014. All of the documents listed on the attached Exhibit are beyond the retention requirement and are therefore eligible for destruction.

The Boise City Clerk has been notified in writing of CCDC's intent to destroy these documents (see attached letter). CCDC will hold destruction of the documents until the date noted in the letter to provide the City Clerk an opportunity to request retention of the documents if they wish.


Kathy Wanner


Date

CCDC RECORDS ELIGIBLE FOR DESTRUCTION

Board Review Date: November 14, 2016 - Resolution No. 1467

Date	Contents	Retention Classification	Eligible Destruction Date & Review
10/1/2011	accounts receivable, general ledger, cash deposits, payroll	SEMI-PERMANENT	10/1/2016
10/1/2011	General ledger, accounts receivable, payroll	SEMI-PERMANENT	10/1/2016
10/1/2011	Parking reports	SEMI-PERMANENT	10/1/2016
10/1/2011	Accounts payable, A-E; receipt books	SEMI-PERMANENT	10/1/2016
10/1/2011	Accounts payable, E-O	SEMI-PERMANENT	10/1/2016
10/1/2011	Accounts payable, P-Z	SEMI-PERMANENT	10/1/2016
10/1/2011	Parking reports; FY 11 Bank Recs	SEMI-PERMANENT	10/1/2016
10/1/2011	Deposit slips, DBBS checker audits and ticket summaries, staff training and travel, Ada County assessment notice/tax bill	SEMI-PERMANENT	10/1/2016
FY2011	Parking Operator - Cashier Shift Reports, Jan-Dec 2011	SEMI-PERMANENT	10/1/2016
	Parking Operator - Cashier Shift Reports, Jan - Dec 2010	SEMI-PERMANENT	10/1/2016
FY2009	Parking Operator - Cashier Shift Reports, Jan - Dec 2009	SEMI-PERMANENT	10/1/2016
FY2007	Parking Operator - Parking Violations, Jan - Dec 2007	SEMI-PERMANENT	10/1/2016
FY2008	Parking Operator - Parking Violations Dec 2007, Jan - Dec 2008	SEMI-PERMANENT	10/1/2016
FY2010	Parking Operator - Parking Violations, Jan - Dec 2009, Jan 2010	SEMI-PERMANENT	10/1/2016
FY2010	Parking Operator - Parking Violations, Jan - Dec 2010	SEMI-PERMANENT	10/1/2016
FY2011	Parking Operator - Parking Violations, 2011	SEMI-PERMANENT	10/1/2016
FY2006	Parking Operator - Termed Employees 2006 and older	SEMI-PERMANENT	10/1/2016
FY2008/FY2009/FY2010	Parking Operator - Time Sheets - Republic Parking 2008, 2009, 2010	SEMI-PERMANENT	10/1/2016



November 14, 2016

Jamie Heinzerling
Deputy City Clerk
PO Box 500
Boise, ID 83701

Re: Public Records Destruction

Dear Ms. Heinzerling,

Attached is Capital City Development Corporation's Resolution No. 1467 which will be presented to our Board for adoption on November 14, 2016. If adopted, this resolution authorizes the destruction of the attached temporary and semi-permanent records.

In compliance with Idaho Code Section 50-907 and the CCDC Public Records Retention Policy (approved on April 14, 2014, through the adoption of CCDC Resolution No. 1340), we are notifying you of our intent to destroy these records.

If you would like any of these documents to be retained, please notify me by December 14, 2016. If CCDC does not hear from you by that date and the Board approves Resolution No. 1467, we will proceed with the destruction of these records on December 14, 2016.

Please contact me by phone at 208-384-4264 or email at kwanner@ccdcb Boise.com if you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink that reads "Kathy Wanner".

Kathy Wanner
Contracts Specialist



AGENDA BILL

Agenda Subject: Parking Strategic Plan Approval		Date: November 14, 2016
Staff Contact: Max Clark, Parking & Facilities Director	Attachments: Res. #1468 Approving Downtown Parking Strategic Plan Parking Strategic Plan Summary Link to Plan and Appendices (below)	
Action Requested: Approve Res. #1468 adopting the Downtown Boise Parking Strategic Plan.		

Fiscal Notes:

There is no direct fiscal impact as a result of this action.

Background:

Last January Boise’s first Downtown Parking Strategic Plan was introduced to the community. This is part of our larger effort to create a holistic mobility vision and strategy for residents and visitors that offers real mobility choices for walking, biking, public transit, and automobiles. CCDC staff have partnered with City staff from several departments and our consultant on the development of a comprehensive and coordinated parking and transportation strategy. The goal is to create a unified and balanced parking and transportation system that elevates customer experience and supports present and future economic development and growth. The strategic plan contains information about downtown Boise’s mobility environment and participants; current and projected local developments; parking supply & demand scenarios; local, regional and national mobility trends; and appendices with additional resources.

The strategic plan was posted on CCDC’s website and promoted throughout the community. In March and April of 2016 the strategic plan was presented to the CCDC Board and the City Council for comments and direction. The plan and its contents were also shared with the Chamber of Commerce, the Downtown Boise Association, and the general membership of the Building Owner & Manager’s Association of Idaho, who were all asked to review and comment on the plan. Stakeholder feedback was well received in the community. The Plan was adopted by the City Council at their August 23rd meeting. The CCDC Board has had the plan to review since their September 12th, 2016 meeting.

Action plans by agency and year have been developed from plan recommendations, and work is currently being undertaken by the City, CCDC, Valley Regional Transit, and others. The concepts and proposals in the plan will serve as a guide to addressing many of the mobility challenges brought on by development and growth over the next several years.

The Plan itself, Plan Summary and appendices may be found via the following link

<http://www.ccdboise.com/parking/2016-downtown-parking-strategic-plan/>

Staff Recommendation:

Approve Res. #1468 adopting the Downtown Boise Parking Strategic Plan.

Suggested Motion:

I move the approval of Res. #1468 adopting the Downtown Boise Parking Strategic Plan.

RESOLUTION NO. 1468

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, ADOPTING THE DOWNTOWN BOISE STRATEGIC PARKING PLAN; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, 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 (collectively, the "Act"), as a duly created and functioning urban renewal agency for Boise City, Idaho (hereinafter referred to as the "Agency").

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the 1987 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "Boise Central District Urban Renewal Plan") and, following said public hearing, the City adopted its Ordinance No. 5026 on August 19, 1987, approving the Boise Central District Urban Renewal Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the 1994 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "1994 Amended Urban Renewal Plan") and, following said public hearing, the City adopted its Ordinance No. 5597 on December 6, 1994, approving the 1994 Amended Urban Renewal Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the 2007 Amended and Restated Urban Renewal Plan for the Boise Central District Project I, Idaho R-4, and Project II, Idaho R-5 (the "Central District Plan") and, following said public hearing, the City adopted its Ordinance No. 6576 on June 26, 2007, effective upon publication on July 23, 2007, approving the Central District Plan; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the "River Street Plan"), and following said public hearing the City adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan, River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River Myrtle-Old Boise Urban Renewal Project (the "River Myrtle-Old Boise Plan"), and following said public hearing the City adopted its Ordinance No. 6362 on November 30, 2004, approving the River Myrtle-Old Boise Plan and making certain findings; and,

WHEREAS, the City, after notice duly published, conducted a public hearing on the Westside Downtown Urban Renewal Plan (the "Westside Plan"), and following said public

hearing the City adopted its Ordinance No. 6108 on December 4, 2001, approving the Westside Plan and making certain findings; and,

WHEREAS, the City of Boise has experienced strong population growth and development activity which has created increased traffic congestion and has impacted downtown parking demands; and,

WHEREAS, the Boise Central Urban Renewal District will sunset in 2018, which prompted the Agency and the City to create a proactive parking management and parking infrastructure development plan, titled the *Downtown Boise Strategic Parking Plan*; and,

WHEREAS, the *Downtown Boise Strategic Parking Plan* is designed to serve as a guide to the Agency, the City, Valley Regional Transit, and the private sector for addressing many of the mobility challenges brought on by growth and development over the next several years; and,

WHEREAS, in March and April 2016, the Agency Board reviewed details about the *Downtown Boise Strategic Parking Plan* and provided comments and direction to Agency staff; and,

WHEREAS, the City adopted its Resolution 389-16 on August 23, 2016, adopting the *Downtown Boise Strategic Parking Plan*; and,

WHEREAS, the Board finds it in the best interests of the Agency and the public to formally adoption of the *Downtown Boise Strategic Parking Plan*.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

Section 1: That the above statements are true and correct.

Section 2: That the *Downtown Boise Strategic Parking Plan*, attached as Exhibit A, is accepted and adopted.

Section 3: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of the City of Boise, Idaho, on October 10, 2016. Signed by the Chairman of the Board of Commissioners and attested by the Secretary to the Board of Commissioners on this 14th of November, 2016.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
John Hale, Chairman

ATTEST:

By: _____
Secretary

RESOLUTION NO. 1468



Strategic Plan Background and Context

- ◆ Boise is booming again! Development activity is expanding. The economy is growing and diversifying. This is good news.
- ◆ A key strategic plan priority is to address challenges related to traffic/congestion and parking in a coordinated and proactive manner.
- ◆ The parking programs in downtown Boise (both on and off-street) are well managed and have a strong base of infrastructure that has been well maintained.
- ◆ Recently made investments in new parking technology provide enhanced capabilities to offer new customer services and more flexibility in crafting creative programs to meet the new challenges ahead.
- ◆ CCDC's effective strategy of leveraging parking development as a tool to remove development barriers and create a compact, walkable urban environment, while simultaneously stimulating targeted development projects, remains a priority.
- ◆ However, change is coming. 2018 will bring the sunseting of the first of Boise's four urban renewal districts (The Central District). The pending sunseting of these districts and the tax increment funding they provide prompted a rethinking of how the CCDC and the City handle parking management and the development of parking infrastructure as urban renewal and economic development tools.
- ◆ The full version of the Parking Strategic Plan can be found at: ccdcboise.com/parking/2016-downtown-parking-strategic-plan

Strategic Plan Vision

- ◆ Parking downtown will evolve from a stand-alone function to an integral part of an "integrated access management" system.
- ◆ The plan embraces a wide range of mobility management options to mitigate parking demand overall while enhancing and improving transportation options for all.
- ◆ The City, CCDC, and private sector partners will adopt a "blended strategy" that merges management of assets and resources to better support economic development, parking and transportation, and improve overall communit mobility.

Strategic Plan Priorities

The Parking Strategic Plan recommends the following priority focus areas going forward:

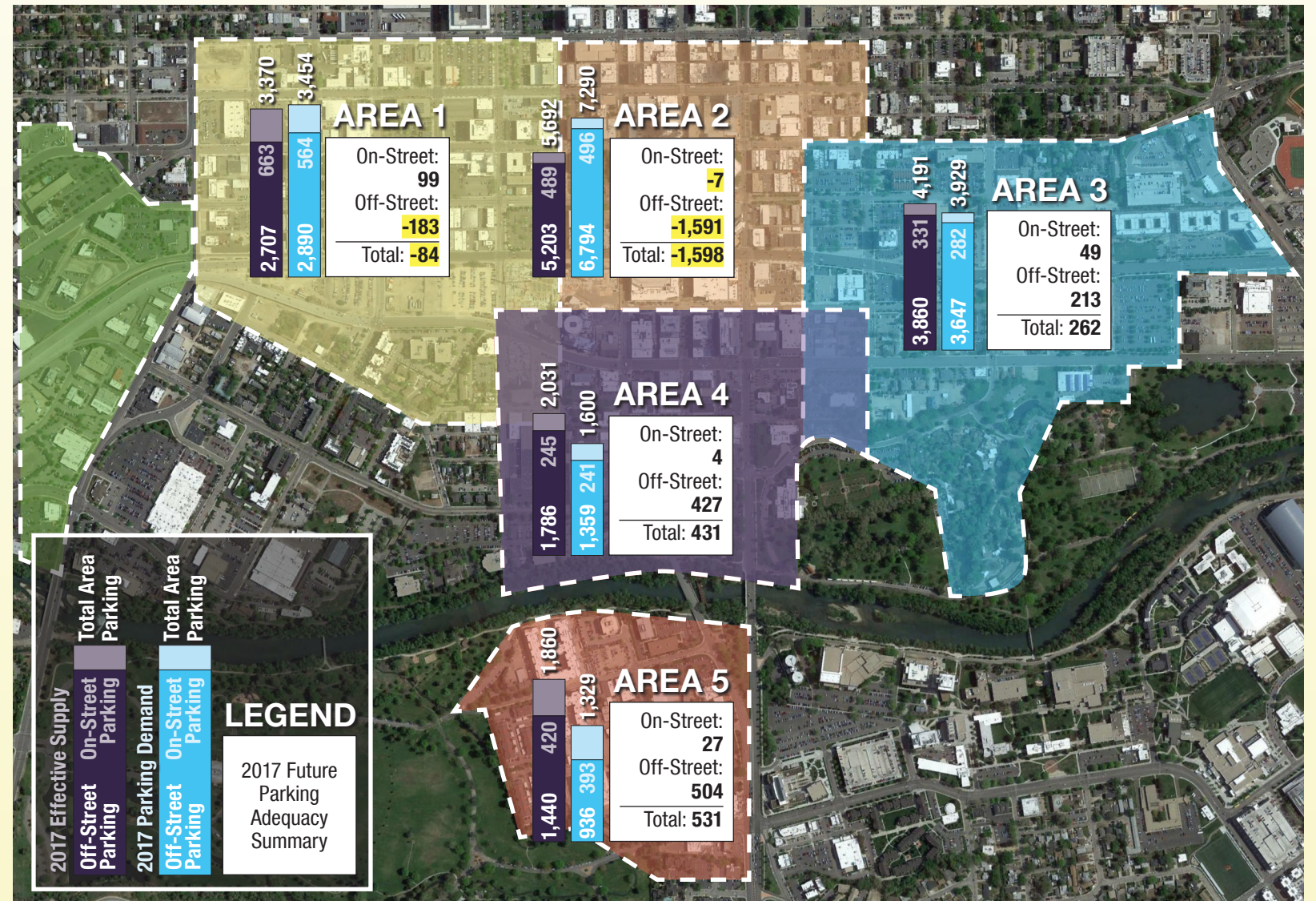
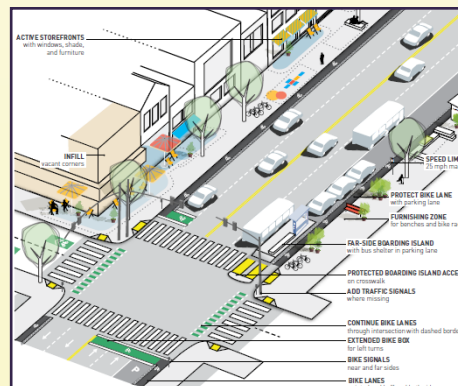
1. Review Program Organization, Management and Technology
2. Maximize Utilization of Existing Parking Resources
3. Increase Utilization of Alternative Forms of Transportation
4. Implement Demand Based Parking Pricing Strategies
5. Review Parking Development and Regulations
6. Create Additional Parking

Integration with the City's Transportation Action Plan

The Parking Strategic Plan and the City of Boise's Transportation Action Plan will align and support one another. Even at this early stage, the two plans are well matched in terms of philosophical approach and initial recommendations.

Parking Supply/ Demand Update

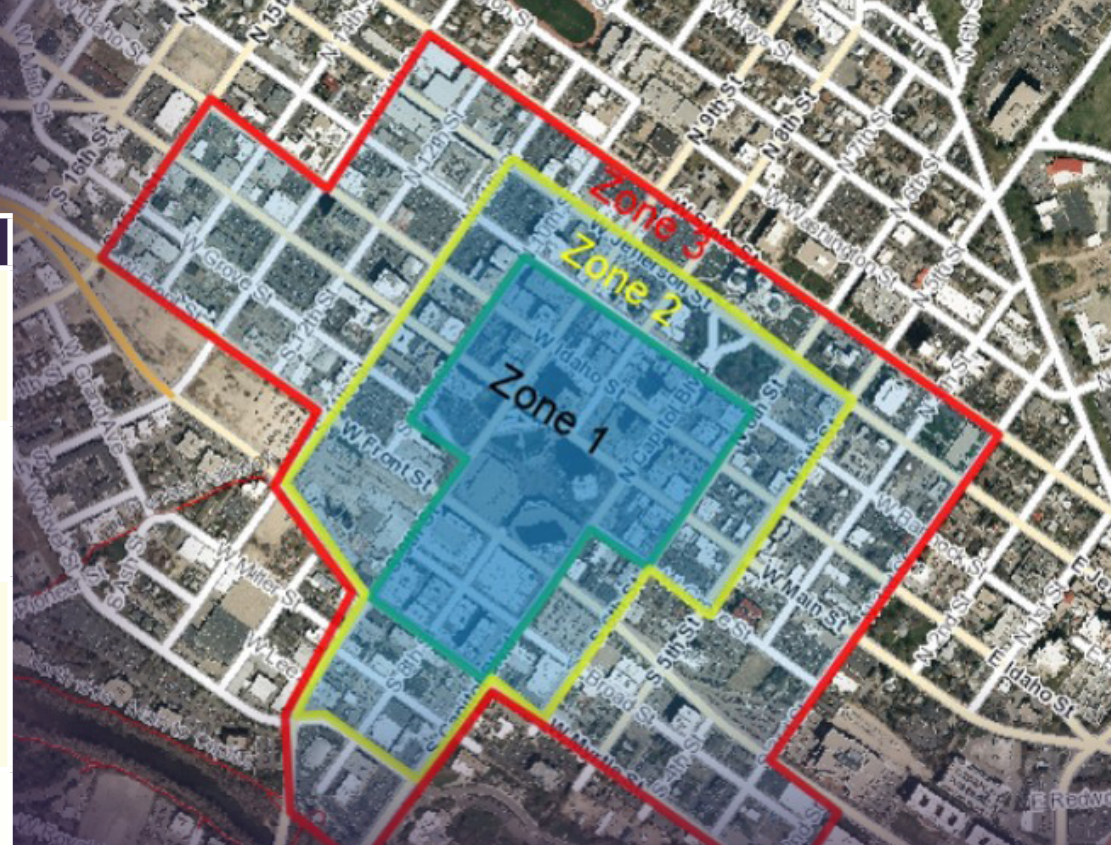
With the significant increase in development activity, a new assessment of parking supply/ demand conditions was undertaken in early 2016 to inform the formulation of this plan. As seen in the map at right, parking surpluses exist in Downtown's outlying areas, while a deficit exists in the central urban core. To address this imbalance in the short term, the City and CCDC are coordinating a demand-based strategy between structured and on-street parking assets, while planning for the creation of new mobility services and facilities in the future.



The Path Forward

The table below contrasts CCDC's economic development approach with a more focused mobility management approach and advocates a blending of these two important strategic concepts.

Characteristic	Economic Development Focused	Mobility Focused	Blended Strategy
Garage Locations	Centrally located near main business areas to support policies of no parking requirements in downtown core and urban design goals (walkable mixed-use environment).	Located on periphery to facilitate mode transition, reduce traffic in downtown core, promotion of alternative modes and support increase in garage size.	Combination of core and peripheral locations and support for multiple modes. Long-term focus to include development of Transit Oriented Development (TOD) corridors.
Rate Level	Low, to attract customers to district businesses.	Higher, to encourage people to use alternate means of transportation.	Performance-based pricing approach – higher rates in high-demand areas, support for Transportation Demand Management (TDM) programs, support for “Park Once” strategies including a downtown circulator and other alternative modes.
Use of Parking Revenue Proceeds	Garage operation, maintenance, capital improvements and replacing worn infrastructure. Then for other agency economic development related initiatives like streetscapes, development agreements, etc. Support DBA programs.	Facilitate TDM initiatives; partial funder of circulator between garages.	Needs to support increased revenue streams to support transportation system growth and development. As TIF districts sunset, parking development responsibility shifts more to private sector with a gradual escalation of parking rates over time and an increase in alternative modes funding.
Garage Design	Single occupant vehicle focus. Mixed-use facility design.	Multi-modal focused: areas for transfers between modes; bike storage; car & van pool priority parking.	Combination of mixed-use design, maximizing shared use potential, supports condominiumization/public-private investment. Promote the use of motorcycles and active transportation options.
Garage Ownership	Publicly owned for general public use.	Mix of public and private. Some public facilities could be sold to finance future TDM programs and new public/private parking facilities.	A noted increase in the use of public-private partnerships, designed for maximizing shared use.
Financing	Primarily TIF for development. Direct parking revenues for operational needs.	Increase in private sector financing. Leverage parking operational revenues to support investment in alternative modes.	Potential for public asset divestment for reinvestment purposes. Increase in private sector financing, including potential reintroduction of parking requirements, LIDs or other creative financing options.



City of Boise Parking Meter Rate Zones

The new parking meter zones are designed to maximize the use of public parking resources by providing increased short term parking in core locations, longer term parking in garages and surface lots and creating more economical on-street parking in perimeter areas.



Recommended Action Plan/Timeline

The following graphic summarizes the start dates of the primary strategic plan action items in a high-level timeline to identify logical sequencing of report recommendations and program development initiatives going forward.

2016			2017				2018			
Q4			Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
<ul style="list-style-type: none"> ◆ Finalize Parking Strategic Plan ◆ CCDC & City Plan Approval ◆ Pedestrian Safety Improvements (Page 23) ◆ Finalize Exterior Parking Garage Sign Design ◆ Adopt New Garage Design Guidelines ◆ Address appropriate elements of the Parking Management Best Practices Review and Peer Cities Review ◆ Review On-Street Parking Program Tools (Page 35 and Appendix B1 and B2) 	<ul style="list-style-type: none"> ◆ Develop Mobility Prioritization Framework (Page 28) ◆ Develop Mode Share Metrics (Page 30) ◆ Develop Mobile App ◆ Expand Zone 3 ◆ Implement License Plate Recognition ◆ Implement a regional Transportation Management Organization ◆ Implement a remote parking shuttle program (CCDC/COB) 	<ul style="list-style-type: none"> ◆ Integrate TAP with Parking Plan (Page 26) ◆ Create “Travel Options Consortium” (Page 37) ◆ Develop Overall Mobility Management. Action Plan (Pages 37 and 38) ◆ Plan for Next Parking Garage (Page 41) ◆ Identify TDM Program Funding Strategies (Page 41) 	<ul style="list-style-type: none"> ◆ Annual Review of Parking Rate Coordination (Page 39) ◆ Complete Detailed Parking Regulatory Policy Review (Page 40) ◆ Install New Signage (Page 35) 	<ul style="list-style-type: none"> ◆ IPI Program Accreditation (Page 18) ◆ Strategies to Improve Private Parking Utilization (Page 36) ◆ Create Car Sharing Policies (Page 28) ◆ Create Emergency Preparedness Manual (Page 34) ◆ Advance Locally Preferred Transit Alternatives (Page 28) 	<ul style="list-style-type: none"> ◆ Finalize Central District Sunset Plan (Page 40) ◆ Finalize Future Garage Financing Strategies (Page 41) ◆ Develop Comprehensive TDM Program Scope including defined “First & Last Mile” Strategies (Page 37) 	<ul style="list-style-type: none"> ◆ Introduce New TDM Program (Page 37) ◆ Begin Development of Access Management Public Education Campaign (Page 37) 	<ul style="list-style-type: none"> ◆ Annual Review of Parking Rate Coordination (Page 39) ◆ Develop Alleyway Enhancement Plan (Page 28) ◆ Develop Enhanced Shared Mobility Strategies (Page 29) 	<ul style="list-style-type: none"> ◆ Street Quality Enhancements (Page 28) ◆ Enhance Downtown Bike Network and Connectivity (Pages 28 and 30) 	<ul style="list-style-type: none"> ◆ Roll Out Community-Wide Access Management Education/Research Website (Mobility Lab Model) (Pages 30 and 31) 	<ul style="list-style-type: none"> ◆ Promote “Park Once” Strategies (Pages 28 and 30) ◆ Plan and Fund Next Parking Garage (Page 41)

Primary Responsibility:
Blue = CCDC | **Green** = Boise City | **Purple** = Shared*

Page numbers refer to the Downtown Boise Parking Strategic Plan located at:
ccdcboise.com/parking/2016-downtown-parking-strategic-plan/

*Could also involve VRT, ACHD, BSU, and other partners.



AGENDA BILL

Agenda Subject: IRS 'Official Intent' for Reimbursement of Tax Exempt Indebtedness		Date: November 14, 2016
Staff Contact: Ross Borden, Finance Director	Attachment: 1. Resolution 1469	
Action Requested: Adopt Resolution 1469 authorizing the reimbursement of Agency capital expenditures from anticipated bond proceeds for designated Capital Improvement Program projects in the River-Myrtle / Old Boise urban renewal district.		

Background:

The current year FY 2017 budget includes a \$13.0 million tax-exempt (interest paid to bondholders would be excluded from gross income for federal income tax purposes) financing for these projects in the River-Myrtle / Old Boise Urban Renewal District (RMOB).

Project	Location	Financed
1. Pioneer Crossing: ≥ 250 of 650 parking spaces	11 th & Front	\$5.4 million
2. The Fowler: 89 of 189 parking spaces	401 S 5 th St	\$2.6 million
3. Broad St / Central Addition / LIV District: multiple elements	Broad St	\$4.9 million
Cost of Issuance – estimate		\$122k
Total to Finance		\$13.0 million

The debt would be secured by RMOB tax increment revenue and system-wide net parking revenue.

The Agency and the two developers of the two parking garages are working up (separate) agreements for the Agency to acquire condominiumized parking spaces in The Fowler and Pioneer Crossing developments when construction is complete and the parking structures are ready for occupancy.

Work on the Broad Street project is underway. The city-named Central Addition LIV (Lasting, Innovative, Vibrant) District lies within RMOB but is not any kind of urban renewal or tax allocation district. It is surrounded by the central business district, county courthouse complex, commercial development and a major park and zoo. A revitalized Broad Street, the core of this LIV District, will be focused on environmental sustainability and placemaking. Public funds will leverage private investment to encourage mixed-use infill development. Structured parking will promote walkability and efficient land development. Recent retail, office, commercial and higher education development there will soon be joined by adjacent or proximate hotel and workforce housing. CCDC will invest in streetscape improvements, geothermal system expansion, green stormwater infrastructure, placemaking and structured public parking (The Fowler public parking condominium).

Resolution 1469 is the Agency's Declaration of Official Intent to the IRS that it intends to reimburse itself for project-related payments made up to 60 days prior to the resolution's effective date and all future eligible project-related capital expenses.

The IRS has regulations for the use of tax-exempt financing to reimburse expenditures made prior to the date of the financing. Proceeds may be used for capital expenditures made prior to the financing only if a formal declaration of reasonable intent to reimburse the expenditure with the proceeds of a borrowing has been properly made within sixty days of the expenditure, plus other requirements.

With a Declaration of Official Intent, bond proceeds may reimburse previous expenditures for up to three years. The Declarations must describe the reimbursable project(s), state the maximum principal amount of debt expected to be issued for the project(s), and indicate that the proceeds are reasonably expected to reimburse the expenditures. Declarations must be reasonable and not make blanket or routine declarations without a real intent to finance the specific expenditures.

Declarations of Official Intent are not required for preliminary expenditures, such as architectural, soil testing, engineering, surveying, bond issuance and similar costs incurred prior to acquisition or construction that do not exceed 20% of the proceeds of the bonds issued for that project. Costs of land acquisition, site preparation and similar costs are also not considered preliminary expenditures. No Declaration of Official Intent is required for costs of issuance of a bond or for other amounts not exceeding the lesser of \$100,000 or 5% of an issue of bonds.

Fiscal Notes:

The Agency has budgeted \$4.9 million for the Broad Street project. That project is currently underway and much of the work will be done before the financing is completed. With adoption of Resolution 1469 all eligible Agency expenses for the Broad Street project – those made within 60 days of today's Board action or since September 15 – are reimbursable from the proceeds of the \$13.0 million financing later in FY 2017. To-date, those expenses consist of \$126,600 for the Broad Street portion of the project and \$21,400 for the geothermal system expansion portion of the project, for a total of \$148,000.

No expenses will be incurred for the two parking garage condominiums until construction is complete and they are ready for occupancy, which is not anticipated until late 2017.

The FY 2017 budget included this \$13.0 million financing. The amount of \$15.0 million is included in Resolution 1469 to provide flexibility should the RMOB financing be increased with the addition of currently unforeseen projects. Including this flexibility in Resolution 1469 does not obligate the Agency to borrow that higher amount.

Staff Recommendation: Adopt Resolution 1469.

Suggested Motion:

I move adoption of Resolution 1469 providing official notice to the Internal Revenue Service of the Agency's intent to reimburse itself for eligible capital expenditures from the proceeds of indebtedness expected to be incurred in FY 2017.

RESOLUTION NO. 1469

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO AUTHORIZING THE REIMBURSEMENT OF CAPITAL EXPENDITURES FROM THE PROCEEDS OF INDEBTEDNESS EXPECTED TO BE INCURRED BY THE AGENCY; AND PROVIDING AN EFFECTIVE DATE OF THIS RESOLUTION.

THIS RESOLUTION, Made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, a duly created and functioning urban renewal agency, hereinafter referred to as the "Agency."

WHEREAS, the Agency is an urban renewal agency created by and existing under the authority of and pursuant to the Idaho Urban Renewal Law of 1965, being Idaho Code Title 50, Chapter 20, as amended and supplemented (the "Urban Renewal Law"); and

WHEREAS, the City Council of the City of Boise City, Idaho (the "City"), after notice duly published, conducted a public hearing on the River Street-Myrtle Street Urban Renewal Plan (the "River-Myrtle Urban Renewal Plan"); and

WHEREAS, the City, by adoption of Ordinance No. 5596 on December 6, 1994, duly approved the River-Myrtle Urban Renewal Plan; and

WHEREAS, the City, after notice duly published, conducted a public hearing on the First Amended and Restated Urban Renewal Plan River Street-Myrtle Street Urban Renewal Project (annexation of the Old Boise Eastside Study Area and Several Minor Parcels) and Renamed River-Myrtle/Old Boise Urban Renewal Project (the "River-Myrtle/Old Boise Urban Renewal Project Plan"); and

WHEREAS, following said public hearing, the City, by adoption of Ordinance No. 6362 on November 30, 2004, approved the River-Myrtle/Old Boise Urban Renewal Project Plan and made certain findings; and

WHEREAS, the Agency is authorized by the Urban Renewal Law to borrow money to carry out the purposes of the Urban Renewal Law and to enter into and carry out contracts or agreements in connection therewith; and

WHEREAS, the Agency intends (i) to construct and install certain public infrastructure improvements on Broad Street between Capitol Boulevard and Third Street, consisting of streetscape improvements, expanded and extended geothermal lines for the City of Boise geothermal system, green storm water infrastructure and placemaking; and (ii) to acquire two condominiumized public parking facilities in two privately-developed, multi-level structured parking garages, consisting of approximately 89 public parking spaces in the approximately 189 parking space The Fowler apartment building parking garage and related improvements located at

401 S. 5th Street, and approximately 265 public parking spaces in the approximately 650 parking space Pioneer Crossing parking garage and related improvements located at the southeast corner of the intersection of 11th & Front Streets (collectively, the “Project”), pursuant to the River-Myrtle/Old Boise Urban Renewal Project Plan; and

WHEREAS, the Agency intends to finance the costs of the Project with the proceeds of indebtedness, which may be bonds or notes issued by the Agency (the “Indebtedness”), in a maximum principal amount of \$15,000,000; and

WHEREAS, Agency has heretofore made expenditures relating to the Project and expects to make further expenditures with respect to the Project prior to incurring the Indebtedness, and the Agency reasonably intends to reimburse itself for such prior expenditures from proceeds of the Indebtedness; and

WHEREAS, this Resolution is intended to constitute the Agency’s declaration of “official intent” to reimburse itself for such prior expenditures for capital expenditures within the meaning of Section 1.150-2 of the regulations promulgated under Section 103 of the Internal Revenue Code of 1986, as amended.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, as follows:

Section 1. The Board hereby ratifies, approves and confirms all action heretofore taken (not inconsistent with the provisions of this resolution) with respect to incurrence of Indebtedness to finance the Project.

Section 2. In order to permit the Agency to reimburse itself from the proceeds of the Indebtedness for prior expenditures relating to the Project, the interest on which Indebtedness will be excluded from gross income for federal income tax purposes, the Board of Commissioners of the Agency hereby determines and declares that:

- (a) The Agency has heretofore made and intends to make expenditures in the future with respect to the Project prior to the incurrence of the Indebtedness and the Agency reasonably expects to reimburse itself for those expenditures from the proceeds of the Indebtedness;
- (b) The Project consists of (i) public infrastructure improvements on Broad Street between Capitol Boulevard and Third Street, consisting of streetscape improvements, expanded and extended geothermal lines for the City of Boise geothermal system, green storm water infrastructure and placemaking; and (ii) two condominiumized public parking facilities in two privately-developed, multi-level structured parking garages, consisting of approximately 89 public parking spaces in the approximately 189 parking space The Fowler apartment building parking garage and related improvements located at 401 S. 5th Street, and approximately 265 public parking spaces in the approximately 650 parking space Pioneer Crossing parking garage and related improvements located at the southeast corner of the intersection of 11th & Front Streets; and

- (c) The maximum principal amount of the Indebtedness is expected to be \$15,000,000.

Section 3. All bylaws, orders, resolutions, or parts thereof, inconsistent herewith are hereby repealed to the extent only of such inconsistency.

Section 4. This Resolution shall take effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of Boise City, Idaho, on November 14, 2016.
Signed by the Chair and attested by the Secretary on November 14, 2016.

APPROVED

By _____
Chair

Attest:

Secretary



AGENDA BILL

<p>Agenda Subject: Selection of a Design Professional for the 2017 Streetscape Improvement Project</p>	<p>Date: November 14, 2016</p>
<p>Staff Contact: Mary Watson, Contracts Manager</p>	<p>Attachments:</p> <ul style="list-style-type: none"> A. Resolution No. 1471 B. Request for Proposal – issued September 27, 2016 C. Staff Ranking of Proposals D. Proposal for Consultant Services
<p>Action Requested: Adopt Resolution No. 1471 approving the selection of Jensen Belts Associates as the Landscape Architect of Record for the 2017 Streetscape Improvement Project, and authorizing the Executive Director to negotiate and execute a Task Order with Jensen Belts Associates.</p>	

BACKGROUND

CCDC requires a design professional to be its Landscape Architect of Record for the 2017 Streetscape Improvement Project. CCDC has budgeted for streetscape improvements in the River Myrtle-Old Boise and Westside Urban Renewal Districts on Main Street adjacent to 14th Street and on Main Street between Capitol Boulevard and 5th Street, with segments extending south of Main Street on Capitol Boulevard and 6th Street (see map in Exhibit B).

The 2017 Streetscapes Project will include installation of new curb and gutter, trees and tree grates, historic streetlights, pedestrian ramps and furnishing such as bike racks, litter receptacles, and benches. As such, the landscape architect of record will be designing the streetscapes in accordance with the *Downtown Boise Streetscape Standards and Specifications Manual (adopted 2016)* using a combination of brick pavers and concrete sidewalks which will be installed over a “Silva Cells” suspended pavement system which is utilized to facilitate healthy tree growth and to manage storm water. Unique features of the downtown streetscapes, such as existing vaults and mature street trees, will need to be considered and addressed by the design team as they take the project from schematic design through the permitting process and construction stages.

SELECTION OF THE DESIGN PROFESSIONAL

Pursuant to Idaho Code § 67-2320(2)(h), the Agency adopted Resolution No. 1333 on January 13, 2014, to establish a list of pre-approved design professionals for five-year (2014-2019) non-exclusive On Call Professional Service Agreements.

Consistent with Idaho Code § 67-2320, CCDC issued a Request for Proposals for Professional Design Services (“RFP”) on September 27, 2016, to three of its pre-approved design professionals: CSHQA, Jensen Belts Associates, and The Land Group. Each of the three firms submitted their proposals ahead of the October 12, 2016, submission deadline.

CCDC staff reviewed and ranked the three proposals in accordance with the criteria and procedures set forth in the RFP: proposed project approach; understanding of the scope of work; team organization; and relevant project experience. Staff determined that Jensen Belts Associates was the best qualified and highest ranked proposer because of their team approach, including public outreach and agency coordination and experience in critical elements of the project including green storm water infrastructure, suspended pavement systems, and downtown streetscape requirements. Jensen Belts Associates also had an unmatched understanding of the scope of work, given that they put together a DR application for the Main Street portion of the work in 2014. The Main Street portion was postponed during the project due to the construction of the 8th and Main building and Main Street Station.

FISCAL NOTES

Resolution No. 1471 authorizes the Executive Director to negotiate and execute a Task Order with Jensen Belts Associates for the 2017 Streetscape Improvement Project for an amount not to exceed One Hundred One Thousand Eight Hundred Six Dollars (\$101,806).

The contract will be funded from the FY2017 budget – Capital Improvement Projects, Street & District Improvements 6250 account.

STAFF RECOMMENDATION

CCDC staff recommends that the Board find it in the best interest of the public and CCDC to approve the Proposal of Jensen Belts Associates as the best qualified proposer to act as the Landscape Architect of Record for the 2017 Streetscape Improvement Project, and to authorize the Executive Director to negotiate and execute a Task Order for the design services with Jensen Belts Associates.

Suggested Motion:

I move to adopt Resolution No. 1471 approving the selection of Jensen Belts Associates as the best qualified and highest ranked proposer to provide the required services for the 2017 Streetscape Improvement Project, and to authorize the Executive Director to negotiate and execute a Task Order with Jensen Belts Associates.

RESOLUTION NO. 1471

BY THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO:

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, SELECTING JENSEN BELTS ASSOCIATES AS THE LANDSCAPE ARCHITECT OF RECORD FOR THE 2017 STREETSCAPES PROJECT; AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A TASK ORDER BETWEEN THE AGENCY AND JENSEN BELTS ASSOCIATES TO UNDERTAKE AND COMPLETE THE PROFESSIONAL DESIGN SERVICES FOR THE PROJECT; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, 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 (collectively the "Act"), a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, in accordance with Idaho Code § 67-2320(2)(h), the Agency adopted Resolution No. 1333 on January 13, 2014, to establish a list of pre-approved design professionals for five-year (2014-2019) non-exclusive On Call Professional Service Agreements in order to streamline the process to engage the professionals when that expertise is needed; and

WHEREAS, the Agency has the need to engage a design professional to be its Landscape Architect of Record for the 2017 Streetscapes Project and has budgeted for those needs in FY2017; and

WHEREAS, in accordance with Idaho Code § 67-2320(2)(h), on September 27, 2016, the Agency issued a Request for Proposal for Professional Design Services (RFP) to three (3) of its pre-approved design professionals inviting their proposals for services related to the 2017 Streetscapes Project; and,

WHEREAS, each of the three (3) pre-approved design professionals submitted proposals ahead of the 3:00 p.m. deadline on October 12, 2016; and

WHEREAS, Agency staff reviewed and ranked the three (3) proposals in accordance with the criteria and procedures set forth in the RFP and thereafter determined that Jensen Belts Associates was the best qualified and highest ranked proposer to provide the requested services because of their team organization and relevant previous experience; and

WHEREAS, Agency staff is recommending that the Agency Board find it in the best interests of the public and of the Agency to approve the selection of Jensen Belts Associates as the best qualified proposer to act on the behalf of the Agency as the Landscape Architect of Record for the 2017 Streetscapes Project, and to authorize the Executive Director to negotiate

and execute a Task Order with Jensen Belts Associates for an amount not to exceed ONE HUNDRED ONE THOUSAND EIGHT HUNDRED SIX DOLLARS (\$101,806.00).

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, AS FOLLOWS:

Section 1: That the above statements are true and correct.

Section 2: That the Board affirms Staff's selection of Jensen Belts Associates as the best qualified proposer to act on the behalf of the Agency as Landscape Architect of Record for the 2017 Streetscapes Project.

Section 3: That the Board authorizes the Executive Director to negotiate and execute a Task Order with Jensen Belts Associates for the 2017 Streetscapes Project for an amount not to exceed ONE HUNDRED ONE THOUSAND EIGHT HUNDRED SIX DOLLARS (\$101,806.00) consistent with the Board's stated instructions at the November 14, 2016, Agency Board Meeting and further authorizes the Executive Director to execute all necessary documents required to implement the actions contemplated by the Task Order, subject to representations by Agency legal counsel that all conditions precedent to those actions and the Task Order or other documents are acceptable and consistent with the comments and discussions received at the November 14, 2016, Agency Board Meeting.

Section 4: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED by the Urban Renewal Agency of Boise City, Idaho, on November 14, 2016. Signed by the Chairman of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on November 14, 2016.

URBAN RENEWAL AGENCY OF BOISE CITY:

By: _____
John Hale, Chairman

Date: _____

ATTEST:

By: _____
Secretary

Date: _____



Request for Proposal for Design Professional Services

2017 Streetscape Improvements Project *Public Infrastructure Improvement Project*

Submissions Due: 3:00pm Wednesday, October 12, 2016

Background

Continuing its mission of beautifying and improving downtown Boise's streetscapes, CCDC is seeking proposals from three (3) of its prequalified design firms to provide design services for the 2017 Streetscape Improvements Project. Design Team work is to begin immediately with construction contemplated for spring / summer 2017. This project will incorporate innovative stormwater solutions and creative streetscape design. CCDC anticipates the project costs to be approximately \$1.1 million dollars including soft costs. This investment will be made in downtown Boise's River Myrtle - Old Boise and Westside Urban Renewal Districts on Main Street adjacent to 14th Street and on Main Street between Capitol Boulevard and 5th Street, with segments extending south of Main Street on Capitol Boulevard and 6th Street (see Exhibit A).

Project Description

The project will include installation of new curb and gutter, trees and tree grates, historic streetlights, pedestrian ramps, and furnishings such as bike racks, litter receptacles, and benches. The project anticipates moving the curb line of Main Street between Capitol Boulevard and 5th Street approximately two feet into the road.

The streetscapes are to be designed and constructed in accordance with the *Downtown Boise Streetscape Standards and Specifications Manual (adopted 2016)* using a combination of brick pavers and concrete sidewalks which will be installed over a suspended pavement system known as 'Silva Cells' – utilized in order to facilitate healthy tree growth and to manage storm water. Unique features of the downtown streetscapes, such as existing vaults and mature street trees, will need to be considered and addressed by the Design Team.

Response Instructions

Please submit your proposal to Mary Watson, CCDC Contracts Manager | Attorney at Law, at mwatson@ccdcboise.com no later than **3:00pm Wednesday, October 12, 2016**. Late submissions will not be considered.

The proposal must address the complete Scope of Work for this Project and should include a project approach (300-500 words) and a project team organizational chart with a description of roles and responsibilities. In accordance with state law, information concerning rates and fees will not be considered in ranking the proposals. The design firm chosen as best qualified to provide the services described will be engaged under a Task Order in accordance with the firm's on-call contract with CCDC.



RFP for Design Professional Services
2017 Streetscape Improvements Project

Scope of Work

Task 1: Topographic Survey

Conduct a topographic survey of the areas of work identified on Exhibit A. The survey will document the elevations of the existing ground, existing conditions, and other features pertinent to design. Prior to conducting the survey, the Design Team will contact DigLine to mark the existing underground utilities in the public rights-of-way adjacent to the property. In addition, the Design Team will exhibit the property boundary on the topographic survey based on information of public record and property monuments found during the course of the field survey.

Task 2: Schematic Design Phase

The Design Team will work with CCDC to develop a schematic streetscape design at the proposed site locations. The design will consider pedestrian circulation, vehicle access, potential pedestrian/vehicular conflicts, ADA requirements, site amenities, site furniture, pedestrian lighting, paving material, trash receptacles, signage, grading, storm drainage, existing utilities, suspended pavement systems, and planting design. The Design Team will notify existing site utilities and conditions that might affect the site design. The Design Team will meet and/or coordinate with the Ada County Highway District, Boise City Planning, Boise City Public Works, CCDC, and surrounding owners to ensure that the streetscape design complies with all standards and requirements. The owners and agencies will have the opportunity to review and provide comment on the schematic design.

Task 3: Design Development Phase

The Design Team will meet with the owners to review the visions and goals of the project. Based on the approved schematic drawings, programming, client comments, and site analysis, the Design Team will refine the Design Development plans to meet the design standards, criteria, and guidelines. The Design Team will continue coordination with CCDC, agencies, and surrounding owners for a Design Development-level package showing site features such as overall streetscape layout, pedestrian and vehicular circulation, street furniture, lighting, paving material, grading, drainage, suspended pavement systems, and landscaping. These plans will be reviewed and commented on by CCDC. Then the Design Team will make revisions on the preferred Design Development as required to develop a final site plan. After client approval of the final plan, it will be used as a basis for the construction documents. The Design Team will submit the Design Development-level plans to Boise City Design Review for approval.

Task 4: Construction Documents

The Design Team will provide construction documents for the Project. In developing construction documents and specifications, the Design Team will coordinate its services with those of sub-consultants necessary to provide construction documents. Upon completion of construction documents, the Design Team will provide the documents to CCDC and the necessary agencies for review and permitting / approval.



Task 5: Coordination Meetings & Approvals

The Design Team will attend coordination meetings with CCDC, relevant agencies, and the property owners during the course of the Project. The following coordination meetings are anticipated as part of this effort:

- Boise City Planning and Development Services pre-application meeting
- Ada County Highway District coordination meetings
- Property owner / stakeholder meetings
- Project team meetings

The Design Team will be responsible for obtaining the necessary approvals for the construction of the Project from Boise City and the Ada County Highway District. This includes preparation, submission, and administration of the necessary development applications.

Task 6: Project Bidding and Construction Services

Bidding Services: The Design Team will provide assistance to CCDC to competitively bid the proposed work, including: creating a bid-ready Project Manual; conducting a pre-bid meeting; fielding questions during bidding; preparing any bidding addenda; assisting CCDC staff in assessing bid proposals; and providing standard bidding services as requested.

Construction Services: The Design Team will provide limited on-site observation of the construction and plan interpretation to provide a level of owner confidence regarding the contractor's performance and adherence to the design. The Design Team will ensure compliance with administrative requirements related to labor laws and prevailing wages and will verify the quantities and amounts owed to the Contractor based on the progress of work and the Contractors' Payment requests.

The Design Team will provide the following tasks as requested:

- Conduct a pre-construction conference.
- Review and take appropriate action on material and product submittals, RFIs, change orders, substitution requests, and shop drawings.
- Monitor the contractor's progress and quality of construction to determine if the construction is proceeding in accordance with the Design Team's design intent and the construction documents; keep CCDC informed of the progress of construction.
- Render any interpretation or clarification necessary for the proper execution or progress of the construction.
- Document for CCDC all site visits and communications with the contractor.
- Provide site observation walk-through and prepare 'punch list' of items to be corrected and/or completed before the warranty period can commence.
- Provide final completion observation.
- Review the Payment Requests and transmit to CCDC for final authorization and payment.
- Incorporate contractor markups into digital record drawings once the Project is complete, then provide CCDC with the digital files and two (2) full-size printed sets.

End of Scope



Exhibit A





Attachment C

TO: Mary Watson
CCDC Contracts Manager | Attorney at Law
Finance Division

FROM: Karl Woods
Project Manager – Capital Improvements
Development Division

SUBJECT: Ranking of Consultants for Design of 2017 Streetscape Improvements

CCDC is seeking professional services for the design of the 2017 Streetscape Improvements. It is anticipated that design services will exceed \$25,000; and a request for proposal was transmitted to the following firms on the CCDC on call consultant services list on Tuesday, September 27, 2016:

CSHQA
Jensen Belts Associates
The Land Group

The deadline to submit proposals was 3pm MDT on Wednesday, October 12, 2016. All three firms submitted proposals ahead of the deadline. After reviewing all three proposals, in consideration of the proposed project approaches, understanding of the scope of work, team organization and relevant previous experience, the three firms were ranked in the following order of preference:

1. Jensen Belts Associates
2. The Land Group
3. CSHQA

Based on this ranking and in accordance with Idaho Code § 67-2320, I will begin negotiating with Jensen Belts Associates to perform the required design services at a reasonable and fair price.

Karl Woods

2017 Streetscape Improvements Project			
	CSHQA	JBA	TLG
Scope of Work	Could be spelled out better	In depth understanding, much of the schematic work already done in 2014	Well researched, good understanding
Project Approach	Fine understanding	Well understood, done it repeatedly	Nice, thorough
Organization Chart	Fine, all under John Maulin	Typical, proven team	TLG in house & e2co
Previous Experience	BoDo, JD Entry, TGP, Inn at 500. Interesting technical explorations on TGP.	The project is largely designed already. More experience with downtown streetscapes than anyone else.	BSU, Pioneer, George's, Afton, 5th St and Idaho St, alleys, village, Strata cell - Vallivue. Strata cell experience is interesting.
Notes	Whole team in-house. JD park phase listed as SD in proposal.	JBA and QCI have completed much of the initial survey work, sd, dd, public and private stakeholder outreach.	Really like the work on the village. Project team seems relatively green. Very nicely illustrated proposal.
Ranking	3	1	2

REQUEST FOR PROPOSAL
FOR PROFESSIONAL DESIGN SERVICES

Attachment D

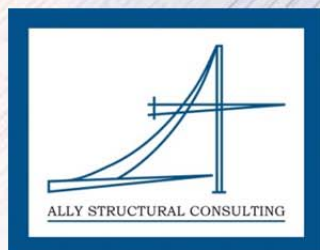
2017 Streetscape Improvements Project

Public Infrastructure Improvement Project

Presented by:
JENSEN BELTS ASSOCIATES, PLLC
October 12, 2016



Site Planning
Landscape Architecture



October 12, 2016

Capital City Development Corp.
Mary Watson, CCDC Contracts Manager
121 N. 9th Street, Suite 501
Boise, Idaho 83702



Re: **REQUEST FOR PROPOSAL FOR PROFESSIONAL DESIGN SERVICES
2017 Streetscape Improvements Project**

Dear Ms. Watson:

Thank you for giving **Jensen Belts Associates (JBA)** the opportunity to propose on the 2017 Streetscape Improvement Project. Our project team, which includes **Quadrant Consulting, Inc. (QCI)**, **Ally Structural Consulting**, and **Musgrove Engineering** brings significant past experience and familiarity with Downtown Boise and Streetscape Design.

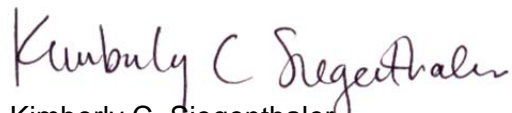
JBA's design team has a long-standing working relationship with an extensive focus on work within the downtown Boise core and on CCDC Capital Improvement Projects in particular. JBA and Quadrant consulting completed work on the 2017 Streetscape Improvement area for the 2014 Streetscape project. Due to construction conflicts with the recently completed City Center project and ACHD's investigation of bike lanes on Main St., this portion of the 2014 Streetscape was postponed to a later date. JBA and QCI has completed much of the initial survey work, schematic and design development and coordinated with many of the public and private stakeholders in this area. We are very familiar with the 2017 Streetscape Improvement area and will be able complete work in a timely, efficient manner to meet the construction schedule put forth by CCDC.

This proposal is assembled to respond to your evaluation criteria in a straightforward manner. In it you will find that JBA and the design team carry a well-respected reputation in the design community, the private sector, and with all local governmental entities. Our firms emphasize teamwork, communication, and stakeholder involvement combined with open, creative thinking.

Integrating innovative design solutions, such as green street technology has become a calling card of the JBA and QCI Team. JBA and QCI developed the first and many subsequent streetscape installations of suspended paving systems, which has increased soil volumes for healthy urban tree growth and accommodates stormwater runoff within the streetscape right-of-way.

Jensen Belts Associates has enjoyed a long term successful working relationship with the Capital City Development Corporation, and we take pride in our past accomplishments. Our design team leads have over fifteen years of Treasure Valley project experience, and we continue to be eager, innovative, and progressive. We understand the importance of landscape architecture and civil design in the future development of the City of Boise, and look forward to assisting you in this current project and future endeavors.

Very truly yours,
JENSEN BELTS ASSOCIATES, PLLC



Kimberly C. Siegenthaler
Principal

2017 STREETScape IMPROVEMENTS PROJECT APPROACH



Jensen Belts Associates (JBA) is teaming with **Quadrant Consulting, Inc. (QCI)**, **Ally Structural Consulting**, and **Musgrove Engineering** to provide Capital City Development Corporation (CCDC) with the skill set necessary to meet the needs of the 2017 Streetscape Improvements Project. Our team members have been providing high quality streetscape design solutions to CCDC since 1999. This work has included assisting CCDC with the development of the current Boise City Streetscape Standards and Specifications Manual (adopted 2016) and implementation of the first, and many subsequent, Silva Cell Suspended Pavement System in downtown Boise. Most recently, our team has completed the Design Development and Construction Documents for the Broad Street Central Addition LIV District Streetscape Project which is currently under construction.

CCDC has identified the following tasks to achieve the proposed scope of work. Our team is committed to completing each task in an organized, cost-effective manner to deliver a well-integrated design from start to finish.

Task 1: Topographic Survey

In 2013, Quadrant Consulting, Inc. completed a full topographical survey of the 2017 Streetscape work area and adjacent relevant features to capture sufficient elevation and infrastructure information pertinent to the project design. As part of the survey, property boundaries were determined based on public records and existing right-of-way utilities were located through the use of DigLine. QCI will update any utility information that has been modified in the interim and review public records to determine if any modifications have been made to the existing conditions and property lines over the last few years. For pavement and storm drainage design purposes, a geotechnical investigation may be necessary. This determination will be made in conjunction with CCDC early in the project, and if deemed necessary, a qualified local Geotechnical Consultant will provide this service as a part of this phase of the project.

Task 2: Schematic Design Phase

Jensen Belts Associates completed the Schematic Design phase for the south side of Main Street and 6th Street as part of the 2014 Streetscape Project. Due to construction conflicts with the recently completed City Center Plaza project and ACHD's investigation of bike lanes on Main St., this portion of the 2014 Streetscape was postponed to a later date. The vaults that extended under the sidewalk in the right-of-way at Idaho Blueprint and Tom Graine's were eliminated as part of the 2014 Streetscape project. JBA and QCI will reevaluate the initial conceptual plan and design studies to address pedestrian circulation, vehicle parking, current streetscape standards and suspended paving systems. Potential conflicts between existing features and proposed uses will be identified and reviewed. Coordination with ACHD on future bike lane plans on Main St and sidewalk widening will be addressed. A sidewalk vault has been identified on the corner of the China Blue building and will be explored further by Ally Structural. Green stormwater infrastructure within the suspended paving system will be explored for possible integration into the project design. Meetings will be conducted with identified stakeholders including CCDC, Boise City Planning, ACHD, Boise City Public Works, and adjacent property owners as necessary to gather input on presented schematic designs and project programming direction.

Task 3: Design Development Phase

JBA and the design team will review the updated findings with CCDC from the Schematic Design phase and further develop the conceptual plan into a pre-construction design document. QCI will conduct preliminary grading and drainage studies and coordinate with ACHD for guidance on unique issues within the right-of-way. The Design Development documents will reflect final stakeholder decisions concerning position, form, dimensions, materials, lighting, furnishings, details, and preliminary costs associated with construction. Preliminary costs will be ratified with the current CCDC project budget. Additional meetings with agencies and stakeholders can be conducted as necessary to review the Design Development documents. JBA will use the Design Development level drawings to submit a Design Review Application to the City of Boise.

Task 4: Construction Documents

The JBA design team will provide clear and concise Construction Documents with sufficient detail for project bidding and construction. The documents will be provided to Boise City and ACHD for required project permitting. Final deliverables of Construction Documents for formal competitive bidding will include one paper plan set plus stamped electronic files from all required disciplines and a complete project manual and specifications package.

Task 5: Coordination Meetings & Approvals

Jensen Belts Associates will coordinate all meetings between the design team, owners, and agencies throughout the course of the project. All team members have great working relationships with the relevant public agencies, and look forward to working toward a smooth and collaborative effort required for a successful project. JBA and the design team members will ensure submissions for development applications are completed and submitted in a timely fashion.

Task 6: Project Bidding and Construction Services


The JBA design team will provide effective and efficient assistance to CCDC throughout the Project Bidding and Construction Service Phases. The team will prepare a bid addendum (if required), address RFIs, review contractor submittals, and provide full construction administration services as requested in the RFP.


The JBA design team brings unparalleled downtown Boise design experience to this project, and will continue to provide CCDC with the high quality services necessary to deliver an exceptional product from the concept phase through project implementation.


2017 STREETScape IMPROVEMENTS PROJECT ORGANIZATIONAL CHART




 **CLIENT:**
Capital City Development Corp
Project Manager

 **LANDSCAPE ARCHITECT:**
Jensen Belts Associates
Kimberly Siegenthaler, RLA
Principal-in-Charge

 **CIVIL ENGINEER:**
Quadrant Consulting, Inc.
Ricardo Zavala, P.E.

 **STRUCTURAL ENGINEER:**
Ally Structural Consulting
Craig Brasher, P.E., S.E.
LEED A.P.

 **ELECTRICAL ENGINEER:**
Musgrove Engineering
Kurt Lechtenberg, P.E.,
LEED A.P.

GEOTECHNICAL CONSULTANT

2017 STREETScape IMPROVEMENTS PROJECT ROLES AND RESPONSIBILITIES



Our design team has been working together for many years and is committed to providing a collaborative environment to embrace creative problem solving and forward-thinking design efforts.

LANDSCAPE ARCHITECTURE:

Jensen Belts Associates (JBA) Principal, Kim Siegenthaler, will act as the Design and Administrative Lead for the project. In 2013, JBA completed concept plans for the south side of Main Street between Capitol Blvd and 5th St. returning south on 6th St. to Grove. Kim will use her 15 + years of landscape architectural experience to reevaluate those original 2014 Streetscape DR concept plans to design a streetscape in accordance with updated Downtown Boise Streetscape Standards and Specification Manual. JBA has been an active member for many years on the streetscape improvement projects in the Old Boise Historic District and familiar with the conversations between Boise City, CCDC, and ACHD on the integration of bike lanes on Main Street. JBA will coordinate logistics, work products, budget, and communications between client and team members. JBA will prepare and submit the Design Review Application required by Boise City followed by full landscape architectural site construction documents, details, and specifications; and construction bidding and administration services, as requested.

CIVIL ENGINEERING:

Quadrant Consulting, Inc. (QCI) will provide all topographic surveying, civil design, and bidding and construction administration services, as necessary, for this project. QCI completed topographic surveying for the proposed project area in 2013 as part of the concept study provided by JBA. The QCI effort will be completed primarily by Ricardo Zavala, P.E., who has either directed or been involved with the engineering design efforts on a number of past CCDC projects over the last 10 years. Nick Kraus, PE will provide design input and quality assurance reviews as necessary throughout project design and implementation. Nick has 18 years of engineering experience, and has been involved in the majority of the CCDC sponsored streetscape projects since 1999.

STRUCTURAL ENGINEERING:

Ally Structural Consulting will provide all structural engineering services related to the China Blue Building basement vault that extends under the sidewalk into the right-of-way of Main Street. Craig has been the Structural Engineering Project Lead on numerous downtown projects involving streetscape improvements over existing subsurface vault areas. These projects have included elimination of two vaults in the 2017 Streetscape area (Idaho Blueprint and Tom Grainey's), strengthening of a vault lid for overlay (Empire Building), and a complete vault lid rebuild (Jefferson Building).

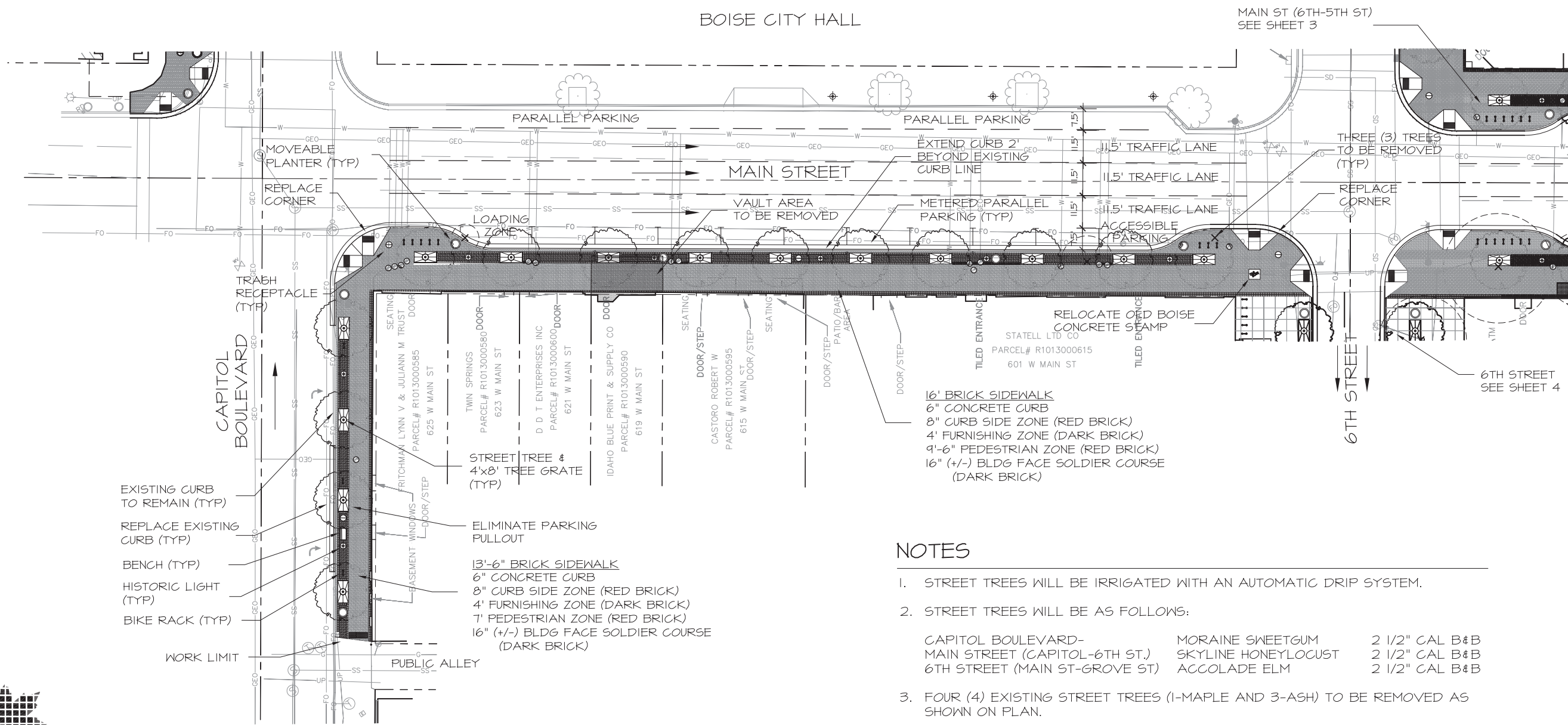
ELECTRICAL ENGINEERING:

Musgrove Engineering will provide full service electrical engineering services to the 2017 Streetscape Improvement Project. Kurt Lechtenberg, P.E. will be coordinating all electrical service connections within the right-of-way. Musgrove will coordinate all efforts with Boise City Public Works to identify lighting needs and requirements, and develop construction documents and specifications for all electrical and lighting infrastructures.

GEOTECHNICAL TESTING:

A reputable Geotechnical Consulting firm will provide professional environmental and geotechnical engineering, and construction inspection, as required for the project. If necessary, the Geotechnical firm will complete a geotechnical investigation as a part of the survey phase of the project. Depending on design requirements and CCDC needs, they can also provide the expertise to complete construction quality assurance tasks (i.e. compaction testing, concrete inspections) during project implementation.

Main Street (Capitol Blvd - 6th St) Streetscape Plan



NOTES

- STREET TREES WILL BE IRRIGATED WITH AN AUTOMATIC DRIP SYSTEM.
- STREET TREES WILL BE AS FOLLOWS:

CAPITOL BOULEVARD-	MORaine SWEETGUM	2 1/2" CAL B&B
MAIN STREET (CAPITOL-6TH ST.)	SKYLINE HONEYLOCUST	2 1/2" CAL B&B
6TH STREET (MAIN ST-GROVE ST)	ACCOLADE ELM	2 1/2" CAL B&B
- FOUR (4) EXISTING STREET TREES (1-MAPLE AND 3-ASH) TO BE REMOVED AS SHOWN ON PLAN.

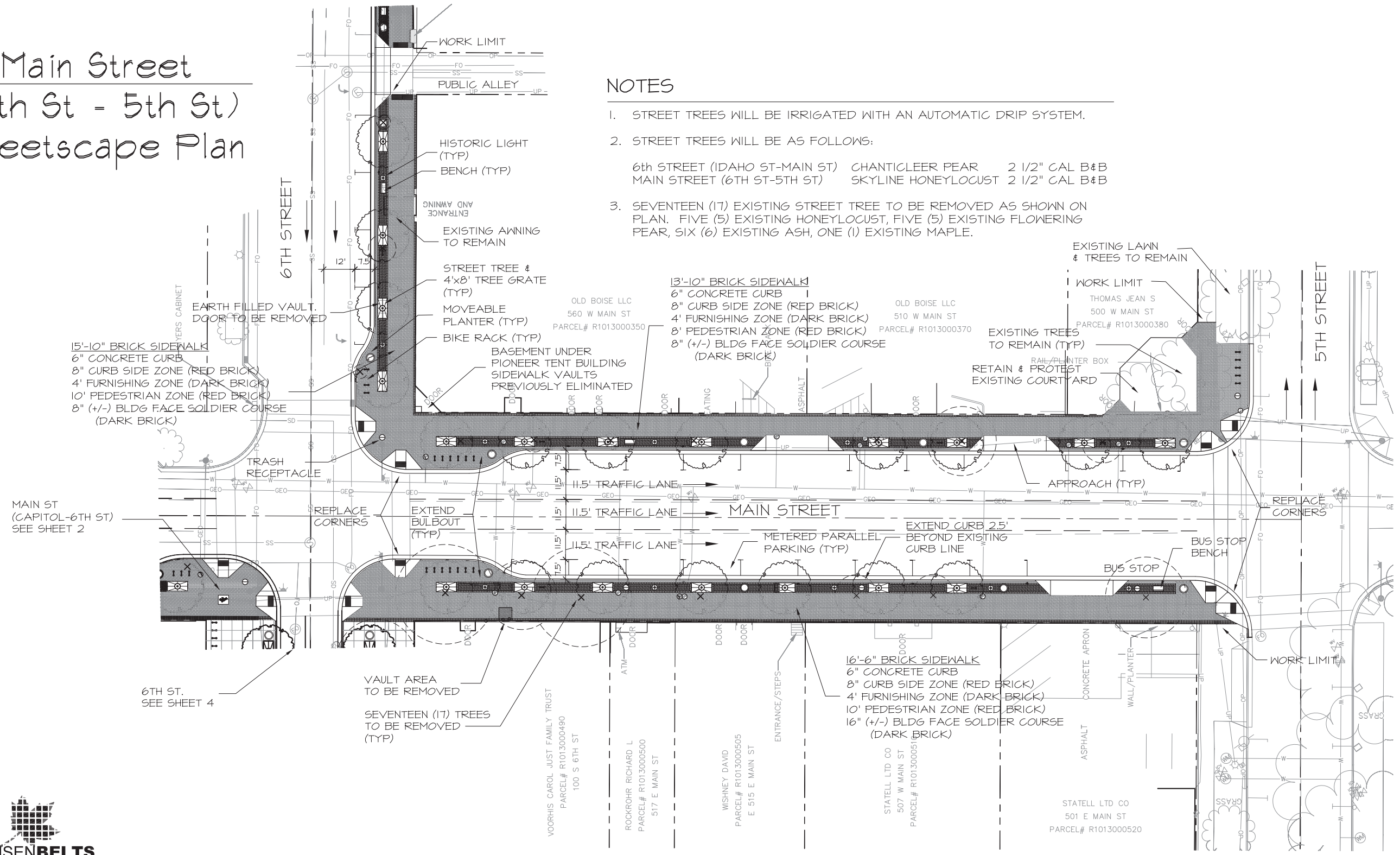


0' 20' 40'
NORTH
October 7, 2013

2014 Old Boise Streetscapes
Capital City Development Corporation

**PRELIMINARY DESIGN
SUBJECT TO REVIEW
FOR 2017 STREETSCAPE
IMPROVEMENT PROJECT**

Main Street (6th St - 5th St) Streetscape Plan



NOTES

1. STREET TREES WILL BE IRRIGATED WITH AN AUTOMATIC DRIP SYSTEM.
2. STREET TREES WILL BE AS FOLLOWS:

6th STREET (IDAHO ST-MAIN ST)	CHANTICLEER PEAR	2 1/2" CAL B&B
MAIN STREET (6TH ST-5TH ST)	SKYLINE HONEYLOCUST	2 1/2" CAL B&B
3. SEVENTEEN (17) EXISTING STREET TREE TO BE REMOVED AS SHOWN ON PLAN. FIVE (5) EXISTING HONEYLOCUST, FIVE (5) EXISTING FLOWERING PEAR, SIX (6) EXISTING ASH, ONE (1) EXISTING MAPLE.



0' 20' 40'
NORTH
October 7, 2013

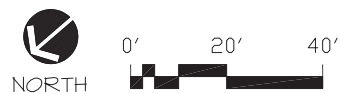
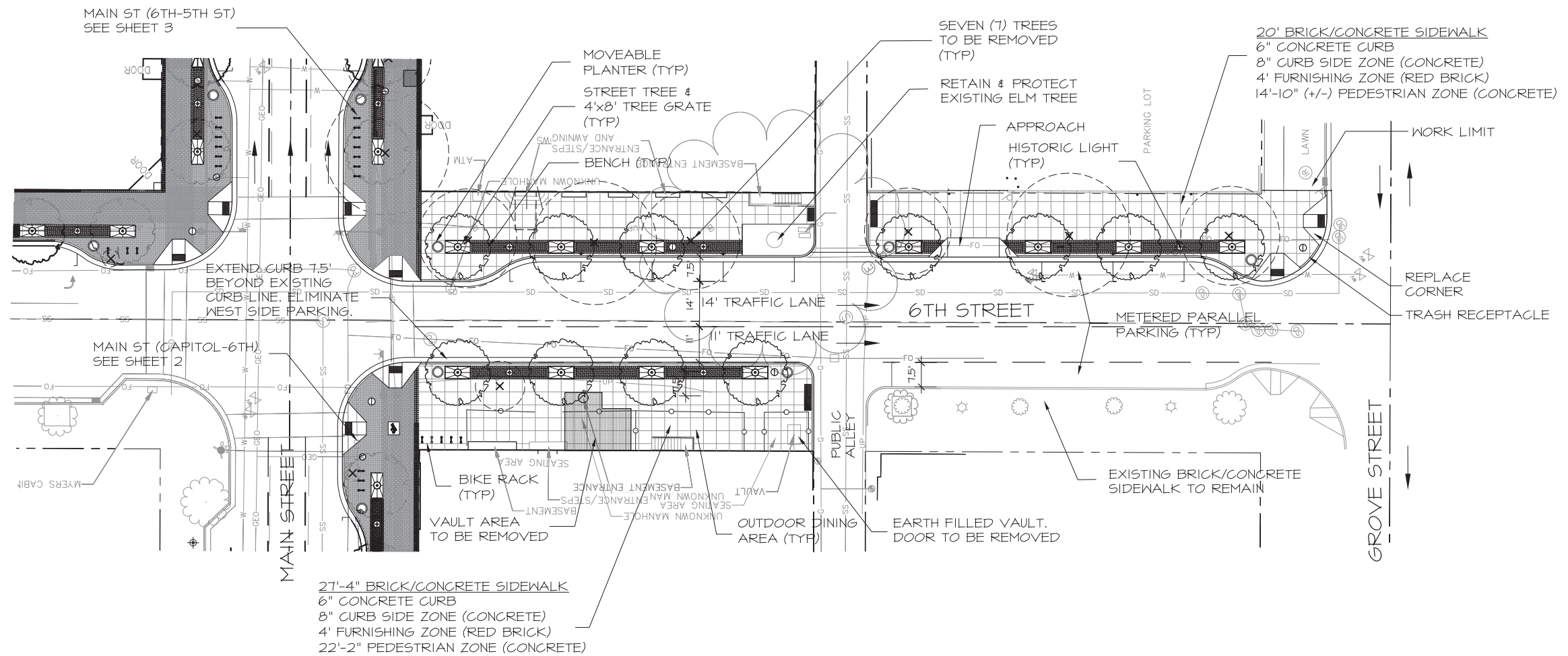
2014 Old Boise Streetscapes
Capital City Development Corporation

**PRELIMINARY DESIGN
SUBJECT TO REVIEW
FOR 2017 STREETSCAPE
IMPROVEMENT PROJECT**

6th Street (Main St - Grove St) Streetscape Plan

NOTES

1. STREET TREES WILL BE IRRIGATED WITH AN AUTOMATIC DRIP SYSTEM.
2. STREET TREES WILL BE AS FOLLOWS:
6TH STREET (MAIN ST-GROVE ST) ACCOLADE ELM 2 1/2" CAL B&B
3. SIX (6) EXISTING STREET TREE TO BE REMOVED AS SHOWN ON PLAN.
THREE (3) EXISTING HONEYLOCUST, THREE (3) EXISTING MAPLE.
RETAIN AND PROTECT ONE (1) ELM TREE.



October 7, 2013

2014 Old Boise Streetscapes
Capital City Development Corporation

PAGE 4 OF 4

**PRELIMINARY DESIGN
SUBJECT TO REVIEW
FOR 2017 STREETScape
IMPROVEMENT PROJECT**



AGENDA BILL

Agenda Subject: Awarding the Front Street Remnant Parcel RFP to Capitol Partners L.P.		Date: 11/14/2016
Staff Contact: Shellan Rodriguez	Attachments: <ol style="list-style-type: none"> 1. RFQ/P Submittal Checklist 2. Capitol Partners L.P. Proposal 3. Request for Proposals 4. Summary of Appraisals 5. Proof of legal ad 	
Action Requested: Authorize Staff to enter into negotiations of a Disposition and Development Agreement for the Remnant Parcel 502 West Front Street with Capitol Partners L.P.		

Background:

CCDC owns a triangular shaped 0.3 acre parcel along the north side of Front Street between 5th and 6th Street, commonly referred to as the Front Street Remnant parcel. It is within the River Myrtle Urban Renewal District.

This parcel was part of old Highway 21 and became a remnant parcel in the early 1990s. According to 2006 CCDC staff reports, it was quitclaimed to the City of Boise in 1994, around the time the I-184 connector project was constructed. In that year, CCDC and the City of Boise completed an exchange in which CCDC acquired the remnant parcel (valued at \$390,000) along with \$107,000 from the City of Boise in exchange for a similar sized property located at 11th and Miller (Cline Property). The Cline Property is currently owned by the City of Boise and is undeveloped. The purpose of this exchange, as records indicate, was to spur a market for the future redevelopment of the remnant in addition to the area around the remnant which was previously the site of "The Boise Rescue Mission" a homeless service provider.

On September 12, 2016, CCDC Board approved the Front Street Remnant Request for Development Proposals. On September 20, 2016, the legal ad was initially published in the Idaho Statesman and was again published on September 23rd, 29th and October 8th. This meets and exceeds the statutory requirements of noticing requests for developments that will lead to property disposition.

The RFP requested development teams to submit proposals to redevelop the CCDC-owned remnant property located at 502 West Front Street in Boise, Idaho, in a way that meets the River Myrtle Urban Renewal Plan.

Complete proposals were due on October 19, 2016, and a single proposal was received by Capitol Partners, L.P. The development team includes: Raymond Management Company (hotel Developer and Manager), Old Boise, LLC (local Developer and GP of the adjacent landowner), deChase Miksis (Developer), Gary Brink and Associates (Architect), Car Park (local parking garage operator). Additional information reading the development team, their experience can be found in Section 5, Team Experience, of the attached proposal.

The proposal includes a 600-700 stall parking garage that is wrapped on two sides by a 140-160 room hotel. The total estimated project cost was represented to be approximately \$49.6 million. The proposed project budget can be found in Section 2 of the attached proposal.

The RFP did not stipulate or restrict uses in any manner but it did include the following five minimum requirements:

- 1- Completed and signed Acknowledgment & Release Form
- 2- Project narrative
- 3- Project's proposed timeline
- 4- Proof of site control
- 5- Development team information and references

Additionally the RFP listed eight project priorities including:

- | | |
|----------------------------------|-----------------------|
| 1- Successful, Similar Portfolio | 2- Quick Completion |
| 3- Pedestrian-Friendly Design | 4- Context |
| 5- Active, Mixed Use | 6- Sustainability |
| 7- Investment | 8- Catalyst Potential |

Fiscal Notes:

This involves staff time and legal review and preparation of the Disposition and Development Agreement (DDA) document.

A re-use appraisal will be required to finalize the DDA, estimated at \$5,000.

Staff Recommendation:

The proposal submitted by a Capitol Partners L.P. has been reviewed by CCDC Staff and is considered a complete proposal, meeting the minimum requirements described.

The proposal includes a mix of uses including a hotel with a lounge, meeting rooms and a parking garage which will incentivize additional development in the area. This project includes a mix of uses as described in the URD Plan, therefore CCDC Staff recommends moving forward with the disposition process as outlined in the RFP.

As per the RFP, the next steps are to obtain detailed financial proformas in order to determine the re-use appraised value. Using that value staff and the developer shall negotiate a Disposition and Development Agreement (DDA) with the intent of obtaining board approval in the coming months and perhaps as early as December. The DDA provides the conditions precedent to disposition of the property which shall include securing approval of land use entitlements, site control of all necessary property, confirmation of financing, etc. The Re-Use Appraisal will be ordered and its completion will be based on the developer's ability to provide a detailed budget and operating information to the appraiser. The Re-Use land value will represent the lowest sales price statutorily permissible for the Agency to seek and it is necessary to complete the draft DDA.

Land Value and Restricted Use Value:

A Type 5 Participation Project as described in the policy requires the initial sales price to be the commercial appraised value and to be paid at the time of land conveyance. Any available rebate or write down is entirely based on whether the re-use appraisal supports it *and* whether the CCDC Board approves it as part of the DDA. The rebate would be paid to the developer at the time of project completion or C of O as long as the terms of the DDA were met.

Based on Board discussion in September an initial sales price is recommended at \$300,000. This is an average appraised value between multiple commercial land appraisals and multiple appraisal methodologies. This was generally agreed to by the Board in September 2016 and a summary of appraisal is attached hereto.

Staff Recommendation:

- 1) Direct Staff to order a re-use appraisal for the project proposed by Capitol Partners L.P.
- 2) Direct Staff to begin negotiating a DDA based on the Summary of DDA as included in the RFP. The DDA will be presented to the CCDC Board in coming months.

Suggested Motion:

I move the Board to authorize Staff to enter into negotiations of a Disposition and Development Agreement with Capitol Partners, LP and to take the appropriate steps to complete a draft DDA for future board approval.

RESPONSE CHECKLIST - REMNANT RFP

These are staff findings based upon the proposal received.

Developer: Capitol Partners L.P.

Date Issued: September 20, 23, 29 and October 8, 2016

Due Date: October 19, 2016, 5pm

Proposal Minimum Requirements (as per the RFP)

1	X	Acknowledgement & Release - signed
2	X	Project Narrative
		a. Summary should be no more than two pages and should include a basic summary of the development proposal and its design intent, including a description of proposed uses, square footage of each proposed use, description of current site control, explanation of development costs including hard and soft costs, architect and engineering fees, land costs, etc.
3	X	Project Timeline
		i. Land Use Entitlements (required approvals, estimated approval dates)
		ii. Construction Permits Approved
		iii. Construction Start Date
		iv. Certificate of Occupancy Received
		v. Lease up or sale schedule
4	X	Site Control
		If the proposal incorporates land besides the Site please provide proof of site control. Site control can be in the form of a deed, fully executed purchase or option agreement, or binding letter of commitment from owner.
5	X	Development Team Information
		a. Identify the primary contact person for the developer.
		b. Developer's resume
		c. Three professional references for the developer.
		d. Include a list of the proposed members of the development team including the architect, contractor, owner, manager, etc.

PRIORITIES (as per the RFQ/P)

- 1 **SUCCESSFUL, SIMILAR PORTFOLIO** - Applicants whom have worked on projects of similar scale, cost, context and use are preferred. Priority will be given to applicants with similar projects in their portfolios which also demonstrate marked success.
Member of the development team have: 1) worked with CCDC's Participation Policy (Owyhee Hotel and more recent proposed projects) 2) developed urban hotels in Boise and elsewhere, 3) included local operators (Car Park)
- 2 **QUICK COMPLETION** - Priority will be given to projects proposed to be completed within a shorter time frame relative to the size of the project. This should be included in Section III.3.
Estimated completion date is Quarter 1 of 2019, assuming CCDC's DDA is approved in December 2016.
- 3 **PEDESTRIAN-FRIENDLY DESIGN** - Pedestrian-friendly design at the street level is preferred, which includes, but is not limited to buildings which meet the sidewalk and orient windows toward the sidewalk, limited blank walls facing the sidewalk, and buildings with entrances facing the sidewalk. Priority is also given to projects which minimize the impact of surface parking on the site.
The parking garage is wrapped by "a more urban, people oriented, and better use" along the public right of ways and hides the inactive parking garage from the pedestrian view.
- 4 **CONTEXT** - Projects which meet the existing urban renewal plans suggesting mixed use for the parcel are preferred. Priority will be given to projects which exhibit urban form and density over projects which exhibit more suburban form.
The Old Boise-Eastside Master Plan (2004) suggests this site's preferred development concept is "Mixed Uses". Mixed Uses: Higher intensity areas that typically have a mix of office, residential, retail, restaurants and entertainment uses, and may also have lodging and convention or conference facilities. These areas typically have a high concentration of pedestrian activity.
This development proposes a mix of uses within the hotel (guest rooms, lounge, fitness center, offices, conference rooms) and includes a parking garage which could help nearby properties re develop.
- 5 **ACTIVE, MIXED-USE** - Mixed-use projects with active ground floor uses are preferred over single-use projects with dormant ground floor uses.
Parking Garage and hotel with lounge, fitness, conference room are proposed.
- 6 **SUSTAINABILITY** - Designs which plan to meet or exceed the Boise City Green Construction Code will be preferred.
The proposal does not address this priority.
- 7 **INVESTMENT** - Projects which will bring more investment to the district are preferred.
Development costs \$49.6 million.
- 8 **CATALYST POTENTIAL** - Projects which best leverage neighborhood assets and are most likely to stimulate spin-off and/or complementary development are preferred.
The proposal incorporates a 600 space parking garage which the proposal suggests would catalyze additional development in the area.

0 PROPOSAL

This proposal is in response to Capital City Development Corporation's (CCDC) Request for Proposals (RFP) for the development of the Front Street Remnant Parcel located on the north side of Front Street between 5th and 6th street in Downtown Boise, addressed as 502 W Front Street ("Site").

It is understood that CCDC is the urban renewal agency for Boise, Idaho, and oversees four downtown urban renewal districts. It is also understood that CCDC would like the Site to be included in a development project that helps CCDC focus on creating a lively, pedestrian-oriented mixed-use urban center in downtown Boise.

The Proposal included in the following pages is intended to meet both the requirements as stated in the RFP and to redevelop the Site with CCDC's focus in mind. If there are any questions about the Proposal, please address them to:

Dean Papé
PO Box 733
Boise, Idaho 83701
208-830-7071
dean@dechase.com

1 ACKNOWLEDGMENT AND RELEASE

Acknowledgment and Release forms have been included as **Exhibit A** to this Proposal. Although not requested as part of the RFP the standard CCDC Cover Sheet has also been included in Exhibit A.

2 PROJECT NARRATIVE

“...The bottom line of this analysis is essentially “a call to action”. For many years, Boise has enjoyed a surplus of parking, but following years of recession, in which no significant parking development occurred, and a recent resurgence of development activity, parking demand is now exceeding supply in several areas...”

Kimley Horn - Downtown Boise Parking Strategic Plan, September 2016

CONCEPT

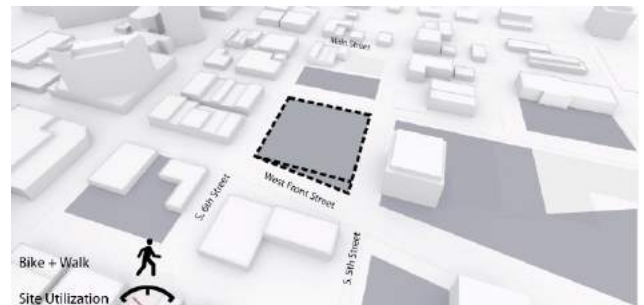
The proposed project is a result of demand for downtown parking accompanied by other creative uses that create additional parking demand. Creation of a large supply of parking should also serve as a catalyst for development of neighboring surface parking lots and nearby under-utilized properties.

Parking concepts for the block between 5th/6th Streets and Front/Grove Streets, that includes the CCDC 0.3-acre remnant parcel, have been analyzed for years. Initial concepts evaluated options including a mix of uses to complement parking; some use were mounted on top of a parking structure while others uses were integrated into the first floor plan. After extensive study, the program presented in this proposal was determined to best meet the objectives of the development team and objectives in Blue Print Boise to create vibrant mix of uses and avoid auto-oriented building forms.

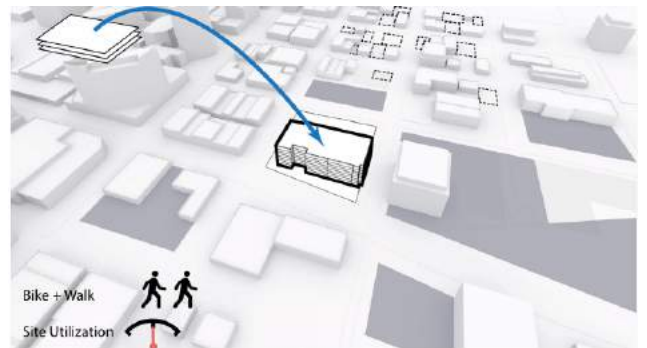
DESIGN INTENT

The project teams desire for a street edge that is pedestrian friendly and financially viable drives the design. The enclosed concept employs a “wrap” for the parking structure and allows for a cost effective and efficient parking design to be hidden from the street by wrapping a more urban, people oriented, and better use along the public right of ways.

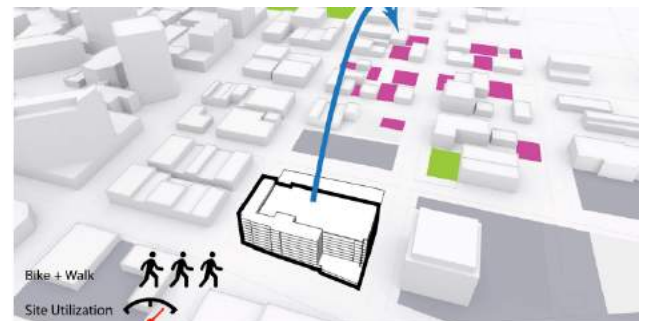
Use of the wrap replaces the inactive, auto-oriented street edge with active uses that mask the parking structure, replacing it with an active pedestrian oriented treatment. The design intent for this project was to place the parking needs for the greater district on this property and conceal it with a new and exciting hotel concept along Front and Sixth Street.



Current: under-utilized and not pedestrian oriented



Parking Demand: office expansion in Central Business District created a need for additional parking



Redevelopment Catalyst: creation of additional parking allows for additional development on existing surface parking lots on neighboring properties

2 PROJECT NARRATIVE

PROPOSED USES

The project is designed to accommodate two main functions within a single building footprint, with consist of the following:

Hotel

- 140 - 160 Guest Rooms
- Business Conference Center
- Guest Fitness Center and Pool
- Modern Lounge and Lobby
- Guest Services and Reception
- Guest Support
- Hotel Management/Support Offices

Parking Garage

- 600 - 700 Parking Stalls
- Automated Parking System
- Two Elevator and Stair Towers
- Garage Management/Support Office

DEVELOPMENT COST

The development Cost is broken up between areas of the project as follows:

Hotel

Hard Construction Costs	\$24,750,000
Soft Construction Costs	\$ 4,020,000
FF&E	\$ 3,500,000

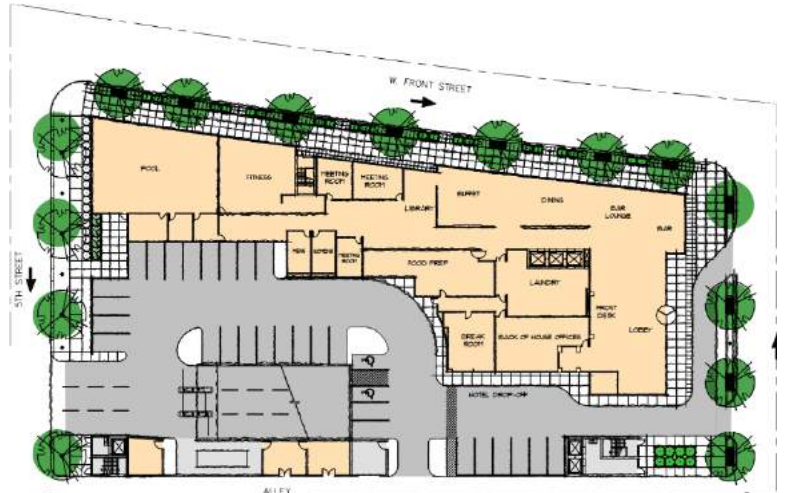
Parking Garage

Hard Construction Costs	\$11,175,000
Soft Construction Costs	\$ 2,600,000
FF&E	\$ 250,000

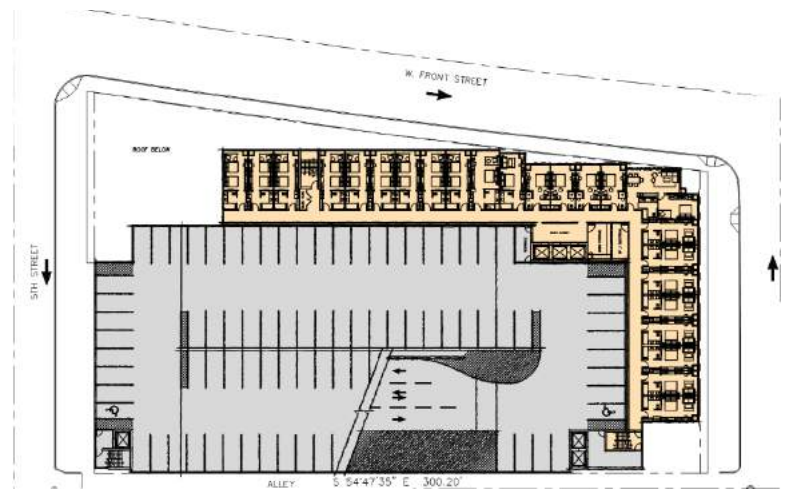
Combine Costs

Land Cost	\$ 1,830,000
Off-Site Improv. Costs	\$ <u>1,500,000</u>

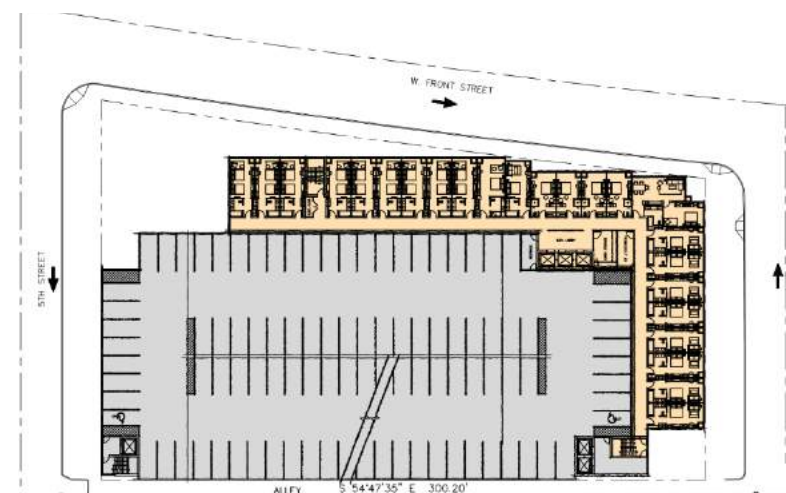
Total Estimated Project Cost \$49,625,000



Conceptual 1st Floor Design



Conceptual 2nd Floor Design



Conceptual 3rd - 6/7th Floor Design

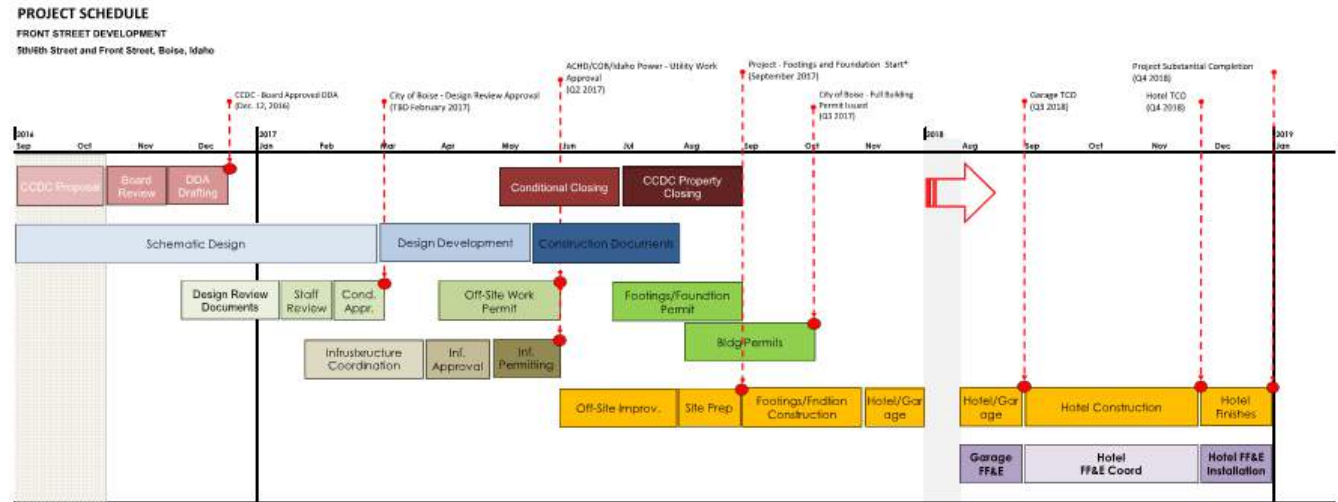
3 PROJECT TIMELINE

TIMELINE

The project timeline is based on known information and knowledge of the type of project being constructed. Certain periods of time are assumptions and will be clarified once more information is known. Below are two schedules, one a graphic representation and the other has specific dates when mile-stone items are scheduled for completion.

DEVELOPMENT SCHEDULE

Below is a high-level projected schedule that notes critical dates throughout the duration of the project.



(Please note: months from the middle of the schedule, as indicated by the red arrow, have been removed to allow it to fit within this document. The only activity during these months is “Hotel and Garage Construction.”)

MILESTONE DATES

Milestone dates for the project are as follows:

- | | |
|--|-------------------|
| ▪ CCDC – Board Approval of DDA | December 12, 2016 |
| ▪ City of Boise – Design Review Submission | January 10, 2017 |
| ▪ City of Boise – Design Review approval | March TBD, 2017 |
| ▪ ACHD/City of Boise/Idaho Power -Off-site work submission | April, 2017 |
| ▪ ACHD/City of Boise/Idaho Power -Off-site work approval | June, 2017 |
| ▪ Off-Site Utility/Etc. Construction start | 3rd Quarter, 2017 |
| ▪ City of Boise – Building Permit Submission | 3rd Quarter, 2017 |
| ▪ City of Boise – Building Permit Received | 4th Quarter, 2017 |
| ▪ Project - Construction Start | 4th Quarter, 2017 |
| ▪ Project – Temporary Occupancy (Garage)* | 4rd Quarter, 2018 |
| ▪ Project – Temporary Occupancy (Hotel)* | 4th Quarter, 2018 |
| ▪ Project - Substantial Completion | 1st Quarter, 2019 |

*Temporary Certification of Occupancy is dependent upon final building design and permitted by the City of Boise.

4 SITE CONTROL

ADJOINING PROPERTY COMMITMENT

The development site encompasses property that is owned and controlled by Capitol Partners LP as well as the CCDC Remnant Parcel (see: "Parcel Map(s)" below). Capitol Partners LP is managed by Clay Carley, Mr. Carley is also a member of the joint-venture development team as the managing member of Old Boise, LLC. Capitol Partners LP is under an agreement with the joint-venture development team to include this parcel as a part of the proposed development project (see "Owner Acknowledgement" letter below and included as Exhibit B).

Owner Acknowledgement

Capitol Partners LP

CCDC Board of Commissioners
Capitol City Development Corporation
121 Nth 9th Street
Suite 501
Boise, ID 83702
October 7, 2016

Subject: Commitment Letter to Develop

Dear Commissioners:

Capitol Partners LP acquired the parcels along Front Street bounded by 5th and 6th Streets for the sole purpose of developing a structured parking garage and mixed use development. After many years of planning and development strategy Capitol Partners is pleased to state it is fully committed to develop these parcels in conjunction with Raymond Management Company, Madison, WI. Raymond will build, own, and operate a hotel with approximately 150 rooms and Capitol Partners will own and operate a garage with approximately 650 stalls.

It is our intention to begin full scale architectural design and construction drawings as soon as land acquisition is complete with the CCDC.

We appreciate the support of the CCDC and look forward to working with the CCDC staff to move this project forward and on to completion.

Best Regards,


Clay Carley
General Manager
Capitol Partners LP

106 North 6th Street



Boise, ID

83702

Parcel Map & Development Plan



Parcel Map & Ownership

-  CCDC Remnant Parcel
-  Capitol Partners LP Parcels



5 DEVELOPMENT TEAM

Due to the multi-use development plan a joint-venture development team was established with members of differing skills and backgrounds. The joint-venture development team includes three entities: Raymond Management Company, a leader in hospitality development and management throughout the United States; Old Boise LLC, a downtown Boise real estate development and management company; and deChase Miksis, a regional development services company specializing in complex urban multi-use development projects. The primary contact person for the joint-venture development team is Dean Papé.

In addition to the joint-venture development team, design professionals: Gary Brink and Associates and parking structure professional: Car Park, are part of the larger development team. Each of these professionals adds knowledge, experience, and product understanding to the development team. Additional design professionals and consultants have yet to be determined and a contractor has not been selected, but project costing has been provided by contractors familiar with the project scope as well as evaluation by the project team.

RAYMOND MANAGEMENT COMPANY

Barry Perkel / Brian Waters
www.raymondteam.com



Raymond Management Company (RMC) is devoted to excellence in the hospitality and real estate development. RMC was founded in 1978 and is one of the most trusted hospitality real estate developers and managers in the United States.

RMC's portfolio of properties spans 10 states and includes 33 operating hotels. The Company is unique because of its holistic approach to hospitality; from site selection and design continuing into construction and operation, RMC focuses on delivery of a unique guest experience. In Boise RMC developed and operates the Hampton Inn and Suites in BODO.

Raymond's properties consistently rank in the top 25% of the franchise brands, and the company continues to grow with several projects currently being developed.

References:

JOHN RENT

Wells Fargo Bank
612-667-2668

PAUL PAIN – PRESIDENT

Near Southside Redevelopment
817-923-1649

PETER MORTENSON

SVP | US Bank CRE Division
608-252-4208

OLD BOISE

Clay Carley
www.oldboise.com



Old Boise LLC and Capital Partners LP have been renovating historic buildings since 1974 exclusively in downtown Boise, Idaho. Once a derelict area, Old Boise has been transformed into a vibrant urban center and is now registered on the National Register of Historic Places.

Old Boise LLC prides itself in urban infill and reuse of existing historic buildings. Old Boise projects promote mixed use, transit oriented development and sustainable design through the reuse of existing structures and by incorporating the latest in energy efficiency practices.

Recently Old Boise expanded its portfolio with the redevelopment of the 100-year-old Owyhee building. Recreating the once active hotel and restaurant to office, retail, and multi-family housing.

References:

JEFFERSON JEWELL

Caprock Group
208-860-4957

DAVID DURO – CEO

Treasure Valley YMCA
208-344-5502

ROBERT SONNICHSEN

Wells Fargo Bank
208-363-7525

5 DEVELOPMENT TEAM

deCHASE MIKSIS

Dean Papé
www.dechase.com



deChase Miksis specialize in the execution of complex real estate development projects throughout the Pacific Northwest. The team at deChase Miksis has been involved with the visioning, design, and construction of over 2,000,000 sq. ft. of mixed-use, multi-family, office, medical, retail and industrial development projects.

Dean Papé and Mark Miksis lead the team at deChase Miksis and have a combined experience of over 35 years in real estate development. Their experience ranges from small retail owner representation to high-rise multi-tenant medical office buildings.

Mr. Papé specializes in complex urban mixed-use projects and is involved with every aspect of the development process; site selection to project completion, and asset management.

References:

MARK EDLEN - PRINCIPAL

Gerding Edlen Development
503-299-6000

DAVE BLEWETT - PRESIDENT

Kendall Management Group
541-335-4000

BART RICKETTS - PRESIDENT/CEO

Lease Crutcher Lewis Construction
206-622-0500

GARY BRINK AND ASSOCIATES

Jeff Brinkus
www.garybrink.com



Gary Brink & Associates integrates a client's vision with the understanding of state and community ordinances, environmental impact, and development resources to achieve project completion on time and within budget. As a full service architectural design firm, Gary Brink & Associates provide structural, civil, and mechanical consultants.

With over 20 years of hospitality design and construction experience, Mr. Brinkus oversees planning and design for major projects and directs programming, design, presentation, budget analysis, construction documentation. Additionally, he is responsible for project administration.

Car Park

Jeff Wolfe



The Car Park is a professional parking management company that leases, manages and owns parking facilities. They also provide design, equipment, audit and general consulting services to some of the nation's largest property owners and managers.

Mr. Wolfe Brings over 30 yeast of parking management experience and is involved with the operation throughout the United States. Mr. Wolfe assists clients in all aspects of a parking facility development and management.

5 TEAM EXPERIENCE

HAMPTON INN & SUITES – Madison

Raymond Management Company

Madison, Wisconsin

2013



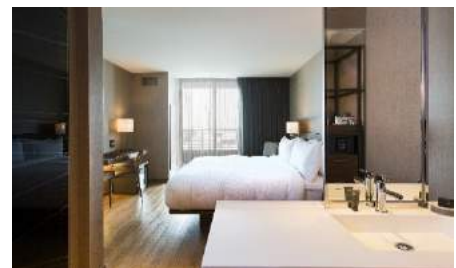
The property consists of 193 guest rooms and a vertically integrated parking structure, as well as the award winning “Bassett Street Brunch Club” Restaurant. The hotel is recognized as one of the top performing Hampton Inn and Suites globally and is the recipient of the Connie Award for guest satisfaction.

AC MARRIOTT–Liberty Center

Raymond Management Company

Liberty, Ohio

2015



Completed as part larger 1.3 million square-foot town center the project includes 130 guest room that were developed above 22,000 square-feet of retail and a public street. The hotel remains the highest rated hotel in the area on TripAdvisor.

5 TEAM EXPERIENCE

THE OWYHEE

Old Boise. LLC

Boise, Idaho

2014



Complete historic renovation and upgrade of The Owyhee Hotel into an active mixed-use building. The building is now occupied by 50,000 square-feet of office space, 20,000 square-feet of retail and 36 apartments. Old Boise worked with CCDC and other government agencies to ensure the project exceeded expectations.

PIONEER TENT AND AWNING BUILDING

Old Boise. LLC

Boise, Idaho

Original Conversion 1970



Originally converted from a tent manufacturing and sales building to a mixed-use office and retail center. It has become the center of "Old Boise," and was one of the first adaptive re-use projects in Boise. Currently there are over 25 different retail and executive office tenants occupying 38,000 square-feet.

5 TEAM EXPERIENCE

THE JANEY

DeChase Miksis

Portland, Oregon

2013



Developed for a Portland investment group to create a new urban housing product to meet the growing demand for compact efficient living space that are sustainable by design. The building includes 50 apartments, 2,500 square-feet of retail and is certified LEED Platinum.

NORTHWEST COMMUNITY CREDIT UNION CENTER

DeChase Miksis

Eugene, Oregon

2014



Developed as a build-to-suite project for Northwest Community Credit Union (NCCU) to centralize their management and executive team. The 69,000 square-foot building includes all of NCCU's critical operations to

e EXHIBIT A

ACKNOWLEDGMENT & RELEASE



Cover Sheet

Front Street Remnant Request for Development Proposals

Please print or type all required information Respondent Contact Information

Development Entity

Boise Downtown Lodging Associates, LLC

Contact Person

Barry Perkel

Title

Director of Real Estate

Role in Development Entity

Lead Developer

Address

Raymond Management Company; 8333 Greenway Boulevard; Suite 200; Middleton, WI; 53562

Phone

608-662-8334

Email Address

Perkel@raymondteam.com

By signing this required Cover Sheet, the Respondent indicates the information in the RFQ/P, including any clarifying information, as contained in the Appendices, has been taken into consideration in the preparation of this proposal.

Signature: _____

Two handwritten signatures in black ink are written over a horizontal line. The first signature is a stylized 'B' for Barry Perkel, and the second is a more complex, cursive signature.

Date: October 17, 2016

Print or Type Name: Barry Perkel

Print or Type Title: Director of Real Estate

Acknowledgment & Release

The undersigned ("Respondent"), on behalf of Respondent and all participants and parties included or subsequently added in/to Respondent's development team, has read and fully accepts the Capital City Development Corporation's ("CCDC"), discretion and non-liability as stipulated herein, expressly for, but not limited to, CCDC's decision to proceed with a selection process by issuing the Request for Qualifications/Proposals for the development of the 502 West Front Street property (the "RFQ/P"). Capitalized terms not defined herein shall have the meaning ascribed in the RFQ/P.

Respondent accepts and agrees to the terms and conditions as described or as may be modified as well as the following:

1. CCDC reserves the right in its sole discretion and judgment, for whatever reasons it deems appropriate and at any time:
 - a. To suspend or modify any part of the selection process or terminate the RFQ/P at any time for any reason with no financial or other obligation to Respondent.
 - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ/P and to ascertain the depth of Respondent's capability and desire to develop the Site;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to its RFQ/P and any submission by any respondent;
 - d. Accept or reject any submission or part thereof received in response to the RFQ/P, including any statement submitted by the undersigned, or select any one submission over another;
 - e. Accept or reject all or any part of any materials, plans, proposals or statements included in a submission, including, but not limited to, the nature and type of submission.
2. CCDC is governed by state law as provided in Title 50, Chapter 20, and in Title 50, Chapter 29 of the Idaho Code, and other state and federal regulations that may apply, and Respondent acknowledges that the RFQ/P selection process and any assistance in the development of the Site from CCDC must conform to all applicable laws, rules and regulations.
3. CCDC may, in its discretion, conduct public hearings during the RFQ/P selection process that would require disclosure of the Respondent's proposed project and related details to the public and the media.
4. CCDC may accept or reject any proposal or statement and/or information received in response to the RFQ/P, including any proposal, statement, or information submitted by the undersigned, or select one developer over another.
5. Respondent understands that by responding to the RFQ/P, its proposed project may be subject to review and comment by CCDC staff and consultants.

6. Respondent agrees to waive any formalities or defects as to form, procedure, or content with respect to the RFQ/P and any responses by any respondent thereto.
7. Respondent consents to the acquisition of information by CCDC in conjunction with this RFQ/P, and waives all claims, and releases CCDC from any liability in the acquisition of this information and use of this information.
8. Respondent agrees that CCDC staff, officers or board and the City of Boise shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decisions made at the discretion of CCDC or the City of Boise with respect to the RFQ/P.
9. Non-Liability of CCDC. Respondent agrees that CCDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
10. Respondent, including all team members, have carefully and thoroughly reviewed the RFQ/P and have found the RFQ/P and all attachments thereto to be complete and free from ambiguities and sufficient for their intended purpose.
11. Respondent participates in the RFQ/P process at its own risk.

By: Barry Perkel

Its: Director of Real Estate

Date: October 17, 2016



Cover Sheet

Front Street Remnant Request for Development Proposals

Please print or type all required information

Respondent Contact Information

Development Entity

Capitol Partners LP

Contact Person

Clay Carley

Title

General Manager

Role in Development Entity

Manager

Address

106 Nth 6th Street; Suite M-2, Boise, ID 83702

Phone

208-345-7852

Email Address

claycarley@oldboise.com

By signing this required Cover Sheet, the Respondent indicates the information in the RFQ/P, including any clarifying information, as contained in the Appendices, has been taken into consideration in the preparation of this proposal.

Signature

A handwritten signature in black ink, appearing to read 'Clayton N. Carley', is written over a horizontal line.

Date October 7, 2016

Print or Type Name Clayton N. Carley

Print or Type Title General Manager

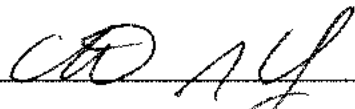
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 - c. Waive any formalities or defects as to form, procedure, or content with respect to its RFQ/P and any submission by any respondent;
 - d. Accept or reject any submission or part thereof received in response to the RFQ/P, including any statement submitted by the undersigned, or select any one submission over another;
 - e. Accept or reject all or any part of any materials, plans, proposals or statements included in a submission, including, but not limited to, the nature and type of submission.
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8. Respondent agrees that CCDC staff, officers or board and the City of Boise shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decisions made at the discretion of CCDC or the City of Boise with respect to the RFQ/P.
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11. Respondent participates in the RFQ/P process at its own risk.

By: 

Its: General Manager

Date: October 7, 2016



Cover Sheet

Front Street Remnant Request for Development Proposals

Please print or type all required information

Respondent Contact Information

Development Entity

deChase Development Services, LLC d/b/a deChase Miksis

Contact Person

Dean Pape

Title

Principal/Member

Role in Development Entity

Local Development Services

Address

PO Box 733, Boise, Idaho 83702

Phone

208.830.7071

Email Address

dean@dechase.com

By signing this required Cover Sheet, the Respondent indicates the information in the RFQ/P, including any clarifying information, as contained in the Appendices, has been taken into consideration in the preparation of this proposal.

Signature

A handwritten signature in blue ink, appearing to read 'J. Dean Papé', is written over a horizontal line.

Date 19-Oct.-16

Print or Type Name J. Dean Papé

Print or Type Title Member

Acknowledgment & Release

The undersigned ("Respondent"), on behalf of Respondent and all participants and parties included or subsequently added in/to Respondent's development team, has read and fully accepts the Capital City Development Corporation's ("CCDC"), discretion and non-liability as stipulated herein, expressly for, but not limited to, CCDC's decision to proceed with a selection process by issuing the Request for Qualifications/Proposals for the development of the 502 West Front Street property (the "RFQ/P"). Capitalized terms not defined herein shall have the meaning ascribed in the RFQ/P.

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1. CCDC reserves the right in its sole discretion and judgment, for whatever reasons it deems appropriate and at any time:
 - a. To suspend or modify any part of the selection process or terminate the RFQ/P at any time for any reason with no financial or other obligation to Respondent.
 - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ/P and to ascertain the depth of Respondent's capability and desire to develop the Site;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to its RFQ/P and any submission by any respondent;
 - d. Accept or reject any submission or part thereof received in response to the RFQ/P, including any statement submitted by the undersigned, or select any one submission over another;
 - e. Accept or reject all or any part of any materials, plans, proposals or statements included in a submission, including, but not limited to, the nature and type of submission.
2. CCDC is governed by state law as provided in Title 50, Chapter 20, and in Title 50, Chapter 29 of the Idaho Code, and other state and federal regulations that may apply, and Respondent acknowledges that the RFQ/P selection process and any assistance in the development of the Site from CCDC must conform to all applicable laws, rules and regulations.
3. CCDC may, in its discretion, conduct public hearings during the RFQ/P selection process that would require disclosure of the Respondent's proposed project and related details to the public and the media.
4. CCDC may accept or reject any proposal or statement and/or information received in response to the RFQ/P, including any proposal, statement, or information submitted by the undersigned, or select one developer over another.
5. Respondent understands that by responding to the RFQ/P, its proposed project may be subject to review and comment by CCDC staff and consultants.

6. Respondent agrees to waive any formalities or defects as to form, procedure, or content with respect to the RFQ/P and any responses by any respondent thereto.
7. Respondent consents to the acquisition of information by CCDC in conjunction with this RFQ/P, and waives all claims, and releases CCDC from any liability in the acquisition of this information and use of this information.
8. Respondent agrees that CCDC staff, officers or board and the City of Boise shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decisions made at the discretion of CCDC or the City of Boise with respect to the RFQ/P.
9. Non-Liability of CCDC. Respondent agrees that CCDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
10. Respondent, including all team members, have carefully and thoroughly reviewed the RFQ/P and have found the RFQ/P and all attachments thereto to be complete and free from ambiguities and sufficient for their intended purpose.
11. Respondent participates in the RFQ/P process at its own risk.

By:  _____

Its: Member _____

Date: 19-October-2016 _____

e EXHIBIT B

OWNER ACKNOWLEDGEMENT

Capitol Partners LP

CCDC Board of Commissioners
Capitol City Development Corporation
121 Nth 9th Street
Suite 501
Boise, ID 83702

October 7, 2016

Subject: Commitment Letter to Develop

Dear Commissioners:

Capitol Partners LP acquired the parcels along Front Street bounded by 5th and 6th Streets for the sole purpose of developing a structured parking garage and mixed use development. After many years of planning and development strategy Capitol Partners is pleased to state it is fully committed to develop these parcels in conjunction with Raymond Management Company, Madison, WI. Raymond will build, own, and operate a hotel with approximately 150 rooms and Capitol Partners will own and operate a garage with approximately 650 stalls.

It is our intention to begin full scale architectural design and construction drawings as soon as land acquisition is complete with the CCDC.

We appreciate the support of the CCDC and look forward to working with the CCDC staff to move this project forward and on to completion.

Best Regards,



Clay Carley
General Manager
Capitol Partners LP



TitleOne
a title & escrow co.

ADA COUNTY RECORDER Christopher D. Rich
BOISE IDAHO Pgs=2 CHE FOWLER
TITLEONE BOISE

2016-024525
03/25/2016 09:39 AM
\$13.00

Order Number: 16266735 *SW/JG*

WARRANTY DEED

For Value Received,

The Barker Enterprises L.L.C., an Idaho limited liability company, the Grantor, does hereby grant, bargain sell and convey unto, Capitol Partners L.P., an Idaho limited partnership, whose current address is 106 N. 6th St., Ste M2, Boise, ID 83702, the Grantee, the following described premises, in Ada County, Idaho, To Wit:

Lots 4, 5, and 6 in Block 24 of Boise City Original Townsite, according to the official plat thereof, filed in Book 1 of Plats at Page 1, official records of Ada County, Idaho.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, its heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that Grantor is the owner in fee simple of said premises; that they are free from all encumbrances EXCEPT those to which this conveyance is expressly made subject and those made, suffered or done by the Grantee; and subject to all existing patent reservations, easements, right(s) of way, protective covenants, zoning ordinances, and applicable building codes, laws and regulations, general taxes and assessments, including irrigation and utility assessments (if any) for the current year, which are not due and payable, and that Grantor will warrant and defend the same from all lawful claims whatsoever. Whenever the context so requires, the singular number includes the plural.

Dated: *3/24/16*

The Barker Enterprises L.L.C., an Idaho limited liability company

By: 
Beverly A. Barker, Manager



TitleOne
A TITLE & ESCROW CO.

ELECTRONICALLY RECORDED
STAMPED FIRST PAGE NOW
INCORPORATED AS PART OF
THE ORIGINAL DOCUMENT

Order Number: 16266735 *SP/JG*

WARRANTY DEED

For Value Received.

The Barker Enterprises L.L.C., an Idaho limited liability company, the Grantor, does hereby grant, bargain sell and convey unto, Capitol Partners L.P., an Idaho limited partnership, whose current address is 106 N. 6th St., Ste M2, Boise, ID 83702, the Grantee, the following described premises, in Ada County, Idaho, To Wit:

Lots 4, 5, and 6 in Block 24 of Boise City Original Townsite, according to the official plat thereof, filed in Book 1 of Plats at Page 1, official records of Ada County, Idaho.

TO HAVE AND TO HOLD the said premises, with their appurtenances unto the said Grantee, its heirs and assigns forever. And the said Grantor does hereby covenant to and with the said Grantee, that Grantor is the owner in fee simple of said premises; that they are free from all encumbrances EXCEPT those to which this conveyance is expressly made subject and those made, suffered or done by the Grantee; and subject to all existing patent reservations, easements, right(s) of way, protective covenants, zoning ordinances, and applicable building codes, laws and regulations, general taxes and assessments, including irrigation and utility assessments (if any) for the current year, which are not due and payable, and that Grantor will warrant and defend the same from all lawful claims whatsoever. Whenever the context so requires, the singular number includes the plural.

Dated: *3/24/16*

The Barker Enterprises L.L.C., an Idaho limited liability company

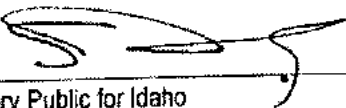
By: 

Beverly A. Barker, Manager

State of Idaho, County of Ada, ss.

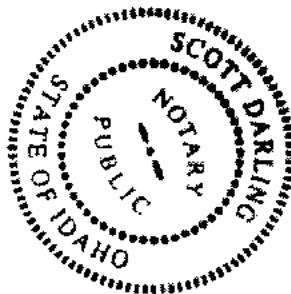
On this 24th day of March, 2016, before me, the undersigned, a Notary Public in and for said State, personally appeared Beverly A. Barker, known or identified to me to be a Manager of the limited liability company that executed the within instrument and acknowledged to me that he executed the same for and on behalf of said limited liability company and that such limited liability company executed it.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year in this certificate first above written.



Notary Public for Idaho
Residing In: _____
My Commission Expires: _____

RESIDING: BOISE, ID
COMMISSION EXPIRES: 11-28-19



ADA COUNTY RECORDER J. DAVID NAVARRO
BOISE IDAHO 12/29/06 04:48 PM
DEPUTY Neava Haney
RECORDED - REQUEST OF
Transaction Title

AMOUNT 6.00

2



When recorded, please return to

Batt & Fisher LLP
Attn: David B. Lincoln
101 South Capitol Boulevard, 5th Floor
Boise, Idaho 83702
(208) 331-1000
dbl@battfisher.com

0600017616-NB1

SPECIAL WARRANTY DEED

FOR VALUE RECEIVED, the receipt and sufficiency of which is hereby acknowledged, BRM FOUNDATION, INC., an Idaho nonprofit corporation (the "Grantor"), whose address is 1415 West Jefferson Street, Boise, Idaho 83702-5210, does hereby grant, bargain, sell, and convey unto CAPITOL PARTNERS L.P., an Idaho limited partnership (the "Grantee"), whose address is 510 West Main, Boise, Idaho 83702, all of Grantor's right, title and interest in and to the following real property located in Ada County, Idaho (the "Premises"):

Lots 1, 2 and 3 in Block 24 of BOISE CITY,
according to the official plat thereof, filed in Book 1 of
Plats at Page 1, records of Ada County, Idaho.

TO HAVE AND TO HOLD the Premises, with its appurtenances unto Grantee and Grantee's successors and assigns forever. Grantor does hereby covenant to and with Grantee that the Premises are free from all encumbrances created or suffered by Grantor, except those made, suffered or done by Grantee and except (a) general taxes and assessments, including utility assessments for the current year, which are not yet due and payable; (b) any easements, restrictions, conditions and other matters of record; (c) building, zoning and other applicable ordinances and regulations; and that Grantor will warrant the same forever, as to Grantor's own acts and none other, from all lawful claims whatsoever.

DATED this 29th day of December, 2006.

GRANTOR:

BRM FOUNDATION, INC.,
an Idaho nonprofit corporation

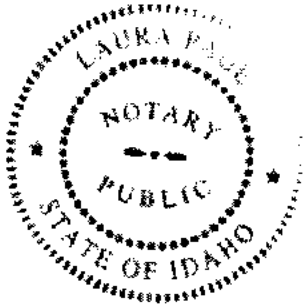
By: David B. Hills
David Hills, Chairman

SPECIAL WARRANTY DEED

C:\Documents and Settings\jdb\My Documents\Temporary Internet Files\01.KB-Special Warranty Deed GP01.doc

State of Idaho)
) ss.
County of *Ada*)

On this 29th day of December, in the year of 2006, before me, a Notary Public in and for said State, personally appeared David Hills, known or identified to me to be the Chairman of BRM FOUNDATION, INC., an Idaho nonprofit corporation, the corporation that executed the instrument or the person who executed the instrument on behalf of said corporation, and acknowledged to me that such corporation executed the same.



Laura Page

Notary Public for Idaho
Residing at _____
My Commission expires _____ Residing in Boise, Idaho
Commission expires 07-30-09



**REQUEST FOR
DEVELOPMENT PROPOSALS**

FRONT STREET REMNANT PARCEL (0.3 ACRES)
RIVER MYRTLE-OLD BOISE
URBAN RENEWAL DISTRICT
BOISE, IDAHO

INVITATION

Capital City Development Corporation (CCDC) is requesting proposals for the development of the Front Street Remnant Parcel located on the north side of Front Street between 5th and 6th Street in Downtown Boise, addressed as 502 W. Front Street (the "Site").

PROPOSAL DUE DATE: Wednesday, October 19, 2016, 5pm local time

I. ABOUT CCDC

CCDC is the urban renewal agency for Boise, Idaho, and oversees four downtown urban renewal districts. Since 1985, CCDC has focused on creating a lively, pedestrian-oriented, mixed-use urban center in downtown that includes office, retail, restaurants, lodging, convention facilities, regional health care, and educational, cultural and entertainment opportunities. CCDC invests resources in development partnerships and creating a distinctive and attractive public realm for private development through investment in streets, streetscaping, utilities, public spaces, public art and cultural facilities.

A nine-member Board of Commissioners currently governs CCDC. The Boise City Mayor appoints the commissioners, subject to City Council confirmation. John Brunelle serves as CCDC's Executive Director.

II. THE PROJECT SUMMARY AND SITE INFORMATION



CCDC acquired the Site in 2006 from the City of Boise. It was a remnant parcel from the I-184 connector project. It is located on the northern side of Front Street between 5th and 6th Streets. The Site is in close proximity to various downtown amenities, including the Basque Block, BoDo, grocery stores, commercial district, theatres, parks, etc. According to the 2004 River Street-Myrtle Street Master Plan ("Master Plan") the area could benefit from development of mixed uses to create more vibrancy and investment in this area.

Address	502 W. Front Street, Boise, ID 83702
Ownership	Capital City Development Corporation
Site Description	Approximately 0.3 acres, triangular shaped remnant parcel adjacent to Front Street
Legal/Parcel	Parcel I - 1013001928
Parking	P1 District, no off street parking is required
Zoning and Current Use	C-5DD – Central Business Zone The parcel is currently vacant.

III. PROPOSAL MINIMUM REQUIREMENTS

Submittals must include the following documents to be deemed complete. At the discretion of CCDC staff the Respondent may have up to 24 hours to provide additional or back up information as requested by CCDC staff.

1. Acknowledgement & Release

- a. The Acknowledgement & Release is Exhibit 1 and must be completed and signed.

2. Project Narrative

- a. Summary should be no more than two pages and should include a basic summary of the development proposal and its design intent, including a description of proposed uses, square footage of each proposed use, description of current site control, explanation of development costs including hard and soft costs, architect and engineering fees, land costs, etc.

3. Project Timeline

- a. Please include a concise list of proposed critical dates including but not limited to:
 - i. Land Use Entitlements (required approvals, estimated approval dates)
 - ii. Construction Permits Approved
 - iii. Construction Start Date
 - iv. Certificate of Occupancy Received
 - v. Lease up or sale schedule

4. Site Control

- a. If the proposal incorporates land besides the Site please provide proof of site control. Site control can be in the form of a deed, fully executed purchase or option agreement, or binding letter of commitment from owner.

5. Development Team Information

- a. Identify the primary contact person for the developer.

- b. Developer's resume
- c. Three professional references for the developer.
- d. Include a list of the proposed members of the development team including the architect, contractor, owner, manager, etc.

SUBMISSION DEADLINE: Wednesday, October 19, 2016, 5pm

All submittals must be *received* by the submission deadline and must be submitted to CCDC on a flash drive or disk or submitted via ftp link, Dropbox or similar document sharing site. Submit all materials to:

Shellan Rodriguez, Project Manager
Capital City Development Corp.
121 N. 9th Street, Suite 501
Boise, ID 83702
srodriguez@ccdcboise.com
208-384-4264

Staff intends to send confirmation of receipt within 24 hours of submittal via email.

IV. PRIORITIES:

The priorities below are not requirements, are in no particular order and are not weighted on any scale. CCDC is interested in learning about all ideas for the site and will accept and review all proposals received by the deadline, **Wednesday, October 19, 2016, 5pm local time**, and that meet the minimum requirements listed in Section III. Please include additional narratives or visuals that exemplify how your proposal will meet the priorities outlined below.

1. **SUCCESSFUL, SIMILAR PORTFOLIO** - Applicants which have worked on projects of similar scale, cost, context and use are preferred. Priority will be given to applicants with similar projects in their portfolios which also demonstrate marked success.
2. **QUICK COMPLETION** - Priority will be given to projects proposed to be completed within a shorter time frame relative to the size of the project. This should be included in Section III.3.
3. **PEDESTRIAN-FRIENDLY DESIGN** - Pedestrian-friendly design at the street level is preferred, which includes, but is not limited to buildings which meet the sidewalk and orient windows toward the sidewalk, limited blank walls facing the sidewalk, and buildings with entrances facing the sidewalk. Priority is also given to projects which minimize the impact of surface parking on the site.
4. **CONTEXT** - Projects which meet the existing urban renewal plans suggesting mixed use for the parcel are preferred. Priority will be given to projects which exhibit urban form and density over projects which exhibit more suburban form.

5. **ACTIVE, MIXED-USE** - Mixed-use projects with active ground floor uses are preferred over single-use projects with dormant ground floor uses.
6. **SUSTAINABILITY** - Designs which plan to meet or exceed the Boise City Green Construction Code will be preferred.
7. **INVESTMENT** - Projects which will bring more investment to the district are preferred.
8. **CATALYST POTENTIAL** - Projects which best leverage neighborhood assets and are most likely to stimulate spin-off and/or complementary development are preferred.

V. **SELECTION PROCESS**

CCDC envisions a three-step process for selection of a developer/project team for the project site.

1. **Request for Proposals**

The RFQ/P will be noticed in the Idaho Statesman, posted on the CCDC website and noticed to known and interested parties. The RFQ/P will be closed on **Wednesday, October 19, 2016, 5pm**, local time.

2. **Evaluation and Award of Proposals**

The proposals will be considered by CCDC Staff. Proposals deemed complete will be distributed to the CCDC Board. Respondents may have an opportunity to present their proposals to CCDC Board. The review process is a subjective and evaluative overall assessment of the potential of each proposal to strengthen and revitalize this area of downtown.

Upon award of a proposal by the CCDC Board, staff will negotiate a Disposition and Development Agreement (DDA) with the developer. At the same time the developer will be asked to provide detailed financial proforma to an appraiser to determine the re-use value, which will assist CCDC Board in approving the final terms of the DDA. A draft Summary of the DDA is included as Exhibit 3.

Step 3. Disposition and Development Agreement (DDA)

The DDA will describe in detail the project and a series of conditions precedent to the transfer of the Site to the development entity. CCDC will likely require all land use entitlements to be fully approved as well as financing to be committed before transfer of the site. CCDC may require certain measures such a performance bond, developer guaranty or other mechanism to encourage successful completion of the project.

The CCDC Board of Commissioners has sole authority to approve a DDA but is not obligated to consider or approve a DDA under this RFQ/P.

VI. **SCHEDULE**

The schedule for each step is approximate and may be adjusted by CCDC in its sole discretion.

September 20, 2016: RFQ/P Published

October 19, 2016: Response Deadline

October 20 - November 14, 2016: Review Period

November 14, 2016: Board approves proposal; directs staff to negotiate DDA

December 12, 2016: Board Approves DDA

VII. RFQ/P CONTACT INFORMATION

- Respondents may contact the Project Manager for this RFQ/P by sending an email to srodriguez@ccdcboise.com. Answers to questions may be shared with all Respondents.
- Any changes to the RFQ/P will be sent to the primary contact on the proposal.

VIII. PUBLIC NATURE OF SUBMISSIONS

This RFQ/P is a public process therefore information and materials collected under the RFQ/P are public records. The information that is received by CCDC may be subject to disclosure under the Idaho Public Records Act (Idaho Code, Title 74, Chapter 1). With the potential exception of some credit data, it is anticipated that submissions to this RFQ/P will contain little or no material that is exempt from disclosure under the Idaho Public Records Act. Any questions regarding the applicability of the Public Records Law should be addressed by your own legal counsel PRIOR TO SUBMISSION. CCDC will not provide any opinion or guidance on whether or not any information or materials submitted in response to this RFQ/P would be considered exempt from disclosure under Idaho's Public Records Act. Any proprietary or otherwise sensitive information contained in or with any proposals may be subject to potential disclosure.

Respondents, in replying to this RFQ/P agree to release and hold CCDC harmless from any and all liability for disclosing any material or documents included in any proposals submitted to CCDC.

IX. CCDC DISCRETION AND AUTHORITY, DISCLAIMERS

CCDC may terminate the RFQ/P process at any time for any reason with no requirement to disclose its reasoning.

CCDC also reserves the right to reject any RFQ/P Respondents at any time, or to terminate any negotiations implied in this RFQ/P or initiated subsequent to it.

CCDC may change any part of the RFQ/P process at any time for any reason.

CCDC 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 River Myrtle-Old Boise Urban Renewal Plan, or it may proceed with further selection processes, or it may reject any submissions. CCDC Board will determine, from the information submitted in the responses and any follow up presentations, the most qualified proposal to meet the priorities set forth herein.

The issuance of the RFQ/P and the receipt and evaluation of submissions does not obligate the CCDC to select a proposal and/or enter into any agreement. Any submission does not constitute business terms under any eventual agreement. CCDC will not pay any costs incurred in responding to this RFQ/P.

X. EXHIBITS

1. Acknowledgment & Release
2. Site Maps
3. Summary of Disposition and Development Agreement

Acknowledgment & Release

The undersigned (“Respondent”), on behalf of Respondent and all participants and parties included or subsequently added in/to Respondent’s development team, has read and fully accepts the Capital City Development Corporation’s (“CCDC”), discretion and non-liability as stipulated herein, expressly for, but not limited to, CCDC’s decision to proceed with a selection process by issuing the Request for Qualifications/Proposals for the development of the 502 West Front Street property (the “RFQ/P”). Capitalized terms not defined herein shall have the meaning ascribed in the RFQ/P.

Respondent accepts and agrees to the terms and conditions as described or as may be modified as well as the following:

1. CCDC reserves the right in its sole discretion and judgment, for whatever reasons it deems appropriate and at any time:
 - a. To suspend or modify any part of the selection process or terminate the RFQ/P at any time for any reason with no financial or other obligation to Respondent.
 - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ/P and to ascertain the depth of Respondent’s capability and desire to develop the Site;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to its RFQ/P and any submission by any respondent;
 - d. Accept or reject any submission or part thereof received in response to the RFQ/P, including any statement submitted by the undersigned, or select any one submission over another;
 - e. Accept or reject all or any part of any materials, plans, proposals or statements included in a submission, including, but not limited to, the nature and type of submission.
2. CCDC is governed by state law as provided in Title 50, Chapter 20, and in Title 50, Chapter 29 of the Idaho Code, and other state and federal regulations that may apply, and Respondent acknowledges that the RFQ/P selection process and any assistance in the development of the Site from CCDC must conform to all applicable laws, rules and regulations.
3. CCDC may, in its discretion, conduct public hearings during the RFQ/P selection process that would require disclosure of the Respondent’s proposed project and related details to the public and the media.
4. CCDC may accept or reject any proposal or statement and/or information received in response to the RFQ/P, including any proposal, statement, or information submitted by the undersigned, or select one developer over another.
5. Respondent understands that by responding to the RFQ/P, its proposed project may be subject to review and comment by CCDC staff and consultants.

6. Respondent agrees to waive any formalities or defects as to form, procedure, or content with respect to the RFQ/P and any responses by any respondent thereto.
7. Respondent consents to the acquisition of information by CCDC in conjunction with this RFQ/P, and waives all claims, and releases CCDC from any liability in the acquisition of this information and use of this information.
8. Respondent agrees that CCDC staff, officers or board and the City of Boise shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decisions made at the discretion of CCDC or the City of Boise with respect to the RFQ/P.
9. Non-Liability of CCDC. Respondent agrees that CCDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
10. Respondent, including all team members, have carefully and thoroughly reviewed the RFQ/P and have found the RFQ/P and all attachments thereto to be complete and free from ambiguities and sufficient for their intended purpose.
11. Respondent participates in the RFQ/P process at its own risk.

By: _____

Its: _____

Date: _____

Exhibit 2



Summary of Disposition and Development Agreement

The following summary has been prepared to provide an overview of the contents of the Disposition and Development Agreement ("DDA") the Urban Renewal Agency of Boise, Idaho, also known as the Capital City Development Corporation ("Agency"), will prepare for execution with the selected developer for the property located at 502 West Front Street, Boise, Ada County, Idaho (the "Property").

The DDA sections will cover the following:

1. Section 1 will contain definitions of relevant terms contained in the DDA
2. Section 2 will identify the parties to the agreement and reference the Agency's urban renewal plan. This section will also cover the powers and limitations of an urban renewal agency when disposing of real property, which are contained in Idaho Code § 50-2011.
3. Section 3 will cover the pre-closing due diligence period, property investigation, and title issues that may arise.
4. Section 4 will deal with the selected developer's proposed financing for the project and the Agency's assessment of the financial viability of the proposed project, based on the firm commitments from lenders and financiers and when such commitments are required.
5. Section 5 covers the disposition and conveyance of the property to the developer and the property closing details.
6. Section 6 will detail the condition of the property and any representations made by the Agency concerning the same. The Agency anticipates disposing of the property in "as is" condition.
7. Section 7 will set forth the development of the project and memorialize the proposed project. The Agency anticipates providing some assistance to the developer for the project. The assistance will be based on the completion of the proposed project as detailed in Section 7.
8. Section 8 provides the Agency's requirements for insurance and indemnification of the Agency.
9. Section 9 sets forth the project completion, purchase price adjustment and the mechanism the Agency will use to determine the difference between the fair market value of the Property and the fair reuse value of the Property. By law, the Agency cannot dispose of real property for an amount less than the fair reuse value of the property. The fair reuse value of the Property will be calculated by assessing the design and construction costs of the proposed project to determine the minimum land acquisition cost that would enable the developer to construct the proposed project and earn a profit from the endeavor, as opposed to suffering a financial loss. The fair reuse value will be determined by an appraiser engaged by the Agency, who will consider the construction and design costs, financing costs, the marketability of the proposed project, and the developer's entrepreneurial incentive.

10. Section 10 will contain post-development and construction obligations concerning the continued use of the Property in compliance with the Plan and the obligation of the Property owner to pay real property taxes assessed by the County Assessor. The Agency does not assess property taxes.

11. Section 11 will cover the potential for developer or Agency defaults of the DDA and remedies for the parties.

12. Sections 12 and 13 will contain standard contract provisions concerning assignment rights, notices and demands, conflicts of interest, attorney fees, dispute resolution, and how the parties will coordinate with each other.

SUMMARY OF FRONT STREET REMNANT APPRAISALS

8/23/2016

1 Valbridge, (Jeff Vance, Moe Therrien) May 2016 Client: CCDC	
Appraisal Approach	Value
a) Highest and best use based on assemblage and over the fence methodology	\$ 635,000
b) Addendum #1, client's request Sales comparable	\$ 414,000
c) Income Cap Approach *33 spaces at \$95/ mont, 5% vacancy *does not account for setbacks and egress	\$ 346,000

2 RC Williams & Associates (Robert C Williams) June 2016 Client: Clay Carley	
Appraisal Approach	Value
a) As is condition Sales comp approach, with a market derived discount	\$ 255,000

AVERAGES		
Average of lowest (1c and 2a)	\$	300,500
Average (all values)	\$	412,500
average of (1 and 2a)	\$	445,000

LEGAL PROOF OF PUBLICATION

Account #	Ad Number	Identification	PO	Amount	Cols	Lines
283244	0002678705	LEGAL NOTICE The Capital City Development	RFP	\$237.51	2	42

Attention: KATHY WANNER

**CAPITAL CITY DEV CORP / RETAIL
121 N 9TH ST SUITE 501
BOISE, ID 837025987**

LEGAL NOTICE

The Capital City Development Corporation (CCDC) is issuing a Request for Proposals (RFP) for a vacant 0.3-acre triangular shaped property located on the north side of Front Street between 5th and 6th Streets in the River Myrtle-Old Boise Urban Renewal District in Boise, Idaho. The parcel is a remnant parcel and has never been developed.

The Agency aims to dispose of the property based on a Disposition and Development Agreement (DDA) with the Agency to redevelop the parcel as part of a larger transformative urban project that includes adjacent parcels, creates activity and vibrancy, incorporates good urban design, provides a mix of uses that are suitable for the neighborhood and will spur further development and generate additional tax revenue compared to the current use.

The sales price of the parcel will be based on a Re-Use Appraisal and will meet the Agency's disposition requirements as per Idaho Code 50-2011.

The Agency desires an executed DDA outlining the conditions precedent to disposition to be approved by the CCDC Board of Commissioners no later than December 12, 2016. At minimum the conditions precedent to disposition will be securing adequate financing for the completion of the mixed use project, having an approved site design with land use entitlements, site control of all parcels incorporated into the project and an agreed upon schedule of performance.

Proposals are due **Wednesday, October 19, 2016, 5pm**, local time to be submitted to the CCDC offices according to instructions in the RFP package.

A complete RFP package is available online at www.ccdcboise.com. For further information and to obtain a copy of the Request for Proposals, contact:

CCDC
Shelien Rodriguez, Project Manager
121 N. 9th Street
Boise, ID 83712
Telephone: (208) 384-4264
Email: srodriguez@ccdcboise.com
www.ccdcboise.com

Pub. Sept. 20,23,29, Oct. 8, 2016

0002678705-01

JANICE HILDRETH, being duly sworn, deposes and says: That she is the Principal Clerk of The Idaho Statesman, a daily newspaper printed and published at Boise, Ada County, State of Idaho, and having a general circulation therein, and which said newspaper has been continuously and uninterruptedly published in said County during a period of twelve consecutive months prior to the first publication of the notice, a copy of which is attached hereto: that said notice was published in The Idaho Statesman, in conformity with Section 60-108, Idaho Code, as amended, for:

4 Insertions

Beginning issue of: 09/20/2016

Ending issue of: 10/08/2016

Janice Hildreth
(Legals Clerk)

STATE OF IDAHO)

.SS

COUNTY OF ADA)

On this 10th day of October in the year of 2016 before me, a Notary Public, personally appeared before me Janice Hildreth known or identified to me to be the person whose name subscribed to the within instrument, and being by first duly sworn, declared that the statements therein are true, and acknowledged to me that she executed the same.

Anna Gomm
Notary Public FOR Idaho
Residing at: Boise, Idaho

My Commission expires: 08/17/2022





INFORMATION/DISCUSSION ITEM

Agenda Subject: CCDC Alley Program	Date: November 14, 2016
Staff Contact: Matt Edmond	<ol style="list-style-type: none"> 1. 8th to Capitol Green Alley Project Presentation 2. Proposed Alley Project Charter

Background

There has been growing interest among local developers, property owners, and the public in making greater use of alleys in the downtown area as public spaces. The two alleys on either side of 8th Street between Idaho and Bannock are ideal candidates for improvement as public spaces due to their proximity to numerous active uses and the 8th Street corridor, interest from adjacent property owners, and the existence of programming and activities already either in the alley or in the immediate vicinity.

A group of ownership and/or management interests of the Idaho Building, Union Block, Fidelity Building, and Key Bank Building adjacent to the eastern alley has already done a significant amount of collaboration and brainstorming on potential alley improvements (**Attachment 1**). This group has made informal commitments to acquire and maintain waste management equipment to consolidate and relocate waste collection off the alley; restore/improve building façades facing the alley; and coordinate deliveries off the alley. Similarly, representation of the majority of ownership adjacent to the western alley—also known as Freak Alley—has expressed interest in making similar improvements.

In response to this, City of Boise planning staff and CCDC staff are proposing a project charter to improve the alleys (**Attachment 2**). In general terms:

- Phase 1: City of Boise Public Works will work with property owners on implementing waste management improvements.
- Phase 2: City of Boise PDS will hire an urban design firm to develop a concept design for the alleys in consultation with property owners/managers, City of Boise, CCDC, and ACHD (which currently has jurisdiction over the alley right-of-way).
- Phase 3 & 4: CCDC will procure final design and construction of the permanent public improvements in the alley based upon the concept design developed by the Phase 2 concept design.
- Phase 5: City of Boise and property owners/managers will take on maintenance and programming of the alleys.

In addition to this effort, CCDC is coordinating with partner agencies and developers to improve alleys in a number of downtown locations, listed below, and will continue to seek opportunities to improve alleys as appropriate.

- City Hall – Old Assay Office Alleyway (between Main and Idaho, from 6th to 3rd): CCDC has an approved participation agreement in place 5th and Idaho to underground overhead utilities between 5th and 6th in 2017 and is discussing a further agreement to improve the alley surface. CCDC is also working on plans to underground overhead utilities between 3rd and 5th, and ACHD is planning to install a “green” stormwater alley between 4th and 5th (behind the Veltex) in 2018. This alleyway was identified as a priority for a “linear park” in the Draft Downtown Parks & Public Spaces Plan.

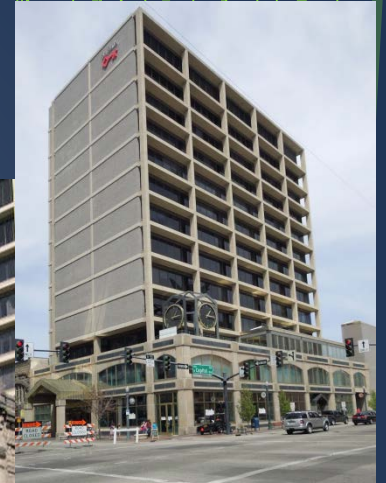
- Alley between Front and Grove, from 11th to 12th (behind Woodland Empire): ACHD is planning to install a “green” stormwater alley in 2018, and CCDC will coordinate to underground utilities with that project.
- Alley between 8th and 9th, from Fulton to Myrtle (next to Esther Simplot Performing Arts Academy): ACHD is planning to install a “green” stormwater alley in 2018. This alley was identified as a priority in the Draft South 8th Street/Cultural District Plan.

Next Steps

If the CCDC board is in agreement with this approach, CCDC and City of Boise staff will work to finalize a memorandum of understanding (MOU) based on the proposed project charter.

Fiscal Notes:

CCDC has \$400,000 budgeted in FY2017 for placemaking in the “Union Block” alley on the east side of 8th Street between Idaho and Bannock. While the budget and CIP call out the Union Block alley specifically, CCDC and Boise City staff see advantages to incorporating both alleys in this design effort to the greatest extent possible, and making use of value engineering and/or phased improvements as necessary to accomplish the overall effort within given budgeted resources.



8th to Capitol Green Alley Project

Sustainability and Livability in
Boise's 8th Street Corridor



Location

8th Street to Capitol
between
Idaho Street
and Bannock



Includes connection between alley and Bannock Street along Idaho Building and St Lawrence Gridiron

- Activate alley, showcasing buildings and businesses central to the 8th Street Corridor
- Facilitate safe bike-pedestrian access between Capitol Boulevard, 8th Street and Bannock

Objectives



- Create inviting urban open space and a sense of place for public use and gathering
- Demonstrate sustainable design to manage runoff and reduce pollution
- Increase demand for downtown housing and retail development

Current Condition

“Smoke Break Alley”



- Narrow width
- Open dumpsters
- Poor pavement condition
- Substandard stormwater drainage
- Smells from garbage and smoke
- Not pedestrian friendly
- Dark and uninviting
- Deteriorating facades
- Lost economic opportunities

Design Initiatives



- Remove all dumpsters and cooking oil receptacles and replace with trash compactors, interior grease containers and cardboard baler off the alley
- Retrofit pavement with permeable pavers and/or bioswales for stormwater runoff and pollution control
- Reclaim discharged water from wells used to heat and cool Union Block and Idaho Building to demonstrate sustainability efforts through artistic water features
- Improve and restore building facades
- Create an urban mini-park through landscaping, seating options, lighting and garden features
- Invite people to the space via visual gateways from 8th Street, Capitol and Bannock
- Create identity through public art work, historical and educational information
- Expand usable public space by creating a public plaza between the alley and Bannock Street
- Provide for alley access to restaurants and businesses, connecting the plaza to the Idaho Building's basement patio

Remove dumpsters and cooking oil receptacles

Currently have 7 dumpsters, 7 recycling containers, 1 glass recycling container, and 6 oil/grease receptacles in the alley



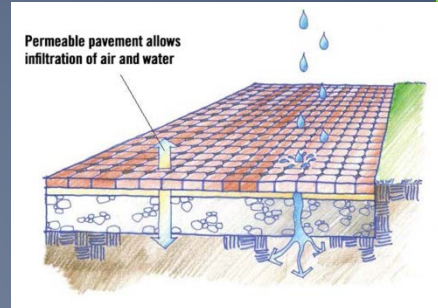
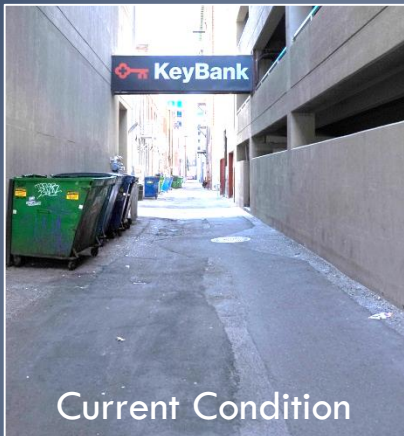
- The three property owners have agreed to cost-share the acquisition of compactors, cardboard balers and other innovative waste management technologies.
- Proposing to locate all waste management off the alley inside the Idaho Building parking garage with access off Bannock for pickup.
- Working with City and Republic on options.



These improvements will eliminate smell, reduce stormwater pollution, expand useable width and improve the aesthetic of the alley.

Building owners will realize a 50% savings in waste removal costs, net of shared capital purchase costs.

Retrofit pavement with permeable pavers for stormwater runoff and pollution control



These improvements could support ACHD/City of Boise efforts to implement green stormwater infrastructure in order to meet requirements of NPDES permit.

Eligible as a demonstration project for EPA grant and ACHD technical assistance funds?

Incorporate a small bioswale or rain garden to demonstrate alternative runoff and pollution control



Bioswales and rain gardens also serve as a landscaping feature, enhancing the visual experience and drawing people into the space.



- With the removal of the dumpsters the alley might accommodate a narrow shoulder bioswale that could serve as an additional demonstration of green stormwater infrastructure.



Reclaim discharged water from wells used to heat and cool Union Block and Idaho Building to demonstrate sustainability efforts through artistic water features

- In addition to carrying stormwater, the bioswale could reclaim discharged water from wells used to heat and cool the Union Block and Idaho Building.
- Alternatively, discharge from the building heating systems could be recirculated through a traffic-rated fountain or other water feature.

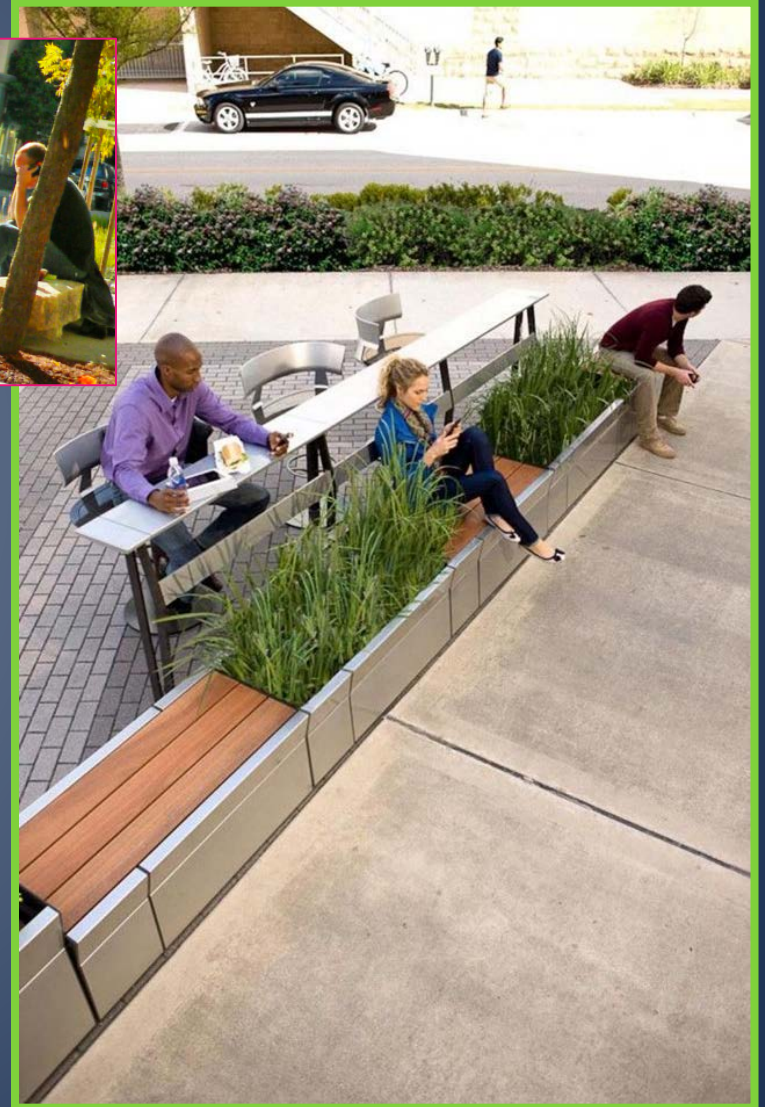


Improve and restore rear building facades



- Opportunities exist to restore alley facades of the historic building with architecturally-appropriate design elements including paint, balconies, doorways and original signage.
- The aesthetic of the alley-side of the Key Bank and garage buildings could be improved with murals and “green walls.”

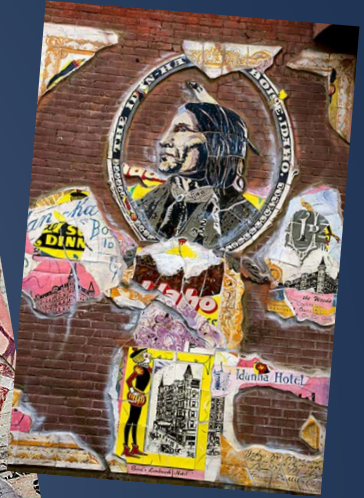
Create an urban mini-park through landscaping, seating options, lighting and garden features



Invite people to the space via visual gateways from 8th Street, Capitol and Bannock

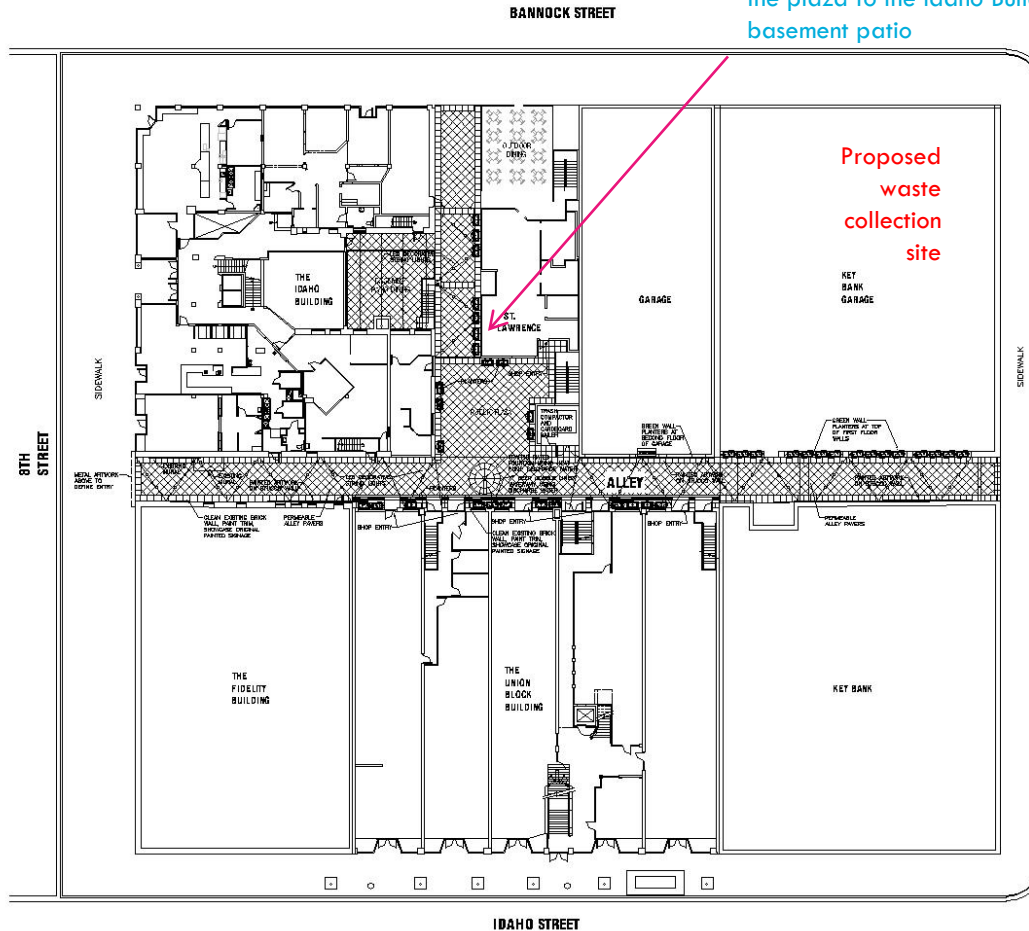


Create identity through public artwork, historical and educational information



Conceptual Site Plan

Expand usable public space by creating a public plaza between the alley and Bannock Street Provide for alley access to restaurants and businesses, connecting the plaza to the Idaho Building's basement patio



THE UNION BLOCK ALLEY BOISE, IDAHO

PROPOSED DESIGN CONCEPTS:

- Remove dumpsters and centralize trash and grease collection at one central point that is screened from public view.
- Clean facades and accentuate historic elements such as brick signage, windows, shop entries, and balconies.
- Add public artwork, historical and educational information.
- Introduce landscaping using planters, green walls, and rain gardens.
- Install traffic rated water fountain and dock at the waterway which collect waste water from the heat pump systems in the Idaho and Union Block Buildings.
- Replace asphalt with decorative permeable pavers for the length of alley.
- Add energy efficient decorative lighting to encourage safety and night time use.
- Install gateway signage to alley from 8th St.
- Develop public alley entries to shops and restaurants.
- Incorporate outdoor dining areas of the St. Lawrence Grill and the Idaho Building.



PROJECT
UNION BLOCK ALLEY RENOVATION
BETWEEN 8TH & CAPITOL AND IDAHO & BANNOCK.

SCALE

THIS DRAWING IS PART OF A SET APPROVED UNDER THE PLAN AND SPECIFICATIONS ACT OF THE STATE OF IDAHO.

TITLE
DATE 5.24.2020
DRAWN BY
DATE 5.24.2020
CHECKED BY
DATE

ARCHITECT

REVISING

SHEET

A1.0
ARCHITECTURAL SITE PLAN

1 OVERALL SITE PLAN

DATE: 5.24.20



Project Partners

Owners/Managers of the adjoining Idaho Building, Union Block, Fidelity Building and Key Bank Building are committed to:

- Cost sharing waste management technology acquisition and maintenance, and moving collection off the alley
- Restoring/improving the rear façade of each building.
- Changing the way deliveries are made to allow the alley to be vehicle free
- Partnering with other agencies in the design and implementation of this Green Alley Project

The success of this project depends on public/private partnerships

Potential Partnerships

~

Shared Objectives



This alley is located in an area critical to future downtown parks and public spaces programming, and its use directly impacts the City’s water quality compliance and education efforts.

As part of the Downtown Parks and Public Spaces Outreach process, the City was encouraged to *“Explore the use of small-scale public spaces, such as parklets, plazas, and/or pocket parks, to better activate the east-west roadways of Main Street, Idaho Street, Bannock Street, Broad Street, and Grove Street”* and *“Develop active, pedestrian-oriented alleyways in or near energy zones with supporting adjacent uses.”*

We propose working with the City of Boise’s Planning and Development Services, Parks and Recreation, Arts & History, and Public Works/Environmental Departments; as well as their Office of Sustainability to design and implement this Green Alley Project.

Potential contributions from the City could include design and engineering services, permitting coordination and funding for public art, educational components and construction in the public way.

The success of this project depends on public/private partnerships

Potential Partnerships

~

Shared Objectives



This alley is owned and maintained by ACHD.

ACHD's 2016-2020 Integrated Five-Year Work Plan objectives include:

- Exploring alternate methods for alley maintenance such as permeable pavers
- Improving the downtown pedestrian network
- Reducing the pollutant load in stormwater to meet requirements of NPDES permit

The proposed initiatives for this alley align well with the District's Green Stormwater Infrastructure (GSI) program goals and funding source. Technical Assistance Services for Communities (TASC) and GSI Demonstration Project funding could be allocated to support the proposed initiatives for this alley in alignment with the goals of the District.

Potential funding opportunities could include:

- Planning and Design expenses
- Construction expenses associated with installing permeable pavers, bioswales and rain gardens to reduce runoff and pollution

The success of this project depends on public/private partnerships

Potential Partnerships
~
Shared Objectives

This alley is located within the Central Urban Renewal District. The District's goals include:

- Eliminating substandard alleys and deteriorated public improvements
- Providing adequate land for parks, plazas and open space
- Strengthening retail and other commercial functions in the downtown area

Funds remaining in the District after the completion of the Grove Plaza could be allocated to support the proposed initiatives for this alley in alignment with the goals of the District.

Potential funding opportunities could include:

- Public art
- Design expenses
- Construction expenses associated with the repaving of the alley, integration with the 8th Street Corridor, water features, gateway signage etc.



CONTACT INFORMATION

- Anne Wescott
- Galena Consulting
- (208) 860-0133
- awescott@cableone.net



Union Block & Freak Alley

Project Charter

September 27, 2016

This document includes project information pertinent to funding, schedule, design, construction and maintenance roles and responsibilities.

Project Objective: The objective of this project is to improve two downtown alleys as follows: the Union Block Alley from Capitol Boulevard and 8th Street, between Idaho Street and Bannock Street; and Freak Alley from 8th Street to 9th Street, between Idaho Street and Bannock Street. Improvements include, but are not limited to: consolidated trash/recycling, cooking grease collection, existing utility relocations, pavement/resurfacing, overhead lighting, public artwork, improvements to existing building facades, placemaking amenities (i.e. water feature, vegetation, seating).

Scope of Work (Project Phasing):

Phase 1 – Waste Management Improvements (Property Owners/City of Boise)

- a. Trash Collection
- b. Recycling Collection (cardboard, mixed recyclables and glass)
- c. Grease Receptacle

Phase 2 – Urban Design (Boise/Consultant/Property Owners)

- a. Design Team Coordination Meetings → Design Team consists of City, CCDC and Property Owners who are willing and able to participate in design-related discussions and meetings throughout the project development phases. Anticipate City participation by PDS, PW, BPR, A&H.
- b. Concept Alternatives
- c. Public Outreach/Stakeholder Outreach
- d. Preferred Alternative Design and Cost Estimate (30% Design)

Phase 3 – Final Design (CCDC/Boise/Consultant/Property Owners)

- a. Design Team Coordination Meetings → Design Team consists of City, CCDC and Property Owners who are willing and able to participate in design-related discussions and meetings throughout the project development phases. Anticipate City participation by PDS, PW, BPR, A&H.
- b. Final Design and Estimate (75% Design)
- c. Plans, Specifications and Estimate (100% Design)

Phase 4 – Construction (CCDC/Contractor)

- a. Bidding
- b. Construction Management
- c. Closeout

Phase 5 – Maintenance & Operations (City of Boise/Others)

- a. Public Programs
- b. Maintenance

Stakeholder and Agency Roles:

1. City of Boise – Primary Contact: Zach Piepmeyer

- a. General
 - i. Coordinate alley improvement efforts between various City departments, CCDC, consultants and Property Owners
- b. Arts & History (A&H) – Primary Contact: Karen Bubb
 - i. Participate in Design Team discussions and meetings
 - ii. Provide oversight of public artwork selection and procurement process
 - iii. Manage public artwork installation in the alley
 - iv. Provide funding and resources necessary for long-term maintenance of City of Boise public artwork assets located within the alley.
- c. Public Works (PW) – Primary Contact: Steve Hubble/Catherine Chertudi
 - i. Participate in Design Team discussions and meetings
 - ii. Coordinate revisions to trash, recycling and grease collection activities with property owners and Republic Services
 - iii. Address Pilot Project Considerations: Sustainability, Stormwater Reduction, Solid Waste consolidation, etc.
 - iv. Assume on-going maintenance as appropriate
- d. Planning & Development Services (PDS) – Primary Contact: Zach Piepmeyer/Scott Beecham
 - i. Participate in Design Team discussions and meetings
 - ii. Procure Phase 2 urban design consultant services
 - iii. Manage Phase 2 urban design component
 - iv. Coordinate license agreement or vacation of right-of-way with ACHD
- e. Parks & Recreation (BPR) – Primary Contact – Jennifer Tomlinson
 - i. Participate in Design Team discussions and meetings
 - ii. Assume on-going maintenance as appropriate

2. CCDC – Primary Contact: Matt Edmond

- a. Participate in Design Team discussions and meetings
- b. Procure Phase 3 final design consultant services
- c. Manage Phase 3 final design phase
- d. Bid Phase 4 Construction
- e. Manage Phase 4 Construction

3. ACHD – Primary Contact:

- a. Provide license agreement or transfer of right-of-way ownership to City or CCDC

4. Anne Wescott (Union Block)

- a. Participate in Design Team discussions and meetings
- b. Coordinate and manage flow of general information to/from individual property owners to City of Boise and CCDC.
- c. Solicit owner/tenant/resident input on urban design elements of Phase 1

5. David Baum (Freak Alley)

- a. Participate in Design Team discussions and meetings

- b. Coordinate and manage flow of general information to/from individual property owners to City of Boise and CCDC.
- c. Solicit owner/tenant/resident input on urban design elements of Phase 1

6. Property Owners

- a. Coordinate with Boise Public Works, Republic Services and other haulers to consolidate/eliminate dumpsters, recycling, grease receptacles, etc.

Funding:

Phase 1 – Waste Management Improvements

- a. 100% Property Owners

Phase 2 – Urban Design (Boise/Consultant)

- a. 100% City of Boise - PDS

Phase 3 – Final Design (CCDC/Boise/Consultant)

- a. 100% CCDC

Phase 4 – Construction (CCDC)

- a. ~95-99% CCDC – Everything, except public artwork
- b. ~1-5% City of Boise – Public artwork

Phase 5 – Maintenance & Operations (City of Boise)

- a. Public Programs – Various
- b. Maintenance – 100% City of Boise - BPR

Schedule:

Phase	2016		2017				2018	
	3 rd Qtr	4 th Qtr	1 st Qtr	2 nd Qtr	3 rd Qtr	4 th Qtr	1 st Qtr	2 nd Qtr
1 Waste Management Improvements	10 mos.							
2 Urban Design		3 mos.						
3 Final Design			6 mos.					
4 Construction					6 mos.			
5 Maintenance & Operations							On-going	



TO: John Hale, Chairman, CCDC Board Executive Committee
FM: John Brunelle, Executive Director
RE: CCDC Operations Report – October 2016

NEXT PLAY

As FY 2016 came to a close it was extremely gratifying to review the scorebook and see all the success CCDC has had. In summary, this Agency's Participation Program has partnered in more than \$575 million in construction projects in the past 40 months. Preparation and opportunity collaborated at CCDC, and the results are evident in our little 700 acre territory. But what we have just completed is not nearly as important as what the CCDC Team is doing right now. This philosophy of 'next play' is adopted from a well-known basketball coach and emphasizes the belief that the most important play on which to focus is the next one. The following pages of this report provide a preview of what's next at CCDC.

CENTRAL DISTRICT FOCUS

Were inside the final 24 months of making great things happen in CCDC's Central District. The recent ribbon cutting at the Clearwater/Boise Centre buildings was exciting, and the fast moving work being done on The Grove Plaza and Boise Centre reflect the vibrancy of this area. The Boise Weekly published an article this week that you might find of interest:

<http://www.boiseweekly.com/boise/twilight-approaches-the-sunset-of-boises-central-district/Content?oid=3926941>

ECONOMIC DEVELOPMENT

Shellan Rodriguez and I attended the recent BVEP Stakeholder Summit, and the reports were very encouraging. Many projects in the pipeline could benefit urban settings, like our URDs, and Boise continues to make strides in attracting employers. The influential Industrial Asset Management Council (IAMC) has selected Boise for their Fall Conference in 2020, with more than 200 corporate real estate decision makers and 100 site-consultants as part of its membership. BVEP also shared it partnered with Idaho Power to produce a new marketing video on Paylocity. It's worth a look: https://www.youtube.com/watch?v=5pf1OXm_0s4

Development Team: Todd Bunderson, Doug Woodruff, Shellan Rodriguez, Karl Woods, Matt Edmond, & Laura Williams

2800 W. Idaho - Clairvoyant - PP Type 1



CLAIRVOYANT BREWERY
Sidewalk along 28th
CCDC Site Improvements

12/21/2015

TROUT
ARCHITECTS
CHARTERED
100 N. 27th Street
Boise, ID 83722
208.344.8848

CCDC Site Improvements - Sidewalk along 28th

Project Description

A proposed warehouse renovation into a brewery and tasting room with patio seating.

Update

CCDC Board approved the project's Type 1 Streetscape Agreement amounting to approximately \$65,000.

Next Steps

The developer is waiting on a master license agreement to be signed with the City of Boise before moving forward, timing is TBD.

27th & Stewart Development – White Water Station – Potential PP

Project Description

A phased, mixed-use project that includes retail and residential units. The developer is going through a PUD in November at the City and is considering a request for participation from CCDC.

Update

The proposed project seems to meet the master plan and there are likely public improvements that are eligible costs. Staff has met with the developer and their team two times to discuss CCDC Participation and is expecting a request in the coming months.

Next Steps

Upon receipt and adequate review of a Participation Program request staff will request the CCDC Board to designate the project as a Participation Program as per the existing policy and will move forward accordingly.



Mixed-use development will replace Jerry's 27th Street Market

Whitewater & Main - LocalConstruct Mixed Use Development - Potential PP

Project Description

LocalConstruct obtained a 5.8 acre property from the City of Boise through a land exchange. They are proposing to develop a mixed use development along with the construction of 29th Street.

Update

Staff has been in communication with the developer regarding possible participation.

Next Steps

If CCDC participation is requested, staff will request the Board designate the project as per the Participation Policy.

5th Street & Idaho Street - 5th and Idaho Apartments - PP Type 2

Project Description

This is a \$13 million mixed use project that includes approximately 81 apartments and 82 subterranean and ground level parking spaces, a small retail space and a 3600 square foot urban public park.

Update

CCDCs has an existing Type 4 and Type 2 Participation Agreement, which includes the cost of the public park (land and improvements), streetscapes, alley improvements and underground utilities.

The Participation Agreement was approved in May 2016 and requires construction commencement by December 2016. Construction drawings have been submitted for review and financing is expected to be secured in coming months but the construction will not likely commence before the end of this year.

Next Steps

Staff is awaiting a request from the developer to extend the commencement date in the existing contract.



Rendering Image at Idaho Street

11th & Front - Pioneer Crossing - PP Type 3

Project Description

Previously known as Parcel B, Pioneer Crossing, is a \$50 + million dollar mixed use development including a proposed hotel, office building, parking garage with a partial office wrap (future home of the Chamber of Commerce) and restaurant. CCDC intends on purchasing 250 spaces of the 650 space parking garage as public parking. Upon completion for \$5.4 million. Additionally CCDC is reimbursing the development for approximately \$4 million in public improvement costs as part of a Type 3 Transformative Participation Agreement.



Gardner Company broke ground on September 22, 2016

Update

As per the Purchase and Sale Agreement staff and consultants have been reviewing the Construction Drawings in order to ensure as much compliance with CCDCs design guidelines as possible.

Next Steps

Construction will begin in the coming months.

503 - 647 S. Ash Street - Ash Street RFP - PP Type 5

Project Description

This is a series of parcels that are currently vacant and total approximately 0.75 acres. The site is adjacent to the Pioneer Pathway, the Hayman House, and a small city park and within the River Street Neighborhood. An RFQ/P for a workforce housing development was published in September 2016 with proposals due on November 15.

Update

The RFQ/P was published in the ID Statesman and Idaho Business Review in September and October. Members of the CCDC Board make up the review panel for this RFQ/P, all complete proposals will be submitted to the Review Panel by November 23 from Staff. The Review Panel will meet on November 29 to review responses. Staff has fielded various questions and clarifications on the RFQ/P and Q&A link is linked to the CCDC website and is updated as questions are received. Board members on the review panel should acquaint themselves with the Q & A document link: http://www.ccdcoise.com/wp-content/uploads/2016/09/QA_Ash-Street-Properties-RFQ-posted11.7.2016.pdf.

Next Steps

Depending on the number of proposals received and the Review Panel's review of the proposals, interview schedule, etc., staff aims to get Board approval on an RFP award and thus an Exclusive Right to Negotiate (ERN) as early as December 2016.

515 W. Idaho – Paulsen Building - PP Type 1

Project Description

This is an historic renovation of a building into a café and dance hall with an artist in residence as well.

Update

There is an existing Type 1 Streetscape Grant Participation Agreement approved by the Board in May 2016. The project aims to underground utilities within the adjacent alley and in conjunction with the proposed 5th and Idaho Apartments. This project's timeline is based on the 5th and Idaho project moving forward.

Next Steps

Reimbursement will be made upon receipt of a complete request. Timing TBD.

502 W. Front Street - Remnant RFP -PP Type 5

Project Description

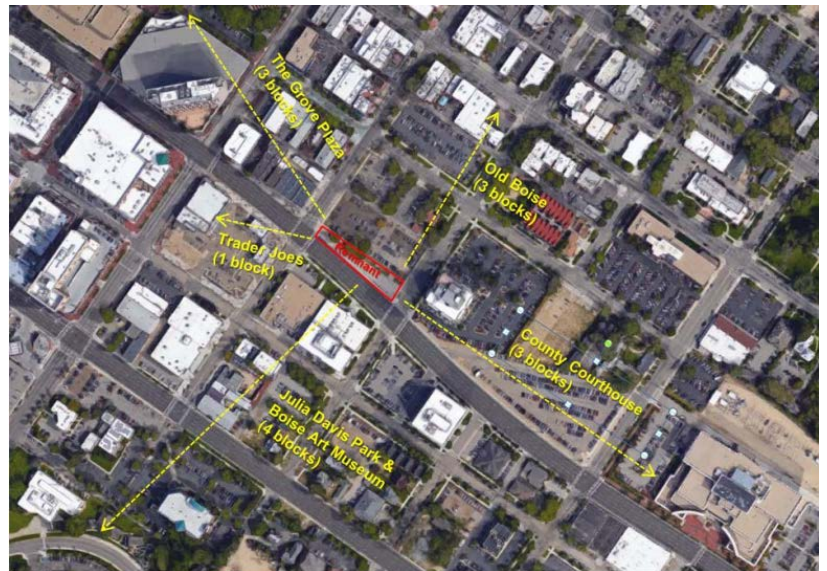
This is a 0.3 acre vacant remnant parcel CCDC owns and has requested development proposals on as per the CCDC Participation Program.

Update

One development proposal was received by CCDC from Capitol Partners, LLC, for a parking garage and hotel development. Staff will bring this proposal to the Board for award in November.

Next Steps

Upon award of the proposal from the Board a Disposition and Development Agreement will be negotiated and a re-use appraisal will be brought to the board for future action.



Site Information

617 S. Ash St. - Hayman House - PP Type 5

Project Description

This is a CCDC owned parcel that was purchased in 2011 with the intent of preserving it as an historical asset to the River Street Neighborhood. It is one of the only remaining original single family homes in the neighborhood and its stone construction coupled with its unique history as the residence of Erma Hayman, an African American widow for many years makes it an interesting property from a historical perspective.

Update

Staff continues to work with City Arts and History on this project and is communicating regularly regarding the timing of conveyance of the house and property.

Additionally, City Arts and History and Idaho Smart Growth will be requesting a letter of support with no financial obligation for a place making grant on city owned land adjacent to the Hayman house.

Next Steps

Staff expects a Memorandum of Understanding to be brought to the Board for approval in coming months but does not intend on conveying the property until the future of the Ash Street Properties is understood.

620 S. 9th - Afton - PP Type 5

Project Description

This is a two-phased, \$25 million, mixed-use project being developed by Mike Hormaechea. The parcel was awarded to the development entity, RMH, Inc., by CCDC in 2014. As part of a competitive RFQ/P process. Phase I of The Afton includes 28 residential condos and 5,200 square feet of commercial space and is estimated to be completed in Spring of 2017. According to the developer, great interest in Phase I will enable him to more quickly move forward with Phase II, which will bring additional 39 condo units to the site along 9th Street. Upon completion of each phase the developer will receive a site write down on the land cost that has been paid to date. Phase I: \$765,000 and Phase II: \$935,000.

Update

In addition to the land write down, the Board approved a Remediation Agreement for \$270,000 of environmental remediation Costs.

Next Steps

As per the DDA an extension on the completion of Phase I of the project may be requested. Additionally, the developer is working on phase 2 of his project and will likely close on it before contractually obligated, spring or summer of 2017.

1024 W Bannock - Hyatt Place - PP Type 2

Project Description

In March 2016 the CCDC Board approved a Type 2 General Assistance Participation Agreement with Peg Development for the development of the Hyatt Place, an 150-room hotel. The total project cost is approximately \$20- \$24 million. CCDC has committed to reimbursing the developer for approximately \$450,000 in public improvements.

Update

Construction is underway.

Next Steps

Construction is underway.

119 S. 10th - 119 Condos - PP Type 1



119 Condos Rendering

Project Description

This is a 26 unit luxury residential condominium development whose total development cost is estimated at approximately \$7.5 million. There is an existing Type 1 Streetscape Grant Participation Agreement for up to \$150,000 for public improvements around the site.

Update

Construction is nearing completion and the developer is expecting completion by early 2017. Currently 16 of the 26 units are under contract according to the developer.

Next Steps

Staff expects to receive a request for reimbursement in the coming months and based upon its completion will reimburse accordingly.

1401 W. Idaho - Watercooler - PP Type 5

Project Description

This is a 37 unit, and nearly \$7 million apartment project with some ancillary commercial space being developed by Local Construct. This property was owned by CCDC and awarded to the developers through a competitive RFQ/P Process in 2015. Upon successful completion the developer will receive a site write down for \$485,000, thus a total land price of \$250,000.



5th & Idaho Apartments rendering

Update

Construction is underway.

Next Steps

Construction completion estimated June 2017.

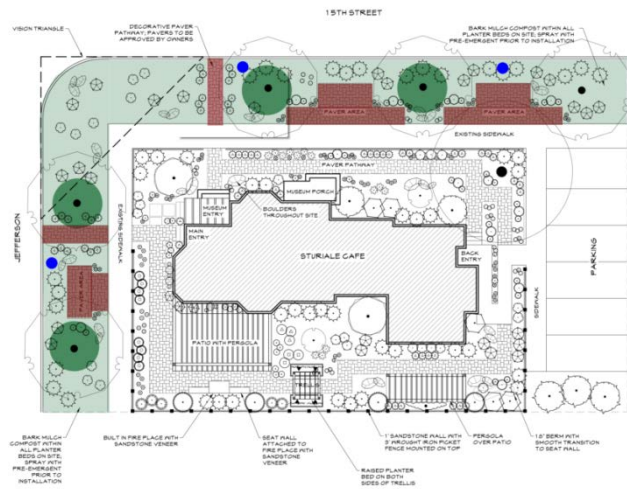
1505 W. Jefferson - Sturiale - PP Type 1

Project Description

Sturiale Place is slated to be a small café and gift shop in the Westside URA. It was originally the Woods House, a historic home moved from Boise's Central Addition to this location, which was previously undeveloped. The total project cost is roughly \$500,000.

Update

Construction and renovation is underway at Sturiale Place. The public improvements have been completed and CCDC has reimbursed the developer nearly \$40,000 as per the Type 1 Streetscape Grant Agreement. The contract is complete and closed.



Architectural Site Plan

Next Steps

Developer is aiming to be open for business in February 2017.

918 W. Idaho - Athlos - PP Type 3

Project Description

Type 3 Transformative Project for \$750,000 of CCDC participation which includes a building façade easement with the City of Boise and streetscapes. The projects over \$10 million in cost and will be the new headquarters for Athlos Academies, a charter school development company currently based out of Boise.

Update

The historical renovation is underway. Recently staff decided not to move forward with an amendment to fund an additional \$45,000 of streetscape work associated with the building adjacent to CC Anderson Building as it is not considered a priority for new streetscape at this time.

Next Steps

The project is currently under construction.



Traffic Box on 9th & Main

Traffic Box Artwork - Public Art

Project Description

Wrap traffic boxes with local art.

Update

2016 Traffic Boxes have been completed. Call to artists will be released in Fall for 2017.

Next Steps

Call to artists will be released in Fall 2016 for 2017 traffic box wraps.

Fulton Street Concept Plan - CIP Project

Project Description

Evaluate the 8th Street Corridor to identify interventions to help encourage activity and catalyze development in the area.

Update

CTY has been hired to further the LOCI plan to identify interventions to be implemented in the immediate future. CTY is finalizing their plan.

Next Steps

Plan to be presented to The Board in December or January for input.

Upcoming Streetscape Design - CIP Project

Project Description

Streetscape improvements on Main Street adjacent 14th Street as well as between Capitol Blvd. and 5th Street, south side.

Update

RFP draft has been completed. RFP has been issued, with (3) responses received. Jensen Belts Associates (JBA) was ranked highest by staff. JBA has submitted a proposal for design services.

Next Steps

Request Board approval November 14 to approval selection of JBA as the Landscape Architect of Record for the 2017 Streetscape Improvement Project.

Broad Street - LIV District Improvements - CIP Project

Project Description

Improvements in the Central Addition LIV District including streetscape improvements on Broad Street from Capitol Blvd. to 2nd Street, geothermal expansion, fiber optic expansion, and road rebuild and entry into Julia Davis Park.



Broad Street construction

Update

Phase 1 (5th Street to 2nd Street) is under construction.

Next Steps

Scheduled to seek Board approval December 2016 for Phase 2 Streetscape Improvements (5th Street to Capitol Blvd.)

Main/Fairview Corridor Lane Reduction

Project Description

ACHD is leading an effort to develop a local streets improvement plan for the Fairview Ave and Main Street area from Whitewater Park Blvd to 16th St, per the 30th Street Area Master Plan.

Goals include: 1) Determining feasibility of reducing a vehicle lane on both Fairview Ave and Main Street to add on-street parking, 2) plan for bicycle and pedestrian enhancements along

Fairview Ave and Main St, and 3) developing a local street network between Idaho Street and the area south of Fairview Ave to be built through the development process.

Update

ACHD consultant finalized the Fairview Ave. and Main Street Local Streets Improvement Plan in October. It recommends reconfiguring Fairview and Main to 3 vehicle lanes, parking on both sides, and a parking protected bike lane on the right side of each street. The plan also proposes new local streets to be considered during development.

Next Steps

The ACHD Commission will hold a hearing to consider the plan for adoption on January 25.

Central District -Alley Placemaking - CIP Project

Project Description

CCDC and City of Boise are working with property owners and managers to improve Freak Alley and Union Block Alley as public spaces.

Update

Property owners on the Union Block Alley have already done a significant amount of visioning and have made commitments to consolidate, relocate, and otherwise reduce trash and grease disposal nuisances, and to otherwise "program" for the alley as a public space. The principal property owner for Freak Alley has agreed to participate in the urban design process.

Next Steps

City of Boise will hire an urban design consultant to work with owners and CCDC to develop a concept, at which point CCDC will take over design and construction of the permanent, public improvement components of the project.

Bike Rack Infill

Project Description

CCDC is working with ACHD, City of Boise, and downtown businesses to provide additional bike parking down where needed.

Update

Staff identified a need for bike parking on the north side of Idaho and Main between Capitol and 8th. CCDC is working with City of Boise to install a bike corral in the loading zone pullout in front of the Taphouse on Main St; as Boise Police and Boise Parking do not want it used for loading/delivery anymore.

Next Steps

Staff will submit a license agreement application to ACHD for the Main Street bike corral once

we receive a letter of support from Boise PDS. We are awaiting the removal of bus shelters on Idaho before proceeding with additional bike parking there.

DBIP (DT Boise Implementation Plan) Update

Project Description

The Downtown Boise Implementation Plan (DBIP) is an effort by ACHD to coordinate with CCDC and City of Boise on roadway maintenance, 2-way street conversions, accessibility upgrades, streetscape work, and other work in the right-of-way downtown to improve streets for all users while minimizing impacts as much as possible.

Update

With FY2016 DBIP work substantially complete, 2-way conversion of the 7 streets identified in the original DBIP (3rd, 4th, 11th, 12th, 13th, 14th & Jefferson) is complete. ACHD is finalizing plans for asphalt overlays on 3rd and 13th for FY2017 DBIP.

Next Steps

ACHD is moving forward with concept work for converting 5th & 6th Streets to two-way, and has requested some funding from CCDC (\$75,000) to help cover costs (signals on ITD system). This could help to get 5th and 6th converted as soon as 2019, which would be helpful for proposed development in that area.

Protected Bike Lanes

Project Description

At the request of the City of Boise and in response to the Downtown Walkability Analysis commissioned by CCDC, ACHD conducted the Main and Idaho Bicycle Lane Alternatives Study consider adding bike lanes on Main and Idaho streets during upcoming maintenance work to improve access to downtown for cyclists and ease sidewalk congestion.

Update

The ACHD commission deferred action on the bike lane study indefinitely in July 2016. As a result, ACHD staff delayed planned work on Main and Idaho from 2017 to 2018. CCDC currently has \$250,000 in the Central District in 2018 and \$300,000 each in the Westside and River Myrtle Districts in 2019 for protected bike lane cost share.

Next Steps

Staff is awaiting word from ACHD on when this will go back to the Commission.

Various Locations - Alley Placemaking - CIP Project

Project Description

CCDC is working with ACHD, City of Boise, and downtown developers to improve alleys as public spaces in support of the Draft Downtown Parks & Public Spaces Plan. This includes leveraging ACHD "green" alley projects that reduce stormwater runoff, undergrounding overhead utilities, and possibly other improvements yet to be determined.

Update

Major alley improvement efforts planned or underway include:

- Alleyway between Main and Idaho from City Hall to the Old Assay Office, per the Draft Downtown Boise Parks & Public Spaces Plan. Improvements will include undergrounding of overhead utility wires and installation of "green" alleys where appropriate and cosmetically similar paving treatments where stormwater infiltration is not appropriate. (See Overhead Utility Relocation)
- Freak Alley & Union Block Alley (See Central District -Alley Placemaking)
- Esther Simplot Performing Arts Academy Alley (8th/9th/Fulton/Myrtle): Coordinating with ACHD on "green" alley planned for 2018
- Woodland Empire Alley (Front/Grove/11th/12th): Coordinating with ACHD on "green" alley planned for 2018

Next Steps

See Central District -Alley Placemaking and Overhead Utility Relocation projects

Wayfinding Project

Project Description

CCDC is leading an effort to create a wayfinding system for downtown Boise to promote downtown and foster economic growth and future development in and around downtown Boise.

Update

Sea Reach delivered the construction package in October, but we are still waiting on an implementation plan, cost estimates, and some engineering work.

Next Steps

Staff will be discussing project phasing with City of Boise. Staff is working with ACHD and Boise legal departments for a license agreement for wayfinding signs.

1000 W. Myrtle - JUMP - PP Type 3

Project Description

This project will improve the streetscapes on Front, Myrtle, 9th, and 11th Streets surrounding Parcel A, as well as install a pedestrian crossing signal on 9th at Broad Street through a T3 participation agreement with JUMP/Simplot.

Update

Agreement for \$875,000 was signed and completed May 2016. Streetscape work abutting JUMP is substantially complete. Streetscape work abutting Simplot office building is still in progress.

Next Steps

Per the participation agreement, the project is expected to be complete by the end of 2016, with tax increment reimbursement beginning in 2018.

610 Julia Davis Drive - Idaho Historical Museum - PP Type 4

Project Description

This project will improve the streetscape along Capitol Boulevard between Julia Davis Drive and Fulton Street through a T4 participation agreement with the Idaho Division of Public Works to renovate the Idaho State Historical Museum.

Update

The agreement for \$150k in streetscape improvements was finalized 3/15/2016. The project broke ground summer 2016 and is under construction.

Next Steps

Project is expected to be complete in late summer 2017, with reimbursement of \$150,000 due October 1, 2017.

Front & Myrtle Redesign – CIP Project

Project Description

This project will analyze alternatives on how Front and Myrtle might be modified to function better as downtown streets and less as barriers, while still serving as essential transportation corridors.

Update

Project kickoff meetings, including "walk shops" and visioning session, were held October 20-21. Participants included staff from ACHD, CCDC, City of Boise, COMPASS, ITD, city council members, CCDC board members, ACHD commissioners, as well as downtown businesses, employers, developers, and property owners and managers.

Next Steps

The consultants (Sam Schwartz, Kittelson, Leland) are compiling data and developing performance measures. Performance measures will be done in late November, and existing conditions report will be done January 2017.

CCDC Alley Program – Utility Line Relocation – CIP Project

Project Description

This project will underground to overhead utility lines (power/phone/fiber) in the alley between Main and Idaho from 6th Street to 3rd Street as part of the effort to improve the alleyway as a linear park between City Hall and the Old Assay Office, per the Draft Downtown Parks & Public Spaces Plan

Update

The 5th & Idaho development will underground the alley between 5th and 6th as part of a T4 participation agreement. CCDC hired Idaho Power and Musgrove Engineers to design the undergrounding between 5th and 3rd.

Next Steps

Design of undergrounding between 5th and 3rd will be done by the end of the year. 5th & Idaho is expected to begin utility work between 5th and 6th in January 2017. ACHD is planning to improve the alley between 5th and 4th in 2018; it may be best for CCDC to accomplish undergrounding east of 5th concurrently with the ACHD alley project.

850 W Front Street - Boise Centre Concourse Project

Project Description

Boise Centre is constructing an elevated concourse to connect the main building to the recently opened Boise Centre East Building. The concourse occupies air space above The Grove Plaza. Construction completion anticipated April 1, 2017.

Update

CCDC has granted necessary easements and use agreements. Construction is underway by ESI, Inc. In October, GBAD Directors approved a construction contract amendment that expands the project to include demolition of the Summit Room and construction of the steel superstructure of a new junior ballroom with office space above. Acceleration of this phase 3 demolition and framing activity allows GBAD to utilize The Grove Plaza's south spoke for construction access.

Next Steps

CCDC, Boise Centre, ESI and McAlvain are meeting in November to coordinate ESI's vacation

of the plaza with McAlvain's remobilization to renovate of the rest of the plaza. Agency staff reviews construction progress monthly with ESI and Boise Centre.

101 S. Capitol - Main Street Station - FTA Matching Funds

Project Description

CCDC partnered with Valley Regional Transit to provide the 2.4 million dollar local match funds required of the 10 million dollar federal grant used to fund construction of Main Street Station.

Update

Main Street Station is completed and it opened to public use on October 24. Staff is processing final payment request from VRT for payment in full of local match funds.

Next Steps

Review agreement for compliance and issue certification that we have completed our agreement obligations.

800 W. Main - 8th & Main LLC - PP Type 3

Project Description

8th and Main Project is a 17 level mixed-use building. A Type 3 participation agreement with CCDC allows for reimbursement up to 4 million dollars in public improvement costs associated with the project. Construction was completed in 2014.

Update

In September, staff completed certification of \$3,764,345 of eligible public improvement costs and made the second \$1,000,000 reimbursement payment.

Next Steps

Upon receipt of invoice in August 2017 and review of compliance with agreement, staff will disburse the third reimbursement payment.

City of Boise Downtown Parks and Public Spaces Master Plan

Project Description

The Downtown Parks and Public Spaces master plan is a planning effort conducted by City of Boise PDS to identify opportunities to improve public spaces in downtown Boise. CCDC has aligned our Five Year CIP plan with the master plan.

Update

CCDC staff reviewed the final draft of the plan and offered comments to PDS for completing the plan.

Next Steps

N/A

South 8th Street - 8th Street Marketplace - PP Type 4**Project Description**

CCDC partnered with City of Many Trees, LLC on a Type 4 reimbursement agreement to complete streetscape improvements along with renovation of retail development project.

Update

The initial scope of work was completed \$175,000 under budget. Additional streetscape improvements adjacent to the completed work was identified and an agreement amendment was executed to complete the brick paving at the corner of 8th street and Broad.

Next Steps

Developer will obtain ACHD approvals and construct improvements, beginning in February 2017.

150 N. Capitol - City Hall Plaza - PP Type 4**Project Description**

City Hall Renovation Type 4 agreement is a CCDC partnership with City of Boise Public works to contribute 1.225 million dollars to the 3.7 million dollar plaza renovation.

Update

Agency staff and city staff are developing the agreement for review and approval by the city council.

Next Steps

Obtain city council approval, and bring back to CCDC board for final approval.

826 W Main Street - The Grove Plaza - Brick Program**Project Description**

The Grove Plaza Brick by Brick program is a community engagement and fundraising project where personalized bricks are available to the public for purchase and placement on the newly renovated Grove Plaza. The program replaces the original Founders Bricks on the plaza.

Update

The Brick Finder, a digital search and mapping tool, is up and running on TheGrovePlaza.com. A promotional video highlighting both the renovation project and brick program is complete and currently being promoted through various media outlets. Brick sales are open through December 31, 2016. All bricks purchased now will be installed this spring during the final phase of renovation.

Next Steps

Issue press release about the plaza reopening to the public. Execute the final marketing media flight which includes radio, mailer inserts, post cards, and social media promotions.



Personalized Bricks on The Grove Plaza

826 W Main Street - The Grove Plaza Renovation - CIP Project

Project Description

The Grove Plaza renovation replaces the plaza's aging infrastructure and upgrades its key features to provide an improved public space for civic events. The construction budget is 4.85 million dollars.

Update

The renovation of the plaza reaches a milestone on November 10 when construction fence is removed the plaza and it is reopened to public use. A portion of the central plaza and south spoke remains closed for Boise Centre construction activity. The holiday tree will be set up November 14 and the Holiday Tree Lighting event is scheduled for November 25.

Next Steps

Next Steps include finalizing procurement of furnishings, developing the fountain programming, and preparing for contractor remobilization in March 2017 to complete the remaining area.

Finance Team: Ross Borden, Mary Watson, Joey Chen, Kevin Martin & Kathy Wanner

Audit of FY 2016 Financial Statements

Controller Joey Chen and Accountant Kevin Martin spent a good part of October and into November preparing for the annual independent audit of Agency financial statements. Audit firm Eide Bailly LLP, has been on-site as of November 7 to review Fiscal Year 2016 financial statements and are scheduled to be here through November 23. Once final Eide Bailly will present its audit report to the Executive Committee sitting as the Audit Committee in early 2017, then the full Board.

Risk-Based Cycling Review, Year 2 of 3: Computer System Security

On September 6 independent audit firm Eide Bailly LLC presented to the Executive Committee the Year 2 Risk-Based Cycling Review / 'Agreed Upon Procedures' report of their review of the Agency's information technology environment. The examination included Agency computer system policies and procedures including conformity of security protocols, internal control practices, network and remote access security, communications policy & security including email, public records retention and recovery, and disaster planning and recovery. The report includes recommendations to improve Agency IT security and to plan for IT disturbances, attacks and failure. Controller Joey Chen, the Agency's point person for these reviews, then crafted the Agency's Management Response. With no October Board meeting, the Management Response went before the Executive Committee on November 8. The Executive Committee approved the Eide Bailly report and Management Response. This item is included on the Consent Agenda for the Board's November meeting.

The Year 1 / FY 2015 RBCR examined PARCs. The Year 3 / FY 2017 review will analyze accounting and contract management policies, internal controls and conformity to best practices.

Repping the Agency

On November 2 Contracts Specialist Kathy Wanner, in her role as President of the Idaho Public Purchasing Association, presided over the IPPA's Reverse Vendor Trade Show at BSU's Jordan Ballroom. Kathy opened the event with a welcome speech and introduced the show's keynote speaker. She spent the balance of the day staffing the CCDC table, informing attendees of the types of projects CCDC participates in. With an estimated 200 attendees, this year's Reverse Vendor Trade Show – in its fifth year – was the most successful to-date. As a chapter of the National Institute of Governmental Purchasing (NIGP) the IPPA is dedicated to the advancement of the purchasing profession through education and cooperative relationships. Members include purchasing professionals from all levels of government and types of political subdivisions. Agency Contracts staff have benefitted greatly over the years from the professional development and networking opportunities IPPA provides. The Reverse Vendor

Trade Show is just one of several IPPA-sponsored events throughout the year. CCDC is proud of Kathy and to support her hard work and commitment to IPPA. With a team of dedicated professionals like Kathy, CCDC is recognized as a highly-skilled, first-rate organization and a great place to work.



COMPETITIVE BIDDING and QUALIFICATION-BASED SELECTIONS

Broad Street – LIV District Public Infrastructure Improvement Project

Status: Guho Corp competitively selected for Construction Manager / General Contractor (CM/GC) services. CM services are wrapping up. Cooperative agreements with City of Boise and the Ada County Highway District for certain improvements are moving forward.

Construction is well underway. Subcontractors are being secured for the final construction component: Capitol Boulevard to 6th Street.

- Sept 12: The Board of Commissioners approved Amendment 2 to the CM/GC contract, authorizing the amended Guaranteed Maximum Price (GMP) start of construction services and award of subcontracts.
 - Payment & Performance bonds provided and Amendment 2 executed.
- Dec 12: Board will consider final GMP amendment
- March 24, 2017: Substantial Completion on or before this date.
- April 24, 2017: Final completion on or before this date.

10th & Front Garage Concrete Repairs – Informal Invitation to Bid

Project: Repair concrete spalling on levels 2, 3 and 4 in the 10th & Front Street public parking garage. Total cost estimated to be less than \$100,000.

- Oct 31: Informal Invitation to Bid sent to three licensed public works contractors.

- Nov 9: Pre-bid meeting.
- Nov 21: Bids due no later than 3pm.

OTHER CONTRACTS ACTIVITY

The Grove Plaza – Change Order 3 for the McAlvain CM/GC contract for additional construction details. *Note: Change Orders to-date account for less than 1.1% increase of the project cost.*

The Grove Plaza – Task Order Amendment 1 with CSHQA for additional time and services to address the deficiencies in the lid covering the subterranean Main Street Station multi-modal center.

The Grove Plaza – Temporary Construction License with Gardner Company relating to signage installation, final construction punch list items, and ribbon-cutting event.

The Grove Plaza – Professional Services Agreement with ThisisBoise.com to provide Brick By Brick marketing and fundraising via targeted advertising on social media platforms.

Capitol & Main Public Parking Garage – Purchase of six soon-to-be-installed Electric Vehicle (EV) charging stations.

Public Parking Garages (generally) – Task Order with CSHQA for the design and bid documents for the new ParkBOI signage on all six Agency public parking garages.

ParkBOI Parking Operator – Received and verified the Performance Bond for The Car Park professional services.

ParkBOI Website – Task Order Amendment 1 with Synoptek LLC for additional PARIS website integration services.

BoDo Streetscape Improvements – Type 4 Participation Agreement Amendment 1 with City of Many Trees LLC to utilize cost savings for additional improvements to the intersection of 8th & Broad streets.

Downtown Holiday Lighting – Professional Services Agreement with ProCare Lighting to install holiday lighting on 8th Street, Grove Plaza and the Agency’s six public parking garages. The festive lights will illuminate the nights from November 2 until February 15, 2017.

Tree Grates – Central District – Work Order with ProCare Landscape to eliminate potential pedestrian trip hazards by leveling tree grates in several Central District locations.

Tree Grate / Tree Well Maintenance – Task Order with Capitol Landscape to repair thirteen tree wells around the Idaho Power building.

8th & Main Building – Patio License Agreement on 8th Street for Flatbread Pizza to install a podium now and possibly tables next spring.

Agency Bond Compliance – Renewed Professional Services Agreement with Arbitrage Compliance Specialists for 2016-2019.

Agency Affairs – Service Agreement with Western Records Destruction for the on-site shred cart and document shredding services. This cost-saving agreement replaces a similar agreement with Shred-It.

Parking & Facilities Team: Max Clark & Ben Houpt

Capitol & Main (formerly Capitol Terrace) Parking Expansion

Project Description

Investigating expanding this particular parking garage, vertically.

Update

Staff has been informed of a prospective sale of the Capitol Terrace Retail to a group called Alturas. We have a meeting scheduled with Alturas for early next week to see how their development plans for the site coincide with parking and other agency resources. Staff has met with the prospective buyers twice. We have requested firmer plans that we might bring to the Board, but so far none have been forthcoming. We have had one phone conversation with Jeff Roper, retail owner, and he understands the situation.

Next Steps

It's in their hands to get us something if they're serious.

Exterior Signage for All Garages

Project Description

The electronic directional signage on the exterior of the parking garages, replacing the existing with newly branded ParkBOI signage.

Update

Staff have surveyed five of the six garages with a local architect to confirm which signs are planned to go where.

Next Steps

A meeting will occur soon with the City to affirm sign design and location. Then specs will be finalized for bidding. In all likelihood the signs will not be installed until early next spring.

Building Eight Condominium Association Meeting, October 10

Attendees:

Jake Dykstra: Hampton Inn
Eric Hansen: Hampton Inn
Kelly Schnebly: Colliers Int.
Don Sinigiani: ParkBOI
Max Clark: CCDC
Ben Houpt: CCDC

Update

New Business consisted of electing three officers; Jake Dykstra, Kelly Schnebly and Ben Houpt. Don Sinigiani and Max Clark delivered a parking update and attendees reviewed contracts for shared machinery.

Next Steps

CCDC staff to file annual report with SOS

Block 22 Condominium Association Meeting, October 12

Attendees:

John Cunningham: Block 22
Michael Campbell: Block22
Don Sinigiani: ParkBOI
Max Clark: CCDC
Ben Houpt: CCDC

Update

New Business consisted of electing three officers; Michael Campbell- President, Ben Houpt- Secretary, and John Cunningham. Don Sinigiani and Max Clark delivered a parking update.

Next Steps

CCDC staff to file annual report with SOS

Front Street Condominium Association Meeting, October 13

Attendees:

Pat Rice: GBAD
Mike Odle: Aspen Condos
Kelly Schnebly: Colliers Int.
Don Sinigiani: ParkBOI
Max Clark: CCDC
Ben Houpt: CCDC

Update



New Business consisted of electing three officers; Pat Rice- President, Ben Houpt- Secretary, and Kelly Schnebly. Don Sinigiani and Max Clark delivered a parking update.

CCDC Owned Properties

9th & Main Garage

Completed Activities

Holiday Lights through February 2017

Current Activities

N/A

Future Activities

Stair and lobby painting with Park BOI brand. Currently preparing documents for public bid.

Capitol & Main Garage

Completed Activities

Holiday Lights through February 2017

Current Activities

EV Charging Station installation. Estimated completion date: 30 November.

Future Activities

Stair and lobby painting with Park BOI brand. Currently preparing documents for public bid.

10th & Front Garage

Completed Activities

Holiday Lights through February 2017

Current Activities

Informal bid for concrete spalling repair issued 31 October, bids due 21 November.

Future Activities

Stair and lobby painting with Park BOI brand. Currently preparing documents for public bid.

9th & Front Garage

Completed Activities

Holiday Lights through February 2017

Current Activities

- Pedestrian Safety signage at exits. Estimated completion date: 30 November.
- EV Charging Station installation. Estimated completion date: 30 November.

Future Activities

Stair and lobby painting with Park BOI brand. Currently preparing documents for public bid.

Capitol & Front Garage

Completed Activities

Holiday Lights through February 2017

Current Activities

N/A

Future Activities

N/A

Capitol & Myrtle Garage

Completed Activities

Holiday Lights through February 2017

Current Activities

Pedestrian Safety signage at exits. Estimated completion date: 30 November.

Future Activities

Stair and lobby painting with Park BOI brand. Currently preparing documents for public bid.

8th Street

Completed Activities

Current Activities

N/A

Future Activities

N/A

The Grove Plaza

Completed Activities

Holiday Lights through February 2017

Current Activities

Holiday Lights through February 2017. Will be complete by Tree Lighting Ceremony.

Future Activities

New Operations and Maintenance Agreement.