

CAPITAL CITY DEVELOPMENT CORPORATION  
Board of Commissioners Meeting  
Conference Room, Fifth Floor, 121 N. 9th Street  
October 9, 2017 12:00 p.m.  
A G E N D A

I. **CALL TO ORDER**.....Chair Hale

II. **AGENDA CHANGES/ADDITIONS**.....Chair Hale

III. **CONSENT AGENDA**

- A. Expenses
  - 1. Approval of Paid Invoice Report – September 2017
- B. Minutes and Reports
  - 1. Approval of Meeting Minutes from September 11, 2017
- C. Other
  - 1. Approve Resolution #1509 Records Disposition

IV. **ACTION ITEM**

- A. CONSIDER: Downtown Garage Customer Survey and Parking Rate Modification  
(15 minutes) ..... Matt Edmond and Max Clark
- B. CONSIDER: Resolution #1511 – Accepting Shoreline Urban Renewal Area Eligibility Study and  
Forward to Boise City Council for Consideration (5 minutes).....Shellan Rodriguez
- C. CONSIDER: 2403 Fairview Ave - Adare Manor - Type Two Participation Agreement Designation  
(5 minutes) ..... Shellan Rodriguez
- D. CONSIDER: 2200 Fairview Ave - New Path Community Housing - Type One Participation Agreement  
Designation (5 minutes) ..... Laura Williams
- E. CONSIDER: 750 Main Street - Capitol Terrace Renovation - Type One Participation Agreement  
Designation (5 minutes) ..... Laura Williams
- F. CONSIDER: Resolution #1510 - Approving Selection of CM/GC for 2018 Central District Public  
Improvements Project (10 minutes).....Mary Watson & Doug Woodruff

V. **INFORMATION/DISCUSSION ITEMS**

- A. 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; consider records that are exempt from disclosure as provided in chapter 1, title 74, Idaho Code; and 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 Section 74-206(1)(c),(d) and (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).*



## Paid Invoice Report

For the Period 09/01/2017 through 09/30/2017

Payee	Description	Payment Date	Amount
<b>Debt Service:</b>			
		Total Debt Payments:	-
<b>Payroll:</b>			
EFTPS - IRS	Federal Payroll Taxes	9/13/2017	12,558.02 ✓
Idaho State Tax Commission	State Payroll Taxes	9/13/2017	2,368.00 ✓
CCDC Employees	Direct Deposits Net Pay	9/13/2017	30,821.57
PERSI	Retirement Payment	9/13/2017	10,632.31 ✓
EFTPS - IRS	Federal Payroll Taxes	9/27/2017	12,554.00 ✓
Idaho State Tax Commission	State Payroll Taxes	9/27/2017	2,367.00 ✓
CCDC Employees	Direct Deposits Net Pay	9/27/2017	30,813.15
PERSI	Retirement Payment	9/27/2017	10,645.75 ✓
		Total Payroll Payments:	112,759.80
<b>Checks and ACH</b>			
Various Vendors	Check and ACH Payments Issued (See Attached)	September 2017	941,120.80
	Total Paid Invoice, Reported Payments:		941,120.80
<b>Total Cash Disbursements:</b>			<b>\$ 1,053,880.60</b>

I (Finance Director/Executive Director/Board Member) have reviewed and approved all cash disbursements in the month listed above.

 Finance Director 10/3/2017 Date	 Executive Director 10/4/17 Date	 Board Member Oct 3, 2017 Date
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Report Criteria:  
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
4017	1-800-BOLLARDS	1364	8th Street Event Bollards (	08/28/2017	14,555.19	62579	09/11/2017
Total 4017:					14,555.19		
4021	5th & Idaho Development L	PAYMENT #	5th & Idaho T4 Reimburse	09/01/2017	260,700.00	10508	09/14/2017
Total 4021:					260,700.00		
4014	A Lively Chef	SUMMER 20	CCDC Company Event	09/01/2017	1,190.50	62567	09/01/2017
Total 4014:					1,190.50		
1058	Ada County Highway Distri	503 ASH ST	503 Ash Street, Land Dev.	09/20/2017	1,000.00	62582	09/25/2017
Total 1058:					1,000.00		
1139	American Cleaning Service	60948	Trailhead Cleaning - Sept	09/01/2017	892.10	62570	09/08/2017
Total 1139:					892.10		
1316	Blue Cross of Idaho	1721500000	Health Insurance - Septem	09/01/2017	18,957.33	62563	09/01/2017
Total 1316:					18,957.33		
1331	Boise Centre	8260-IN	Grove maintenance fee - S	09/01/2017	6,922.00	62595	09/27/2017
Total 1331:					6,922.00		
1385	Boise City Utility Billing	0447416001	848 Main St # 0447416001	09/01/2017	6.65	10527	09/25/2017
		0548469002	CD 107 S 9th-Trash servic	09/01/2017	223.86	10527	09/25/2017
		0548469002	RM 107 S 9th-Trash servic	09/01/2017	152.22	10527	09/25/2017
		0548469002	WS 107 S 9th-Trash servic	09/01/2017	71.64	10527	09/25/2017
		0589412001	617 S. Ash Street -2127	09/01/2017	75.78	62583	09/26/2017
Total 1385:					530.15		
1418	Boise Metro Chamber of C	5775481	Leadership Boise Alumni D	08/23/2017	50.00	10509	09/14/2017
Total 1418:					50.00		
4016	Boise Pride Festival	PRIDE FEST	Security Deposit	08/28/2017	200.00	62571	09/08/2017
Total 4016:					200.00		
3712	Car Park	AUGUST 20	Capitol & Myrtle - Myrtle	08/31/2017	18,801.38	10529	09/29/2017
		AUGUST 20	Capitol & Main - Cap T	08/31/2017	28,419.06	10529	09/29/2017
		AUGUST 20	9th & Front - City Centre	08/31/2017	35,135.26	10529	09/29/2017
		AUGUST 20	Capitol & Front - BLVD	08/31/2017	14,908.27	10529	09/29/2017
		AUGUST 20	9th & Main - Eastman	08/31/2017	24,222.11	10529	09/29/2017
		AUGUST 20	10th & Front - Grove	08/31/2017	28,486.88	10529	09/29/2017
Total 3712:					149,972.96		
3898	Carver Thornton Young (C	17-0907	8th Street Corridor Const.	08/31/2017	1,604.45	10530	09/29/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
Total 3898:					1,604.45		
1556	Caselle Inc.	82162	Contract support - Septem	09/01/2017	787.33	62564	09/01/2017
Total 1556:					787.33		
2810	CenturyLink	1420157477	Grove - Data Service	09/11/2017	1,185.05	10542	09/25/2017
		208-342-415	208-342-4155 159B	08/19/2017	358.48	62572	09/08/2017
Total 2810:					1,543.53		
2474	Clark, Max	AUGUST 20	Travel Reimbursement & P	08/31/2017	220.98	10521	09/13/2017
Total 2474:					220.98		
3947	Crane Alarm Service	SEPT 2017	Fire Alarm System - Monito	09/01/2017	25.00	62573	09/08/2017
Total 3947:					25.00		
1703	CSHQA	30166	Alley Improvements	08/18/2017	3,200.00	10531	09/29/2017
		30238	Alley Improvements	08/30/2017	484.00	10531	09/29/2017
Total 1703:					3,684.00		
1787	Downtown Boise Associati	8100	CD Clean Team	09/01/2017	2,193.63	62596	09/27/2017
		8100	RM Clean Team	09/01/2017	1,491.67	62596	09/27/2017
		8100	WS Clean Team	09/01/2017	701.96	62596	09/27/2017
		8101	8th St Clean Team	09/01/2017	546.00	62596	09/27/2017
		8102	State Storage & Stage Sup	08/31/2017	2,200.00	62596	09/27/2017
		8103	Grove Flower Pots	08/31/2017	9,048.00	62596	09/27/2017
		AUGUST 17	CD Clean Team	08/31/2017	2,193.63	62596	09/27/2017
		AUGUST 17	RM Clean Team	08/31/2017	1,491.67	62596	09/27/2017
		AUGUST 17	WS Clean Team	08/31/2017	701.96	62596	09/27/2017
		PRO CARE 7	RMOB Flower Pots	08/31/2017	1,247.06	62596	09/27/2017
		PRO CARE 7	Grove Flower Pots	08/31/2017	352.00	62596	09/27/2017
Total 1787:					22,167.58		
1838	Elam & Burke P.A.	169774	Carley Project - 5th & Front	08/31/2017	20.00	10532	09/29/2017
		169775	Ash Street Properties	08/31/2017	6,563.00	10532	09/29/2017
		169777	Civic Partners Developmen	08/31/2017	890.00	10532	09/29/2017
		169778	Parcel B Hotel Project	08/31/2017	442.00	10532	09/29/2017
		169779	Parking Matters	08/31/2017	54.00	10532	09/29/2017
		169780	New URD	08/31/2017	1,556.40	10532	09/29/2017
		169781	101-0 General	08/31/2017	416.95	10532	09/29/2017
Total 1838:					9,942.35		
1898	Fiberpipe	1883	Email & Audio	09/01/2017	64.90	10510	09/14/2017
Total 1898:					64.90		
4020	Five One Five LLC	TYPE 1	5th & Idaho T1 SS Grant	09/01/2017	150,000.00	62580	09/11/2017
Total 4020:					150,000.00		



Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3807	FreedomVoice Systems	2017-090110	Monthly Service	09/01/2017	547.25	62574	09/08/2017
	Total 3807:				547.25		
3986	Frontier Fence Company	0411	Fence Property 429 S 10th	09/06/2017	5,659.83	62597	09/27/2017
	Total 3986:				5,659.83		
3916	Fund Raisers LTD	47554	Replacement Bricks	08/28/2017	37.00	62575	09/08/2017
	Total 3916:				37.00		
3832	Glancey Rockwell & Associ	15855	CCDC Garage and Lobby	08/31/2017	452.54	62584	09/26/2017
		15855	CCDC Garage Add Wayfin	08/31/2017	124.96	62584	09/26/2017
	Total 3832:				577.50		
3853	Hawkins Companies LLC	8012017	Cap T. Condo: July 2017	07/31/2017	5,923.63	62598	09/27/2017
	Total 3853:				5,923.63		
2165	Idaho Power	2200406607	9th St outlets #220040660	08/31/2017	3.96	10525	09/18/2017
		2200910368	617 S Ash #2200910368	08/31/2017	5.38	10525	09/18/2017
		2201627995	9th & State # 2201627995	08/31/2017	3.54	10525	09/18/2017
		2202934903	8th St lights #2202934903	08/31/2017	34.54	10525	09/18/2017
		2205983212	Grove Vault #2205983212	08/31/2017	534.96	10525	09/18/2017
	Total 2165:				582.38		
3900	Idaho Records Manageme	0122763	Records Storage	08/31/2017	192.72	10533	09/29/2017
	Total 3900:				192.72		
2186	Idaho Statesman	263244 AUG	Legal Notices	08/31/2017	116.89	62585	09/26/2017
	Total 2186:				116.89		
2240	Intermountain Gas Compa	6948213000	617 Ash St #69482130007	08/23/2017	11.57	10526	09/13/2017
	Total 2240:				11.57		
3966	Involta	0027241	Website Hosting Services	09/01/2017	1,347.90	62586	09/26/2017
	Total 3966:				1,347.90		
2288	Jensen Belts	1603-19	2016 LIV District Public Infr	08/31/2017	2,167.70	10534	09/29/2017
		1642-9	2017 RMOB SS	08/31/2017	4,546.14	10534	09/29/2017
		1735-2	8th Street Bollards	08/31/2017	3,296.61	10534	09/29/2017
	Total 2288:				10,010.45		
4006	Kathy Wanner	NIGP AUG20	NIGP AUG2017 Expense	08/31/2017	1,520.49	10520	09/13/2017
	Total 4006:				1,520.49		
3439	KPFF Consulting Engineer	119530	Concrete Spalling Investiga	08/01/2017	360.00	62581	09/11/2017
		124226	Concrete Spalling Investiga	08/01/2017	540.00	62581	09/11/2017

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
		131807	Parking Garage Repair Ass	08/01/2017	9,990.00	62581	09/11/2017
		131811	Concrete Spalling Investiga	08/01/2017	180.00	62581	09/11/2017
		131812	Garage Suicide Prevention	08/01/2017	2,295.00	62581	09/11/2017
	Total 3439:				13,365.00		
3819	Level 3 Communications L	59421501	Internet & Data	08/17/2017	669.61	62576	09/08/2017
	Total 3819:				669.61		
3950	McAlvain Construction Inc.	115013-23	Grove Construction	08/31/2017	9,831.91	10535	09/29/2017
		115013-23	INV#2667 - Broken Bricks	08/31/2017	333.25-	10535	09/29/2017
	Total 3950:				9,498.66		
3874	Owyhee Place LLC C/O Lo	FY2017 PAR	Owyhee Type 2 General A	09/01/2017	151,170.00	62599	09/27/2017
	Total 3874:				151,170.00		
4023	Primary Electric	10403	LED Light Upgrades	08/18/2017	1,557.94	62587	09/26/2017
	Total 4023:				1,557.94		
2774	Pro Care Landscape Mana	16287	617 Ash Street - Sprinkler	08/31/2017	22.76	62588	09/26/2017
		16288	10th & Front Garage	08/31/2017	45.00	62588	09/26/2017
		16371	5th & Front - Weeds & Cle	08/31/2017	303.00	62588	09/26/2017
		16372	617 Ash Street - Mow	08/31/2017	211.00	62588	09/26/2017
		16373	8th Street Corridor	08/31/2017	134.00	62588	09/26/2017
		16374	10th & Front Garage	08/31/2017	99.00	62588	09/26/2017
		16374	Repair Irrigation Leak on A	08/31/2017	1,436.73	62588	09/26/2017
		16374	10th & Front Garage	08/31/2017	156.00	62588	09/26/2017
		16375	Pioneer Street Green	08/31/2017	364.00	62588	09/26/2017
	Total 2774:				2,771.49		
2798	Quadrant Consulting Inc.	9348	New Shoreline URD Bound	08/31/2017	2,145.00	62600	09/27/2017
		9359	429 S 10th Survey	08/31/2017	2,500.00	62600	09/27/2017
		9360	Alley Imprv (6th to 3rd Mai	08/31/2017	1,314.50	62600	09/27/2017
	Total 2798:				5,959.50		
2801	Quality Electric Inc.	ISV10804	Phone Line Grove Bathroo	08/31/2017	390.22	10511	09/14/2017
	Total 2801:				390.22		
4015	Radio Boise	PRE FAT	Deposit Reimbursement	08/28/2017	200.00	62577	09/08/2017
	Total 4015:				200.00		
3896	Rim View LLC	SEPTEMBE	Monthly Rent and NNN - Tr	09/01/2017	12,878.91	62565	09/01/2017
	Total 3896:				12,878.91		
3979	Sam Schwartz Engineering	68959	Front & Myrtle Couplet Alte	08/31/2017	3,163.25	10536	09/29/2017
	Total 3979:				3,163.25		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3929	SB Friedman Development	#1 AUGUST	New URD study	08/31/2017	29,175.00	10512	09/14/2017
		#1 AUGUST	New URD study	08/31/2017	.77	10512	09/14/2017
Total 3929:					29,175.77		
3796	Scheidt & Bachmann USA	29482	August 2017 Merchant Fee	08/31/2017	861.48	62589	09/26/2017
Total 3796:					861.48		
3542	Security LLC - Plaza 121	SEPTEMBE	Office rent - September 20	09/01/2017	10,219.30	62566	09/01/2017
		SEPTEMBE	Office rent - September 20	09/01/2017	500.00	62566	09/01/2017
Total 3542:					10,719.30		
3949	Shellan Rodriguez	ULI TRAVEL	Expense & Per Diem	09/13/2017	115.29	10523	09/18/2017
Total 3949:					115.29		
3974	Stability Networks Inc.	25172	Complete Care Network Su	08/31/2017	1,715.00	10513	09/14/2017
		25172	App River SecureTide	08/31/2017	70.00	10513	09/14/2017
		25172	Azure Cloud Backup	08/31/2017	420.00	10513	09/14/2017
Total 3974:					2,205.00		
3815	Synoptek LLC	1126291	All: Website Upgrades park	08/31/2017	403.75	62590	09/26/2017
		1126292	DPPS Website Design - Ph	08/31/2017	850.00	62590	09/26/2017
Total 3815:					1,253.75		
3831	The Land Group Inc.	0138428	Pioneer Pathway 11th & M	08/30/2017	2,825.00	10528	09/26/2017
		0138428	Pioneer Pathway 11th & M	08/30/2017	2,700.00	10528	09/26/2017
		0138713	Pioneer Pathway 11th & M	08/31/2017	2,700.00	10528	09/26/2017
Total 3831:					2,825.00		
3907	Total System Services	W14637	HVAC Maint	08/31/2017	99.56	62591	09/26/2017
Total 3907:					99.56		
3923	Trailhead	39502	Intermountain Gas - 80%	08/25/2017	7.83	10514	09/14/2017
		39502	Boise City - 80%	08/25/2017	104.64	10514	09/14/2017
		39502	Idaho Power - 80%	08/25/2017	459.73	10514	09/14/2017
		39549	Idaho Power - 80%	08/31/2017	418.40	10537	09/29/2017
		39549	Boise City - 80%	08/31/2017	101.47	10537	09/29/2017
		39549	Intermountain Gas - 80%	08/31/2017	7.91	10537	09/29/2017
Total 3923:					1,099.98		
3170	Treasure Valley Coffee Inc.	05169135	Cooler Rental	08/22/2017	75.00	10515	09/14/2017
		05241950	Tea	09/12/2017	17.25	10538	09/29/2017
Total 3170:					92.25		
3233	United Heritage	02014-001 S	ST & LT Dissability & Life I	09/01/2017	1,265.64	62578	09/08/2017
Total 3233:					1,265.64		

Vendor Number	Name	Invoice Number	Description	Invoice Date	Check Amount	Check Number	Check Issue Date
3835	US Bank - Credit Cards	08.25.2017	Prepaid Expenses	08/25/2017	250.00	10524	09/19/2017
		08.25.2017	Voice, data & webhosting s	08/25/2017	25.00	10524	09/19/2017
		08.25.2017	Office Supplies	08/25/2017	1,212.30	10524	09/19/2017
		08.25.2017	Dues & Subscriptions	08/25/2017	1,981.20	10524	09/19/2017
		08.25.2017	Travel & Meeting(non-local	08/25/2017	3,466.35	10524	09/19/2017
		08.25.2017	Local Meetings & Transpor	08/25/2017	364.89	10524	09/19/2017
		08.25.2017	Office Furniture & Equipme	08/25/2017	590.00	10524	09/19/2017
		08.25.2017	The Grove - Operations	08/25/2017	574.51	10524	09/19/2017
		08.25.2017	Repairs & Maintenance	08/25/2017	102.41	10524	09/19/2017
		08.25.2017	Repairs & Maintenance	08/25/2017	100.00	10524	09/19/2017
		08.25.2017	Professional Services Gen	08/25/2017	709.80	10524	09/19/2017
Total 3835:					9,376.46		
3266	Valley Regional Transit	22125	Bus Passes	09/08/2017	540.00	10539	09/29/2017
Total 3266:					540.00		
3841	VoiceText Communications	8.20.17-8423	Conference calls	08/20/2017	6.13	10516	09/14/2017
Total 3841:					6.13		
3997	Wash Worx	209	Bike Rack Repair - WS	08/27/2017	150.00	10517	09/14/2017
		220	Bike Rack Install - BODO	09/16/2017	1,475.00	10540	09/29/2017
		220	Bike Rack Install - BODO,	09/16/2017	200.00	10540	09/29/2017
Total 3997:					1,825.00		
3365	Westerberg & Associates	201	Legislative Advisement Ser	08/31/2017	2,000.00	10518	09/14/2017
Total 3365:					2,000.00		
3998	Western Records Destructi	0367110	Records Destroyed	08/31/2017	40.00	62592	09/26/2017
Total 3998:					40.00		
3374	Western States Equipment	IN000442770	Bldg 8 generator maintena	09/06/2017	262.29	62593	09/26/2017
Total 3374:					262.29		
3852	Worrell Communications L	5025	Strategic Communications	07/31/2017	3,535.00	10519	09/14/2017
Total 3852:					3,535.00		
3990	Xerox Corporation	090449599	Copier Lease	08/31/2017	454.16	10541	09/29/2017
Total 3990:					454.16		
3755	Zuckerman Dana	SEPTEMBE	Travel reimbursement	09/18/2017	206.20	62594	09/26/2017
Total 3755:					206.20		
Grand Totals:					941,120.80		

CAPITAL CITY DEVELOPMENT CORPORATION  
Board of Commissioners Meeting  
Conference Room, Fifth Floor, 121 N. 9th Street  
September 11, 2017 12:00 p.m.  
MEETING MINUTES

**I. CALL TO ORDER**

Chairman Hale convened the meeting with a quorum at 12:02 p.m.

Present: Commissioner John Hale, Commissioner Maryanne Jordan, Commissioner Scot Ludwig, Commissioner Pat Shalz, Commissioner Ryan Woodings, and Commissioner Dana Zuckerman.

Commissioner David Bieter, and Commissioner Gordon Jones arrived at 12:03 p.m.

Absent: Commissioner Ben Quintana

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

Shellan Rodriguez, CCDC Project Manager, joined the meeting via conference call.

**II. AGENDA CHANGES/ADDITIONS**

There were no changes/additions to the agenda.

**III. CONSENT AGENDA**

A. Expenses

1. Approval of Paid Invoice Report – August 2017

B. Minutes and Reports

1. Approval of Meeting Minutes from August 29, 2017

Commissioner Zuckerman made a motion to approve the Consent Agenda.

Commissioner Shalz seconded the motion.

All said Aye. The motion carried 8-0.

**IV. ACTION ITEMS**

**A. CONSIDER: Resolution 1503 Approving the Ash Street Property Disposition and Development Agreement (DDA)**

Todd Bunderson, CCDC Director of Development, gave a report.

Commissioner Zuckerman moved to adopt Resolution No. 1503 to authorize the Executive Director to execute the DDA and all associated documents as required to implement the Agreement.

Commissioner Shalz seconded the motion.

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

**B. CONSIDER: Resolution 1508 Approval of Amended 11<sup>th</sup> & Myrtle – Pioneer Corner – Type Four Participation Agreement with BVGC Parcel B, LLC.**

Matt Edmond, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to adopt the Resolution No. 1508, approving the Type 4 Participation Agreement with BVGC Parcel B, LLC to construct Pioneer Corner Improvements.

Commissioner Shalz seconded the motion.

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

**C. CONSIDER: Resolution 1507 Approval of Master License Agreement between CCDC, City of Boise, and Ada County Highway District for Installation and Maintenance of Wayfinding Signage.**

Matt Edmond, CCDC Project Manager, gave a report.

Commissioner Zuckerman moved to adopt Resolution No. 1507, approving the Master License Agreement between CCDC, City of Boise, and ACHD for Installation and Maintenance of Wayfinding Signage.

Commissioner Shalz seconded the motion

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

**V. INFORMATION/DISCUSSION ITEMS**

**A. Proposed Shoreline District Eligibility Report**

Geoff Dickinson, SB Friedman Senior Vice President, gave a report.

**B. 8<sup>th</sup> Street Corridor Improvements**

Karl Woods, CCDC Project Manager, gave a report.

**C. FY 18 Central District Improvements**

Doug Woodruff, CCDC Project Manager, gave a report.

**D. Operations Report**

John Brunelle, CCDC Executive Director, gave a report.

**VI. ADJOURNMENT**

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

Commissioner Shalz seconded the motion.

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

The meeting was adjourned at 2:00 p.m.

- - - -

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION  
ON THE 9<sup>th</sup> DAY OF October, 2017.

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**John Hale, Chair**

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**Ryan Woodings, Secretary/Treasurer**

## RESOLUTION NO. 1509

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 MARCH 13, 2017, THROUGH THE ADOPTION OF RESOLUTION NUMBER 1487; 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 March 13, 2017, approved Agency Resolution No. 1487, 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 October 9, 2017.  
Signed by the Chairman of the Board of Commissioners and attested by the Secretary to the  
Board of Commissioners on this 9<sup>th</sup> day of October, 2017.

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 March 13, 2017. 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



October 9, 2017

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. 1509 which will be presented to our Board for adoption on October 9, 2017. 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 March 13, 2017, through the adoption of CCDC Resolution No. 1487), 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 November 9, 2017. If CCDC does not hear from you by that date and the Board approves Resolution No. 1509, we will proceed with the destruction of these records on or after November 10, 2017.

Please contact me by phone at 208-384-4264 or email at [kwanner@ccdcboise.com](mailto:kwanner@ccdcboise.com) if you have any questions or require further information.

Sincerely,

Kathy Wanner  
Contracts Specialist

## CCDC RECORDS ELIGIBLE FOR DESTRUCTION

Board Review Date: 10/9/2017 - Resolution No.1509

Date	Contents	Retention Classification	Eligible Destruction Date & Review
FY2012	Deposit slips, DBBS checker audits and ticket summaries, payroll	SEMI-PERMANENT	10/1/2017
FY2012	Bank statements and reconciliations; FY 12 Bank Recs	SEMI-PERMANENT	10/1/2017
FY2012	Accounts payable, A-B; receipt books; charity donations	SEMI-PERMANENT	10/1/2017
FY2012	Accounts payable, B-J	SEMI-PERMANENT	10/1/2017
FY2012	Accounts payable, J-Z	SEMI-PERMANENT	10/1/2017
FY2012	Accounts receivable, general ledger, cash deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking reports, Ada County assessment notices, staff training and travel	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports/Deposits/Shift Reports	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
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FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Parking Operator - Daily Reports and Deposits	SEMI-PERMANENT	10/1/2017
FY2012	Cashier Shift Reports 2012	SEMI-PERMANENT	10/1/2017
FY2012	Cashier Shift Reports 2012	SEMI-PERMANENT	10/1/2017
FY2012	Cashier Shift Reports 2012	SEMI-PERMANENT	10/1/2017
FY1993 - FY2012	Misc Service Agreements and Task Orders	SEMI-PERMANENT	10/1/2017
FY2009 - FY2012	Misc Service Agreements, Task Orders, Public Works Contracts	SEMI-PERMANENT	10/1/2017



## AGENDA BILL

<b>Agenda Subject:</b> Review Parking Survey Results and Set a Public Comment Date to Consider Adjusting Parking Rates		<b>Date:</b> October 9, 2017
<b>Staff Contacts:</b> Matt Edmond & Max Clark	<b>Attachments:</b> Stakeholder Letter & Proposed Rate Sheet for 11/13/17 Public Comment Date Public Notice for Garages & Local Paper	
<b>Action Requested:</b> Review the survey results and set a public comment date for November 13, 2017 to consider raising parking rates.		

### **Fiscal Notes:**

The current year FY 2018 budget included additional, estimated parking revenue based on increased monthly and hourly rates. The rates proposed here vary from those earlier estimates. The new revenue is projected to be with 10% of the original estimate. The increased revenue will be used for mobility-related initiatives.

### **Background:**

As expected, the demand for parking occasionally exceeds existing supply at times of peak use. The ParkBOI system, comprised of six (soon to be eight) garages owned by CCDC, is filled close to capacity during midday on weekdays. There is a waitlist for potential new ParkBOI customers seeking monthly parking passes in the system. The Parking Strategic Plan commissioned by CCDC and finalized in 2016 forecasted this situation of supply-demand imbalance.

As many as 400 people are paying up to \$240 per month to park all day in ParkBOI garages at the full-day rate because monthly parking passes are not available. Currently, ParkBOI has a waitlist of over 500 people awaiting a monthly parking pass. An adjustment of parking rates to better reflect and manage this demand will benefit hourly customers, downtown businesses, employers, and those needing to drive a car to work downtown.

Our Strategic Plan notes the following six priorities, in no particular priority:

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.

Addressing strategy #4 will further strategies #3 and #6.

In the past 18 months CCDC has undertaken a variety of measures to improve parking options in our districts:

- Our new garages (the first new CCDC garages since 2006) at 5th & Broad and 11th & Front will create nearly 900 new parking spaces, including approximately 380 public and an additional 500 private parking spaces funded by private investors. These new garages are scheduled to open in November (5<sup>th</sup> & Broad) and February (11<sup>th</sup> & Front).
- CCDC board authorized the conversion of up to 400 spaces from our hourly inventory to be offered as monthly spaces. Agency has converted and leased 300 to date.
- A Park & Ride/Shuttle was initiated in July.
- A carpool preference program will be initiated in our garages in November.

CCDC staff, based on direction from the Board, hired Strategic Intelligence to conduct a parking rate survey of existing monthly and hourly customers. The purpose of this survey was to identify a rate restructuring approach that will ensure sufficient downtown parking at a reasonable price, and encourage both the use of alternatives to parking and the development of additional parking structures. The survey was conducted via phone and online in August 2017. Current users (defined as using a CCDC-owned garage at least once per month) were asked about frequency and purpose of use, satisfaction, importance of improving parking options/reducing shortages, support for alternatives to parking, amount paid out of pocket for parking, willingness to pay increased rates, interest in monthly pass alternatives (e.g. night and weekend pass), and support or likely use of alternatives to parking.

Staff recommends the Board set a public comment date of November 13, 2017, to consider parking rate changes. All categories of rates are recommended to be adjusted. Hourly and hotel rates have not been raised since 2008; while monthly rates were last adjusted in January of 2016. Our Parking Management Plan and past practice has been that 30 day notice of our intent to change rates be given to our stakeholders and the general public. The attached stakeholder letter, rate sheet and public notice will be mailed as well as advertised in the coming weeks.

**Staff Recommendation:**

Receive the survey findings and set a public comment date of November 13, 2017 to consider adjusting hourly, monthly and miscellaneous rates, for implementation in February, 2018

**Suggested Motion:**

I move to accept the survey findings and to schedule a public comment date for the Board meeting of November 13, 2017 to consider adjusting parking rates in early 2018.

October 10, 2017

Subject: Proposed Parking Rate Increases

Dear Stakeholder:

The purpose of this letter is to inform you of proposed parking rate increases for hourly, monthly, hotel and related rates to be considered by the Capital City Development Corporation (CCDC) Board of Commissioners on Monday, November 13, 2017. If approved, these rates will be effective February 1, 2018.

Parking is in high demand in downtown Boise. Some rates have remained the same since 2008. CCDC's 2018 budget includes \$2.3 million for parking facilities improvements including Park & Ride/Shuttle services, the implementation of a carpool preference program and the addition of three new downtown parking garage facilities for additional parking. Our Downtown Parking Mobility Study identified over \$100 million of potential improvements and most recently the City of Boise adopted a Transportation Action Plan which emphasizes modern, well-balanced transportation choices. Many of these improvements to the parking & mobility system are dependent on revenues raised from this rate increase. More details on parking options and rates is available at <http://www.ccdcboise.com/parking/proposed-parking-rates/>.

The CDC Board of Commissioners will consider these rate increases at their monthly meeting on November 13, 2017. The meeting will begin at 12:00 noon in the CCDC Board Room, located at 121 N. 9<sup>th</sup> St., Suite 501. Public comment is welcome at this meeting, or in writing if received by 10:00 AM that morning. Please address correspondence to the address noted on this letter; or provide comments via email to [info@ccdcboise.com](mailto:info@ccdcboise.com).

Sincerely,

Max Clark  
Parking & Facilities Director



## PUBLIC NOTICE

### Proposed Parking Rate Adjustments

The Capital City Development Corporation (CCDC) Board of Directors will consider rate adjustments for the ParkBOI Public Parking Garage System at its public meeting on November 13, 2017. The meeting will be held at 12:00 p.m. in CCDC Board Room located at 121 N. 9<sup>th</sup> St., Suite 500, Boise, Idaho. The rates under review include those for short-term (hourly) parking, monthly parking, parking validation, and rates related to these. Unless otherwise noted by special agreement, these rates are intended to be in effect for one year absent extenuating circumstances.

If you would like to comment on the proposed changes, you may attend the November 13, 2017 meeting or you may write, fax, or email your comments to the addresses below. Please submit your written comments by 10:00 a.m. that day so that they may be included in the Director's meeting packets.

Capital City Development Corporation  
Attn: John Brunelle, Executive Director  
121 N. 9<sup>th</sup> St., Suite 501  
Boise, Idaho 83702

Fax: 384-4267  
Email: [ccdc@ccdcb Boise.com](mailto:ccdc@ccdcb Boise.com)

Web: <http://www.ccdcboise.com/parking/proposed-parking-rates/>

### Proposed Rate Adjustments

Category	Current Rate	Proposed Rate
First Hour	FREE	FREE
Hourly Rate (daily max.)	\$2.50/hr. (\$12)	\$3/hr. (\$15)
Capitol & Main Monthly	\$135	\$175
Capitol & Main Reserved	\$170	\$220
9 <sup>th</sup> & Main Monthly	\$135	\$175
9 <sup>th</sup> & Front Monthly	\$120	\$140
9 <sup>th</sup> & Front Reserved	\$155	\$190
10 <sup>th</sup> & Front Monthly	\$120	\$140
10 <sup>th</sup> & Front Reserved	\$120	\$155
Capitol & Myrtle Monthly	\$120	\$140
Capitol & Myrtle Reserved	\$120	\$155
Capitol & Front Monthly	\$120	\$140
Capitol & Front Reserved	\$155	\$190
Capitol & Front Tandem	\$80	\$100
5 <sup>th</sup> & Broad Monthly	NA	\$175
5 <sup>th</sup> & Broad Weekday/Day	NA	\$160
5 <sup>th</sup> & Broad Night/Weekend	NA	\$125
11 <sup>th</sup> & Front Monthly	NA	\$100
Office Validation	\$250 (100/book)	\$300 (100/book)
All Day Validation	\$12 each	\$18 each
BUS/Val Combo Monthly	\$37.97 each	\$48 each
Night Plan Monthly	\$43	\$50
Hotel Self Park Daily	\$5.70	\$10
Hotel Valet	\$2.85 (per card use)	\$10 (per card use)

This public meeting will be 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.

## **PUBLIC NOTICE**

### **Proposed Parking Rate Adjustments ParkBOI Public Garage Parking System**

As the urban renewal agency for the city of Boise, Idaho, Capital City Development Corporation ("CCDC") promotes revitalization and economic growth in Boise's urban renewal districts. As the owner of the ParkBOI Public Garage Parking System, CCDC provides valuable infrastructure essential to the development of both commercial and residential projects.

To continue to provide this critical component of Boise's downtown core, CCDC is proposing to increase the parking rates. These proposed rate adjustments will be used to provide needed structural maintenance, system-wide improvements, and to fund future parking and parking alternatives.

The CCDC Board of Commissioners will consider these rate increases at its monthly meeting on November 13, 2017. The meeting will begin at 12:00 p.m. in the CCDC Board Room located at 121 N. 9<sup>th</sup> St., Suite 502, Boise, Idaho. Public comment is welcomed at this meeting, or in writing if received by 10:00 a.m. before the meeting. Please address any email correspondence to [info@ccdcboise.com](mailto:info@ccdcboise.com).

Information on a recent Parking Rate & Services Survey, the proposed rate adjustments, and information on parking options are available at <http://www.ccdcboise.com/parking/proposed-parking-rates/>.

PUBLISH: October 13, 2017



## AGENDA BILL

<b>Agenda Subject:</b>		<b>Date:</b>
Shoreline Urban Renewal Area Eligibility Study		10/09/2017
<b>Staff Contact:</b>	<b>Attachments:</b>	
Shellan Rodriguez	<div>1) Shoreline Urban Renewal Study Area Map</div> <div>2) Resolution #1511</div> <div>3) Shoreline Urban Renewal Area Eligibility Study</div>	
<b>Action Requested:</b>		
Resolution #1511 – Accepting Shoreline Urban Renewal Area Eligibility Study and forward to the Boise City Council for consideration.		

### Background:

In May 2016 the River Neighborhood Committee was formed and worked closely with the City of Boise to create the River Street Master Plan. The area studied is between the Boise River Greenbelt and the I-184 Connector, Myrtle Street and 9<sup>th</sup> Street, and is considered underdeveloped. The planning process included public stakeholder meetings attended by business owners, property owners, residents and representatives of public agencies. There has been open houses as well as work sessions with City of Boise Planning and Zoning and City Council. This Master Plan is nearly complete and is scheduled to be presented at City Council's public hearing on October 10, 2017.

Additionally, in early 2013 the Lusk Street Steering Committee was formed and assisted the City of Boise in planning and developing a Lusk Street Master Plan which included the area east of Ann Morrison Park, south of the Boise River, west of Capitol Boulevard, and north of the Boise Depot. One of its primary goals was to support Lusk Street as a pedestrian and bicycle oriented mixed-use storefront area that will continue to provide a unique mix of services. The Master Plan includes an Implementation Plan which identifies high priority actions such as working with CCDC to examine the possibility of a new urban renewal district and working with CCDC to explore partnerships and funding opportunities for locating a new parking garage/options in the area. That plan was finalized and adopted by City Council in December of 2013, after a series of committee and public stakeholder meetings and public work sessions.

These Master Plans incorporate areas that are within or just outside existing URDs. Extensive public outreach through neighborhood meetings and public meetings have occurred in order to bring together a diverse mix of stakeholders in forming the goals and objectives within the plans.

These plans identify a range of existing conditions and outline goals around transportation, sidewalks, bicycle/pedestrian, park improvements and land uses.

Since early 2017 CCDC Staff has been working to determine reasonable geographic boundaries for a proposed urban renewal study area that leverage the effort of the above-mentioned Master Plans as well as identify areas that have experienced less investment as compared with neighboring areas. In determining the boundaries of the proposed study area, CCDC Staff reviewed areas where the creation of an urban renewal district would enable access to unique tools and resources not otherwise available to stimulate reinvestment and attract new development in an area that may not otherwise occur. The area was intended to be small enough to create meaningful and measurable outcomes and development plans, while also catalyzing areas that have not benefited as broadly from investment as perhaps nearby URDs have. The boundaries of the proposed study area were drafted, studied and reviewed by CCDC staff and leadership as well as City of Boise Staff.

Since May 2017, CCDC has been working under a Professional Services contract with SB Friedman Development Advisors (SBF) to conduct an eligibility analysis and to prepare an eligibility study determining whether the study area meets the statutory criteria pursuant to the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code (the “Law”) and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code (the “Act”) (the “Eligibility Study”). SB Friedman is a firm based out of Chicago and has worked in different capacities with CCDC in the past few year. The firm came highly recommended and has extensive expertise in eligibility studies, tax increment financing, gap analysis and the creation of various type of districts including urban renewal districts.

In August 2017, CCDC staff received a final draft of the Eligibility Study. This was a culmination of a three-day fact finding trip by SBF staff as well as many hours working with staff to analyze data regarding existing conditions and statistics.

On September 11, 2017, Geoff Dickinson of SBF presented his team's findings to CCDC's Board. Later on September 26, 2017, Geoff Dickinson presented a similar PowerPoint to Boise City Council. The Eligibility Study clearly documents the conditions of the study area on a parcel by parcel basis and supports the finding that the study area is “deteriorating” based on six qualifying criteria as outlined in the Law and the Act. The six criteria, or eligibility factors, were found to be meaningfully present and reasonably distributed throughout the study area and each are evidenced within report.

Since these presentations, minor comments have been received and incorporated into the Eligibility Study.

#### **Fiscal Notes:**

The total contracted amount with SB Friedman for the Eligibility Study and all associated travel is \$42,930, which is within the amended FY 2017 budget and most has been nearly completed.

The FY 2018 budget, as approved on August 29, 2017, includes professional services for costs associated with the establishment of a potential new URD.

**Staff Recommendation:**

Approve Resolution #1511

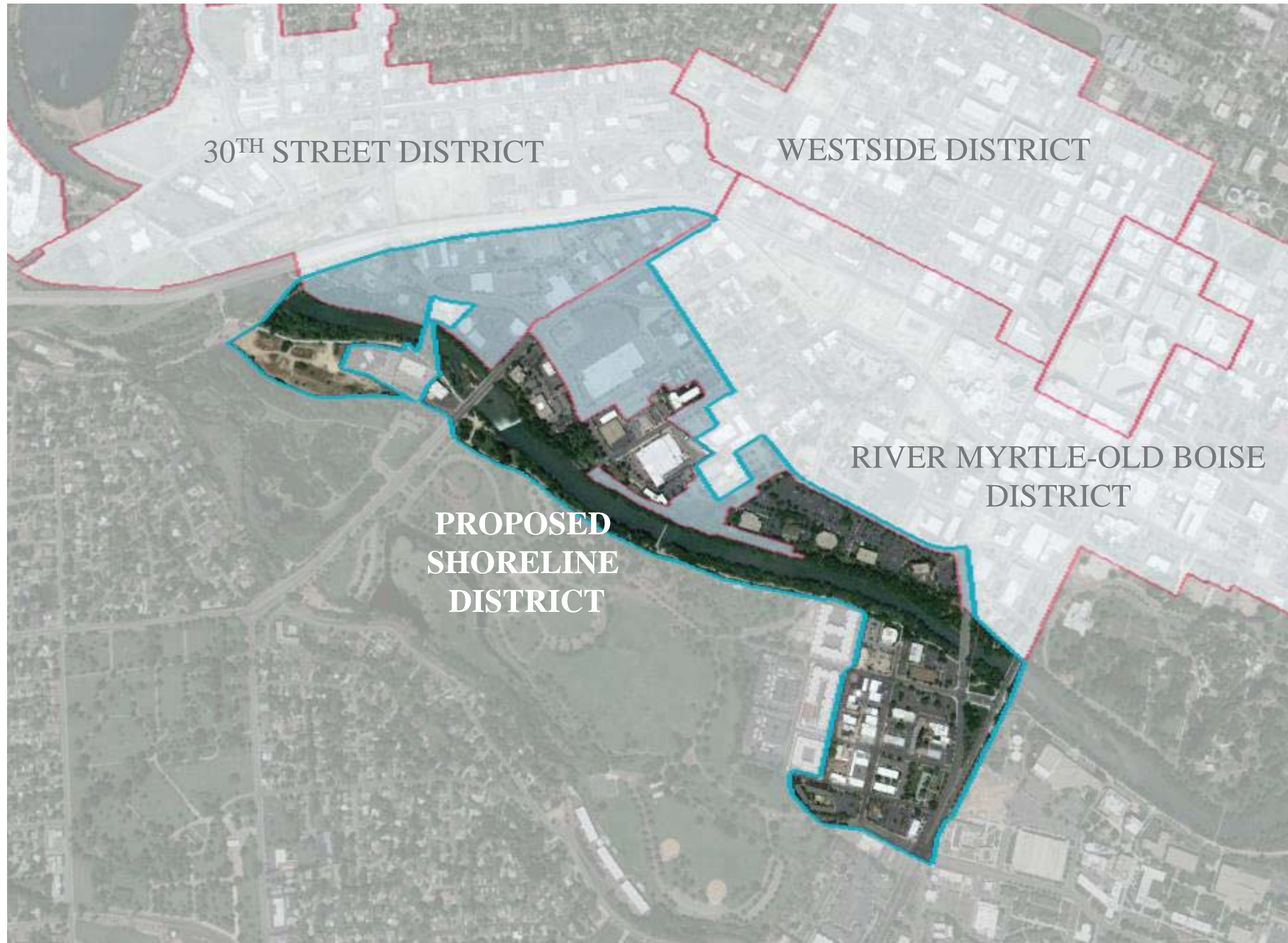
**Suggested Motion:**

I move to approve Resolution #1511, which accepts the Shoreline Urban Renewal Area Eligibility Study and directs CCDC staff to forward to the Boise City Council for future consideration.



# Proposed Shoreline URA District

Attachment 1



## RESOLUTION NO. 1511

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

A RESOLUTION OF THE BOARD OF COMMISSIONERS OF THE URBAN RENEWAL AGENCY OF BOISE CITY, IDAHO, ACCEPTING THAT CERTAIN REPORT ON ELIGIBILITY FOR CERTAIN PROPERTY REFERRED TO AS THE SHORELINE AREA AS AN URBAN RENEWAL AREA AND REVENUE ALLOCATION AREA AND JUSTIFICATION FOR DESIGNATING THE AREA AS APPROPRIATE FOR AN URBAN RENEWAL PROJECT; AUTHORIZING AND DIRECTING THE CHAIR, VICE-CHAIR, OR EXECUTIVE DIRECTOR TO TRANSMIT THE REPORT AND THIS RESOLUTION TO THE CITY COUNCIL OF THE CITY OF BOISE REQUESTING ITS CONSIDERATION FOR DESIGNATION OF AN URBAN RENEWAL AREA AND SEEKING FURTHER DIRECTION FROM THE COUNCIL; AND PROVIDING AN EFFECTIVE DATE.

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 (the "Law"), a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the "Agency."

WHEREAS, the City Council (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 Street Plan");

WHEREAS, following said public hearing, the City Council adopted its Ordinance No. 5596 on December 6, 1994, approving the River Street Plan and making certain findings;

WHEREAS, the City Council, 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");

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

WHEREAS, the City Council, after notice duly published, conducted a public hearing on the 30th Street Area Urban Renewal Project Urban Renewal Plan ("30<sup>th</sup> Street Plan");

WHEREAS, the City Council, after notice duly adopted its Ordinance No. 6868 on December 4, 2012, approving the 30th Street Plan and making certain findings;

WHEREAS, the River Myrtle-Old Boise Plan and the 30<sup>th</sup> Street Plan and their project areas are collectively referred to herein as the “Existing Urban Renewal Plans;”

WHEREAS, based on inquiries and information presented by certain interested parties and property owners, the Agency commenced certain discussions concerning examination of an additional area as appropriate for an urban renewal project;

WHEREAS, in 2017, the Agency authorized SB Friedman Development Advisors to commence an eligibility study and preparation of an eligibility report of an area bounded by U.S. Highway 26 to the north and west, Capital Boulevard to the east, the Boise River Greenbelt to the south and into portions of adjacent office parcels and into the Lusk District. Part of the study area is within the Existing Urban Renewal Plans. The eligibility report area is commonly referred to as the Shoreline area;

WHEREAS, the Agency has obtained an eligibility study (the “Study”), which examined an area in Boise known as the Shoreline Urban Renewal Area for the purpose of determining whether such area was a deteriorating area and deteriorated area as defined by Idaho Code Sections 50-2018(9) and 50-2903(8);

WHEREAS, the Study, dated October 5, 2017, has been submitted to the Agency, a copy of which is attached hereto as Exhibit A;

WHEREAS, pursuant to Idaho Code Section 50-2008, an urban renewal project may not be planned or initiated unless the local governing body has, by resolution, determined such area to be a deteriorated area or deteriorating area, or combination thereof, and designated such area as appropriate for an urban renewal project;

WHEREAS, Idaho Code Section 50-2906, also requires that in order to adopt an urban renewal plan containing a revenue allocation financing provision, the local governing body must make a finding or determination that the area included in such plan is a deteriorated area or deteriorating area;

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 acknowledges acceptance and receipt of the Study.

Section 3. That there are one or more areas within the City that are deteriorating or deteriorated areas as defined by Idaho Code Sections 50-2018(9) and 50-2903(8).



Section 4. That one such area is an area which includes property generally bounded by U.S. Highway 26 to the north and west, Capitol Boulevard to the east, Boise River Greenbelt to the South and into portions of adjacent office parcels and the Lusk District, parts of which are within the Existing Urban Renewal Plans, now commonly referred to as the Shoreline Urban Renewal Area.

Section 5. That the rehabilitation, conservation, and redevelopment, or a combination thereof, of such area is necessary in the interest of the public health, safety, and welfare of the residents of the City.

Section 6. That the Chair or Vice-Chair of the Board of Commissioners, or the Executive Director are hereby authorized to transmit the Study to the City of Boise City Council requesting that the City Council:

a. Determine whether the area identified in the Study qualifies as an urban renewal project and justification for designating the area, as appropriate, for an urban renewal project;

b. If such designation is made, whether the Agency should proceed with the preparation of an urban renewal plan for the area, which Plan may include a revenue allocation provision as allowed by law.

Section 7. 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 October 9, 2017. Signed by the Chair of the Board of Commissioners, and attested by the Secretary to the Board of Commissioners, on October 9, 2017.

APPROVED:

By \_\_\_\_\_  
Chair of the Board

ATTEST:

By \_\_\_\_\_  
Secretary

4828-5713-0833, v. 3

RESOLUTION NO. 1511 - 3

Capital City Development Corporation

# Shoreline Urban Renewal Area Preliminary Eligibility Study

DRAFT REPORT: October 5, 2017

**CAPITAL CITY DEVELOPMENT CORPORATION  
SHORELINE URBAN RENEWAL AREA  
PRELIMINARY ELIGIBILITY STUDY**

**October 5, 2017**

**S. B. FRIEDMAN & COMPANY**

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**CAPITAL CITY DEVELOPMENT CORPORATION**  
**Shoreline Urban Renewal Area Preliminary Eligibility Study**

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# 1. Executive Summary

***SB Friedman Development Advisors (“SB Friedman”)*** has prepared this Preliminary Eligibility Study (“Study”) for the proposed Shoreline Urban Renewal Area (“Study Area” or “Shoreline URA”) for the Capital City Development Corporation (“CCDC” or “Agency”) pursuant to the Idaho Urban Renewal Law of 1965, Title 50, Chapter 20, Idaho Code (the “Law”), and the Local Economic Development Act, Title 50, Chapter 29, Idaho Code (the “Act”), collectively the “Urban Renewal Law.”

Currently, a portion of the Study Area is located within portions of the 30<sup>th</sup> Street District and River Myrtle-Old Boise District Urban Renewal Areas (URAs). This Study assumes that, as required, parcels of land in the existing 30<sup>th</sup> Street District or River Myrtle-Old Boise District URAs will be removed prior to the adoption of the new Shoreline URA.

In addition, the Study Area as currently defined splits parcel boundaries in Ann Morrison Park. These proposed parcel splits are intended to narrow the geographic scope of the proposed URA to only include portions of the park that overlap the Boise River Greenbelt, and thus are potential candidates for access enhancements. This Study assumes that the City of Boise will create new parcels for the Greenbelt prior to the adoption of the URA district and/or will work with Ada County to ensure that the final boundary does not create any administrative issues.

Urban Renewal Law provides for different eligibility factors and required findings and tests for improved land and “open land” (or “open area”). *SB Friedman* evaluated Study Area eligibility using the improved land eligibility factors and required findings and tests. Based on our review of the Urban Renewal Law, it is our understanding that open land under the Urban Renewal Law means unimproved, agricultural or forest lands, and/or predominately open land. Based on our fieldwork, all parcels within the Study Area have seen some improvement. Thus, we have evaluated all parcels in the Study Area using the eligibility criteria for improved land. However, should CCDC determine any parcels could potentially be considered open land or open area and be acquired or developed by the Agency, those parcels should be further reviewed and analyzed to determine eligibility under the open land eligibility criteria.

This Study documents the conditions in the Study Area which support the finding that the Study Area is “deteriorating.” *SB Friedman* finds the following six criteria for a deteriorating area to be meaningfully present and reasonably distributed within the Study Area:

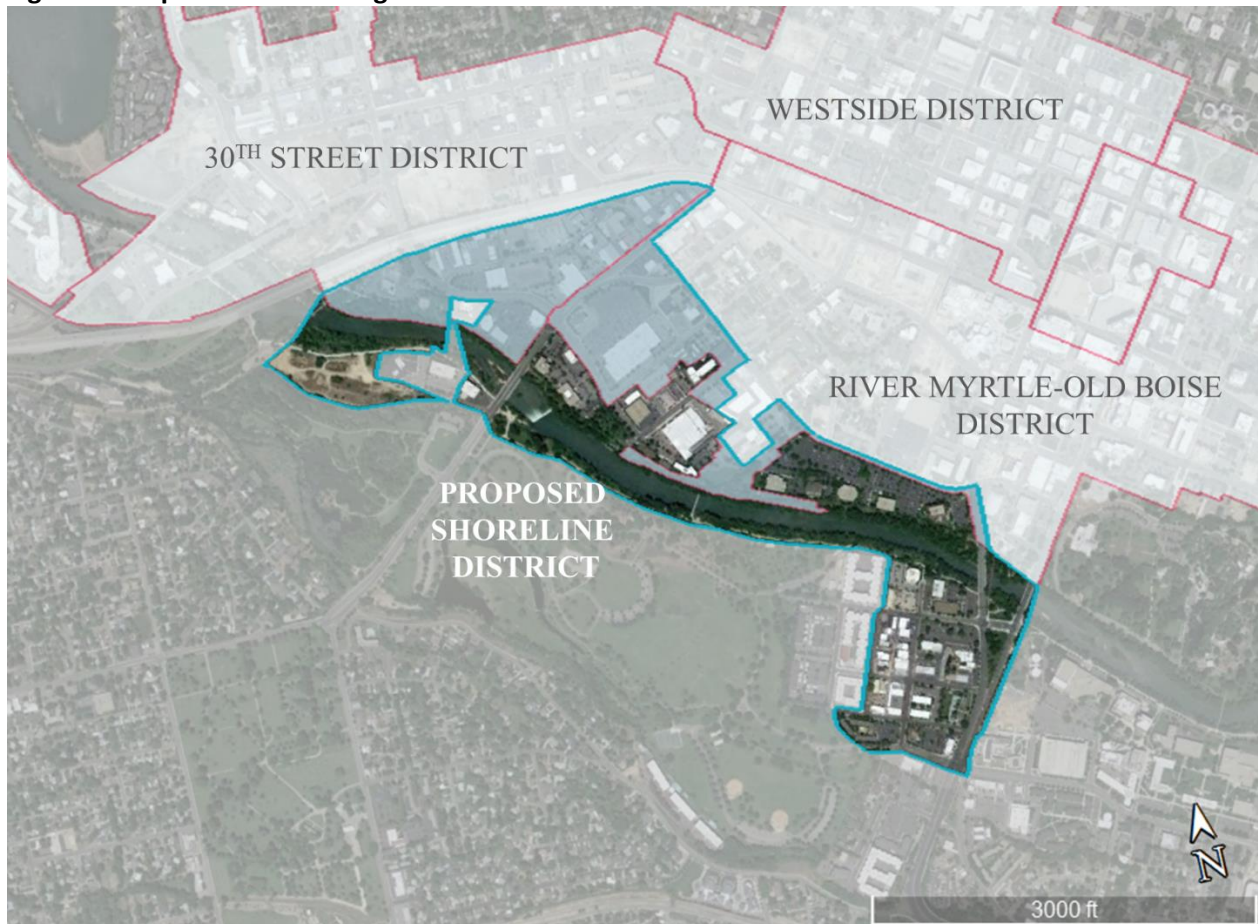
1. The presence of a substantial number of deteriorated or deteriorating structures;
2. Predominance of defective or inadequate street layout;
3. Faulty lot layout in relation to size, adequacy, accessibility or usefulness;
4. Insanitary or unsafe conditions;
5. Deterioration of site or other improvements; and
6. Existence of conditions which endanger life or property by fire and other causes.

This finding must be made before the City Council of the City of Boise (“City Council”) as part of the approval process for a URA.

Upon adoption of a resolution finding that the Study Area is deteriorating, CCDC will create an Urban Renewal Plan for the proposed district. Following CCDC plan approval, the Boise City Planning and Zoning

Commission (“Commission”) would review the Plan and make a determination on its conformance with the City’s Comprehensive Plan. If the Plan is in conformance, the City Council would then hold a public hearing prior to which all of the affected taxing entities have the opportunity to provide comment on the proposed Plan. City Council then must elect to either approve the Plan and create a corresponding Revenue Allocation Area, by ordinance, or elect not to approve the Shoreline URA.

**Figure 1: Proposed and Existing Urban Renewal Areas**



Source: CCDC, Google Earth, *SB Friedman*

## 2. Study Area Background

Boise's downtown has been the subject of numerous planning initiatives over the last two decades. In 2011, Boise adopted Blueprint Boise – a comprehensive plan to guide development across the city. At the time, the City officially defined the Downtown Planning Area (“DPA” or “Downtown”) as a specific geographical area. The DPA is the smallest of all planning areas within the City. Features identified as strengths of the region include the access to parks and recreation, young population, and intensive mix of land uses.

Blueprint Boise established the following planning standards/policies to work toward within the DPA in order to help correct some of the larger planning challenges within the area:

- Raise the architectural quality of downtown buildings (DT-7);
- Establish urban design criteria which encourage buildings to be placed at the sidewalk creating a street wall, street-level space activation with people-oriented uses, and building entrances and openings oriented to public sidewalks rather than parking lots (DT-9);
- Establish incentives to encourage the redevelopment of surface parking lots and other underutilized properties (DT-11);
- Retain a high level of connectivity in Downtown by maintaining the traditional street grid and block pattern (DT-15);
- Where feasible, re-establish two-way streets to improve connectivity (DT-15); and
- Recognize that Downtown requires continuing attention to stay competitive relative to other lower-cost locations for business investment (DT-23).

Today, portions of the Downtown are meeting the goals laid out in Blueprint Boise. However, there are sections that require additional investment to improve quality of place and life for Boise residents. Urban Renewal Areas (URAs) have been implemented in four areas to date: the 30<sup>th</sup> Street District, Central District, River Myrtle-Old Boise District and Westside District. Each URA, at least in part, encompasses a portion of the DPA.

CCDC identified a preliminary Shoreline URA Study Area, which appeared to be underperforming relative to the Downtown. *SB Friedman* conducted eligibility research and analyses, and prepared this Preliminary Eligibility Study evaluating the potential eligibility of the Study Area. The preliminary Study Area provided by CCDC has since been modified as a result of our research and analysis. The Study Area boundary discussed hereafter is the refined Study Area boundary.

The Study Area is bounded by U.S. Highway 26 to the north and west, and Capitol Boulevard to the east. The southern district boundary extends south along the Boise River Greenbelt and into portions of adjacent office parcels and the Lusk District. Within the Study Area, we have identified three key sub areas:

1. **Sub Area 1** – This is currently a semi-industrial area within the DPA known as the Lusk District. The Lusk Street Master Plan envisions this area evolving into a mixed-use, urban neighborhood. The district is located between Ann Morrison Park and the Boise State University main campus. Land use within the district is primarily light industrial and multi-family housing.
2. **Sub Area 2** – An area primarily composed of office buildings south of River Street and west of Americana Boulevard. The office parks are made up of three- to four-story multi-tenant office buildings with surface parking.

3. **Sub Area 3** – North of River Street, the predominant land use is institutional services. St. Luke's and other non-profits are located here.

**Figure 2: CCDC Study Area, Sub Areas**



Source: City of Boise Department of Planning and Development, *SB Friedman*

Blueprint Boise, the River Street-Myrtle Street Master Plan and Downtown Boise Mobility Study all speak to the goal of enhancing pedestrian, bicycle and vehicular connectivity within the Study Area. To that end, this Study evaluates the potential eligibility of the Study Area as a URA. In turn, if adopted, this potential Shoreline URA could provide a source of funds to enhance the Study Area in line with the goals outlined in plans.

The following section evaluates existing conditions within the Study Area to determine its eligibility to be designated an Urban Renewal Area according to Idaho Urban Renewal Law.



## 3. Existing Conditions

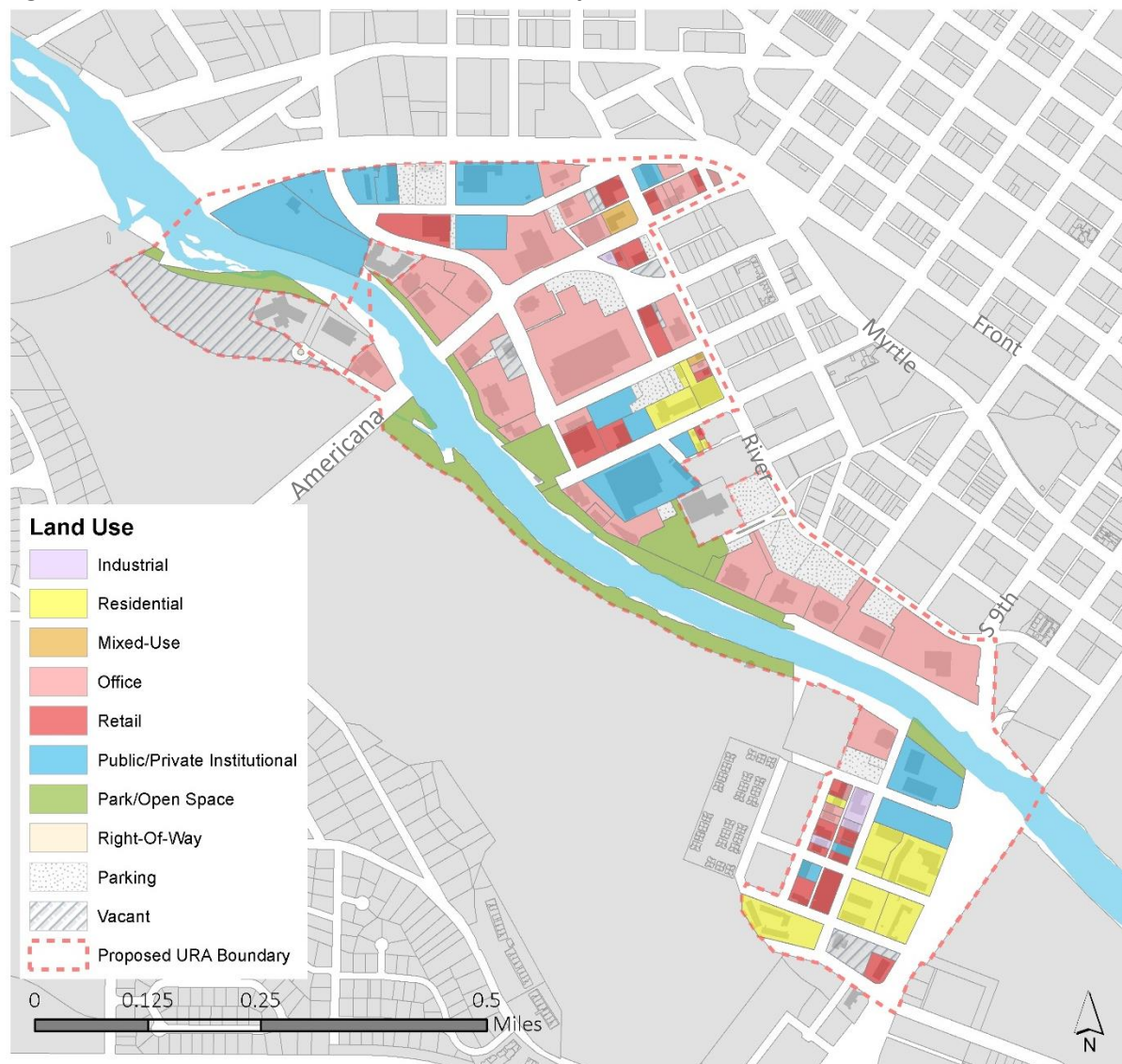
### Existing Land Use within the Study Area

The Study Area is a 190-acre area located within the DPA. The City has adopted multiple plans for the surrounding area including the River Street-Old Boise Urban Renewal District Plan, Old Boise-Eastside Master Plan, and River Street-Myrtle Street Master Plan. All of these plans express an interest in increasing the number of residential and mixed-use properties within the Study Area.

*SB Friedman* conducted fieldwork to document current land uses within the Study Area. Major land uses are as follows:

1. **Office** – 35 parcels almost exclusively located along Shoreline Drive and River Street.
2. **Retail/Service** – 20 parcels located throughout the district. The highest concentration of retail is within the Lusk District.
3. **Industrial** – 4 parcels within the Lusk District used for auto-body shops.
4. **Residential** – 11 parcels located primarily in the Lusk District. Nearly all housing within the Study Area is publicly-owned or affordable rental housing.
5. **Mixed Use** – 2 parcels located on the Study Area periphery. Both parcels include ground floor retail/service with second floor residential.
6. **Park Space** – 10 parcels (or parcel segments) along the Boise River Greenbelt or park space. It is noteworthy that there is an additional, unparcelized area within the Study Area which would have been park/open space were the land parceled: particularly on the south east end of the Study Area near Capitol Boulevard.
7. **Public/Private Institutional** – 16 parcels located primarily along the U.S. Highway 26 overpass and within the Lusk District. Public/Institutional land uses include BSU properties, USPS, the Boise Fire Department training tower and social service provider offices

There are no agricultural operations or forest lands within the Study Area which would require additional consent of the property owner per Idaho Code Section 50-2018(8), 2018(9) and 50-2903(8)(f). Land use is mapped in Figure 3 below:

**Figure 3: Field Observed Land Use within the Study Area**

Source: ESRI, City of Boise Department of Planning and Development, *SB Friedman*

## Required Findings & Definition of Deteriorated/Deteriorating

Section 50-2008(a) of the Idaho Statute states “an urban renewal project for an urban renewal area shall not be planned or initiated unless the local governing body has, by resolution, determined such area to be a deteriorated area or deteriorating area or a combination thereof and designated such area as appropriate for an urban renewal project.”

The Urban Renewal Law includes definitions for deteriorated or deteriorating areas and include criteria, one or more of which must be met in an area for it to qualify for urban renewal. These criteria are in Sections 50-2018(8) and (9) and Section 50-2903(8), and are listed below.

## **1. Deteriorated Area**

Idaho Code Section 50-2018(8) and Idaho Code Section 50-2903(8) define a deteriorated area as an area in which there is a predominance of buildings or improvements, whether residential or non-residential, which by reasons of:

- a) Dilapidation;
- b) Deterioration;
- c) Age or obsolescence;
- d) Inadequate provision for ventilation, light, air, sanitation or open spaces;
- e) High density of overcrowding;
- f) Existence of conditions which endanger life or property by fire; or
- g) Any combination of such factors;

is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime and is detrimental to the public health, safety morals or welfare.

## **2. Deteriorating Area**

Idaho Code Section 50-2018(9) and Idaho Code Section 50-2903(8)(b) define a deteriorating area as one, which by reason of:

- a) The presence of a substantial number of deteriorated or deteriorating structures;
- b) Predominance of defective or inadequate street layout;
- c) Faulty lot layout in relation to size, adequacy, accessibility or usefulness;
- d) Insanitary or unsafe conditions;
- e) Deterioration of site or other improvements;
- f) Diversity of ownership;
- g) Tax or special assessment delinquency exceeding the fair value of the land;
- h) Defective or unusual conditions of title;
- i) Existence of conditions which endanger life or property by fire and other causes; or
- j) Any combination of such factors;

substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability, and is a menace to the public health, safety, morals or welfare in its present condition and use.

## Evidence of Deteriorating Area

Based on our preliminary research, deterioration of site improvements appears very close to meeting the “predominance” standard required for a Deteriorated Area. However, given the marginal nature of this preliminary finding, we have elected to pursue the Deteriorating Area eligibility finding in this Study. Of the 9 eligibility factors for a Deteriorating Area, we have identified six (6) to be meaningfully present and reasonably distributed within the Study Area. Each of the criteria and evidence are detailed below.

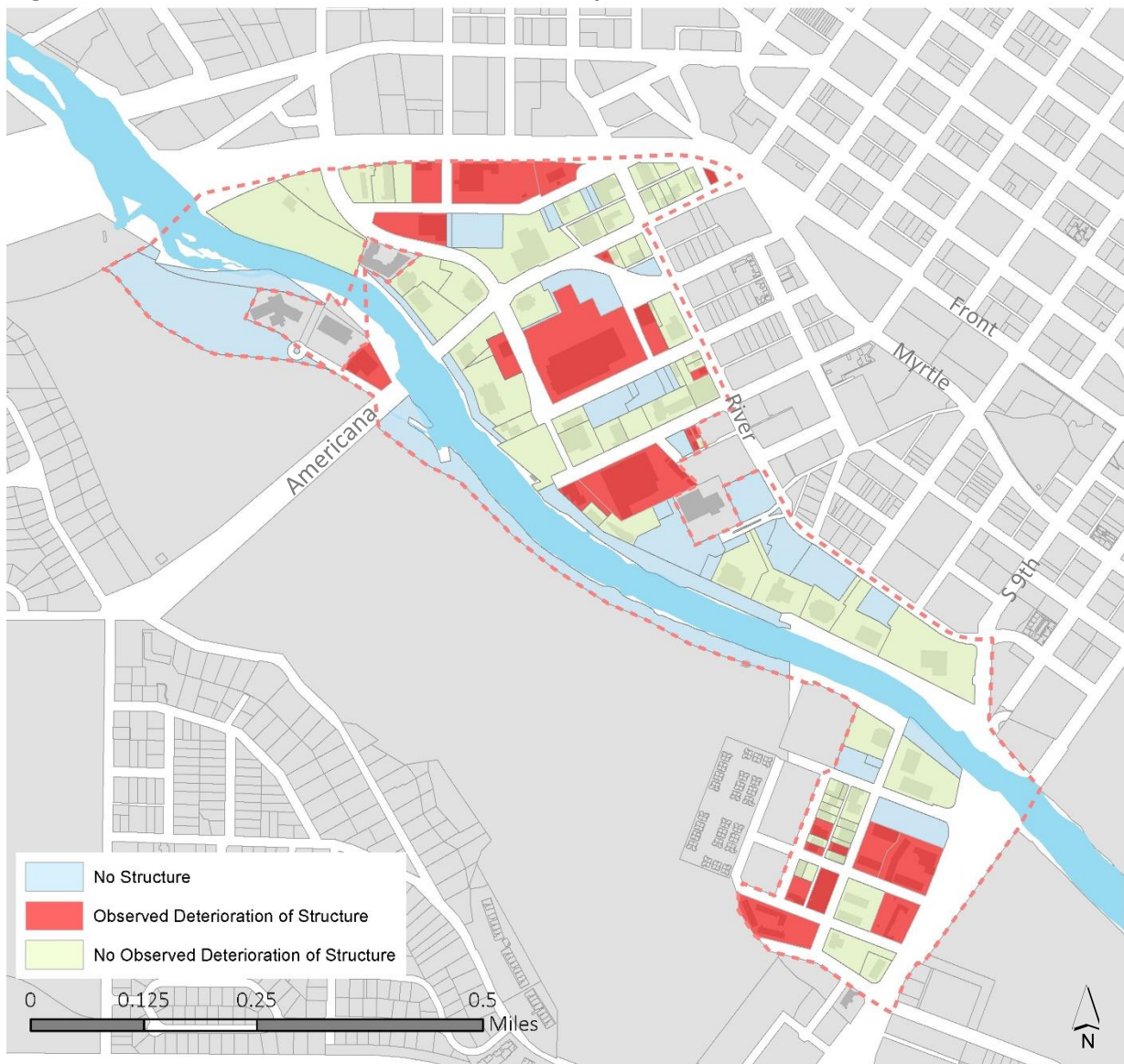
### 1. A Substantial Number of Deteriorated or Deteriorating Structures

In order to evaluate deterioration of structures within the Study Area, fieldwork was conducted on a parcel by parcel basis. To be identified as a “deteriorating” structure, a building must have shown deterioration beyond issues that could be remedied with normal maintenance. Common factors *SB Friedman* found to make the determination that a building is deteriorating included:

- Broken or missing brick
- Chimney damage
- Fascia damage
- Holes in siding
- Damaged or missing shingles
- Cracked or damaged windows

Of the 24 of the 100 buildings within the Study Area (24%) exhibited signs of deterioration. Figure 4 below highlights the parcels on which deteriorating buildings are located.

Based on field evidence, we find deteriorating structures to be meaningfully present and reasonably distributed throughout the Study Area. Therefore, the Study Area meets the urban renewal area eligibility standard of “A Substantial Number of Deteriorated or Deteriorating Structures.”

**Figure 4: Deterioration of Structures within the Study Area**

Source: ESRI, City of Boise Department of Planning and Development, *SB Friedman*



## 2. Predominance of Defective or Inadequate Street Layout

A finding of predominance of a defective or inadequate street layout can be made based on an evaluation of three criteria: the overall condition of the existing street layout, the appropriateness of such a layout, and overall connectivity of streets within the Study Area.

There are just over five and a half miles of linear roadway within the Study Area which are divided amongst 38 street segments. Nearly all of the streets are between 45 and 65 feet in width, with three to five lanes for vehicular traffic in addition to on-street parking in certain areas. Nine of the street segments are dedicated one-way roads: most of which are along Americana Boulevard and Capital Boulevard. Research in the field revealed that there is significant variation amongst street typologies within the Study Area. A few of the primary typologies are described in Figures 5-7 below:



**Figure 5: Two-Way, Multi-Modal Streets**

Some of the streets in the Study Area are two-way streets which include painted bike lanes.



**Figure 6: One-Way, Auto-Intensive Streets**

The majority of arterial streets are one-way streets that are between three and five lanes wide. Americana Boulevard & Capital Boulevard in particular are relatively wide and are a majority one-way within the Study Area.



**Figure 7: Two-Way Streets**

The majority of collector streets are wide, two-way streets. Both the Lusk District and the Office Park District have two-way streets without street painting.

Source: Google Maps, *SB Friedman*

The draft Boise River Street Master Plan is currently in development and preliminarily addresses a number of recommended improvements to the street network in the Study Area, including the following (page numbers to be referenced in the Master Plan are noted below):

- Improve street connectivity/retain street network where possible (p. 10);
- Add detached sidewalks in areas where there are gaps in the existing pedestrian network (p. 7); and
- Convert wide street segments to fewer lanes with dedicated bike lanes where appropriate (p. 10).

Multiple plans – the Lusk Street Area Master Plan and Blueprint Boise - also express a desire to retain or re-introduce the standard downtown block size of 260 by 300 feet where possible within the Study Area.

Finally, in 2016, Boise implemented the Boise Transportation Action Plan which emphasized the impact street networks can have on the community. The report provided a few key metrics which will be incorporated into our evaluation:

- Average street width within the Downtown is 50 feet and streets can be characterized as having many intersections and high connectivity (p. 26);
- 24% of the pedestrians within the Downtown commute by walking, 6% by bike (p. 26);
- The Downtown vision for improvement recommended increased streetscapes, additional street-trees, narrowed lanes and smooth integration of bike, bus and pedestrian transit mode (p. 40); and
- The plan expressed a desire to revert to slower (25mph), two-way streets where possible and incorporate easy-access crosswalks (p. 40).

Evaluation of the street layout included analysis of street width and block size.

### ***Street Width***

In order to determine appropriateness of the street layout within the Study Area, *SB Friedman* analyzed speed limit and layout within the Study Area using the Road Risk Method. This technique was developed by the Transportation Association of Canada and is frequently used in Canada and the United States. The Road Risk Method establishes speed limits based on the safety risks associated with the physical design of the road and expected traffic conditions.

We analyzed the width dimensions and speed limits provided in the Road Risk Method against those of key streets in the Study Area. We found that all of the speed limits within the Study Area are 10 to 20 miles per hour below what the street structure is designed to allow (results by street in Figure 8). Thus, roads are built substantially wider than necessary for the target speed limits.

**Figure 8: Street Segment Characteristics**

Street Name	Number of Lanes	One-Way	Arterial/Collector	Speed Limit	Federal Recommended Speed Limit Based on Layout	Defective
S Capitol Boulevard	8	✓	Arterial	30	50	✓
Americana Boulevard	5		Arterial	30	45	✓
River Street	5	✓	Collector	30	45	✓
Shoreline Drive	5		Arterial	20-30	45	✓
S 15th	3		Arterial	30	45	✓
S 9th	4	✓	Arterial	35	50	✓
S 13th	3		Collector	20	35	✓
Lusk Street	2		Local	20	30	✓
Royal Boulevard	2		Collector	20	35	✓
S 14th	2		Local	20	30	✓

Source: *SB Friedman*, Transportation Association of Canada

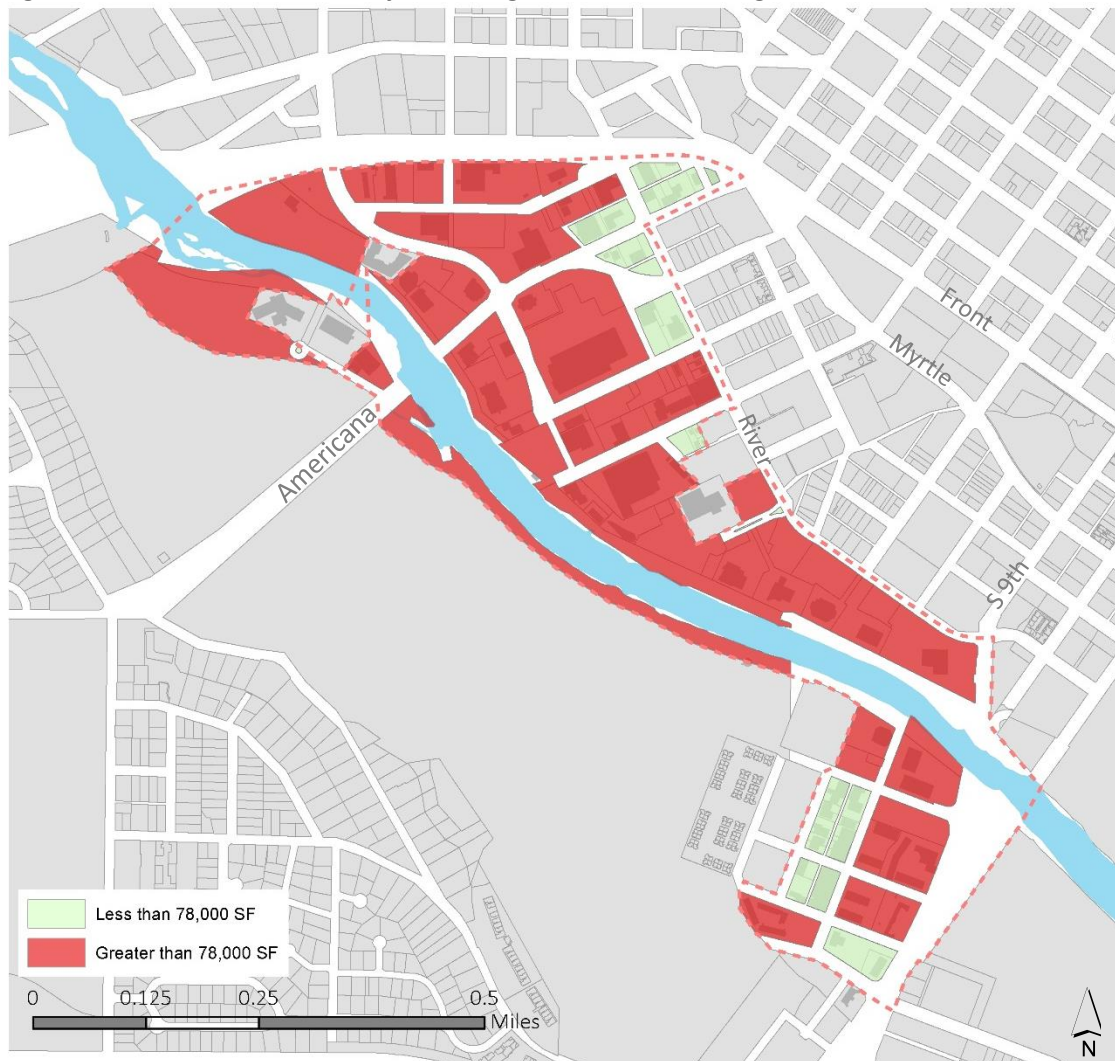
### **Block Size**

Boise planning documents - the Lusk Street Area Master Plan and Blueprint Boise - have expressed a desire to maintain or restore the traditional 260 by 300-foot grid pattern in order to maintain the Downtown street network where feasible. Much of the Downtown has maintained the original street network.

Only 10% of the parcelized area within the Study Area is within a block less than the desired 78,000 SF (260 feet x 300 feet) described in planning documents. Thus 90% of the block surface area is larger than desired. As a result of the large and inconsistent block size, north/south collector roads have broken links on 10<sup>th</sup>, 12<sup>th</sup>, 14<sup>th</sup> and 17<sup>th</sup> streets. The break in connectivity between streets results in a breakdown of the urban form unlike elsewhere in the DPA.

Based on evidence of defective street width and the four broken links in the street network within the Study Area, we find inadequate street layout to be meaningfully present and reasonably distributed throughout the Study Area. Therefore, Study Area meets the urban renewal area eligibility standard of "Predominance of Defective or Inadequate Street Layout."



**Figure 9: Blocks within the Study Area Larger than the Planning Standard of 78,000 SF**

Source: City of Boise Department of Planning and Development, *SB Friedman*

### 3. Faulty Lot Layout in Relation to Size, Adequacy, Accessibility or Usefulness

Faulty Lot Layout in relation to size, adequacy, accessibility or usefulness covers a wide array of potential challenges within the Study Area. We analyzed this issue in two ways:

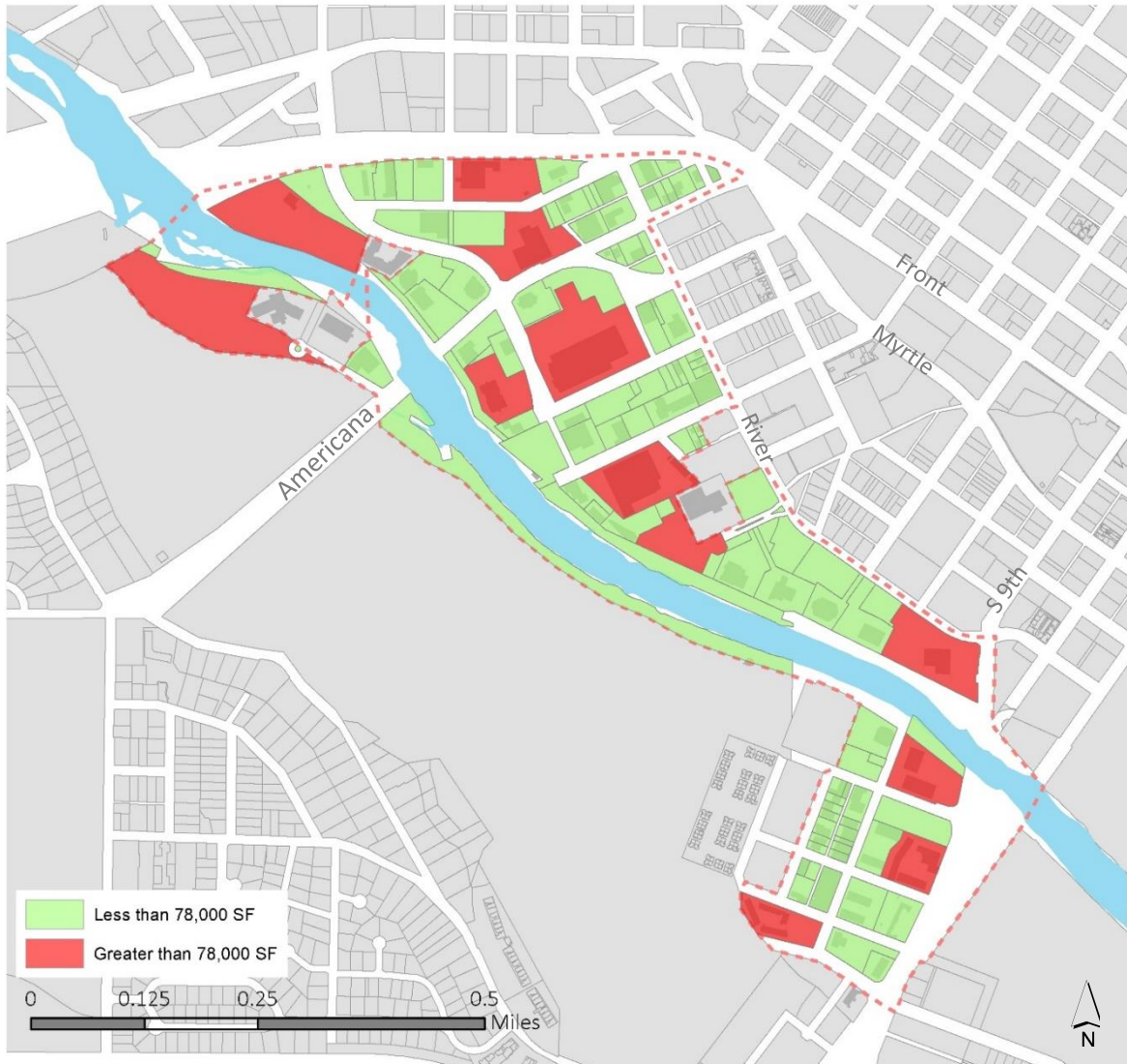
- Using GIS to identify lots within the Study Area over the desired size for standard Downtown blocks of 260 by 300 feet (78,000 SF); and
- Documenting adequacy, accessibility and usefulness of parcels during the fieldwork process and identifying blocks which are not accessible by different transit modes: automobile, bicycle and pedestrian.

*SB Friedman* found “Faulty Lot Layout” based on the findings of inadequate block size and parcel access limitations within the Study Area.

### Lot Size

There are 12 lots within the Study Area over the desired block size of 78,000 SF. Those parcels comprise 37% of the total parceled land area within the Study Area. Parcels which are over the desired block size indicate faulty lot layout in relation to size.

**Figure 10: Large Lots within the Study Area**



Source: City of Boise Department of Planning and Development, *SB Friedman*

## Accessibility

### Right-of-Way Access

There are 12 parcels within the Study Area which have limited or no right-of-way access. Given the dominate nature of automobile transit within the Study Area, the presence of any parcel with limited access may present a challenge to development. An area of particular concern within the district is South 17<sup>th</sup> Street, which dead ends without connectivity, into the U.S. Hwy 26 off-ramp. North of the off-ramp, there are additional parcels that are only accessible through an alley off West Cooper Street.

**Figure 11: Right-of-Way Access within the Study Area**



Source: City of Boise Department of Planning and Development, *SB Friedman*

### ***Bicycle and Pedestrian Connectivity***

Bicycle and pedestrian connectivity were analyzed together as they are frequently designed simultaneously and people moving by non-motorized means often face similar connectivity challenges.

The National Association of City Transportation Officials (NACTO) recently published an Urban Street Design Guide, which includes the following recommendations for combining auto, pedestrian and bicycle transit:

- Sidewalks should have a minimum through zone of six feet, eight feet when directly adjacent to moving traffic;
- The use of shoulders as a substitute for sidewalks is never justified in urban areas, sidewalks should be delineated;
- Sidewalks should be without major gaps or deformities that would make them non-traversable for wheel-chairs and all other mobility devices; and
- Pedestrian, auto and bicycle traffic should be adequately separated from one another.

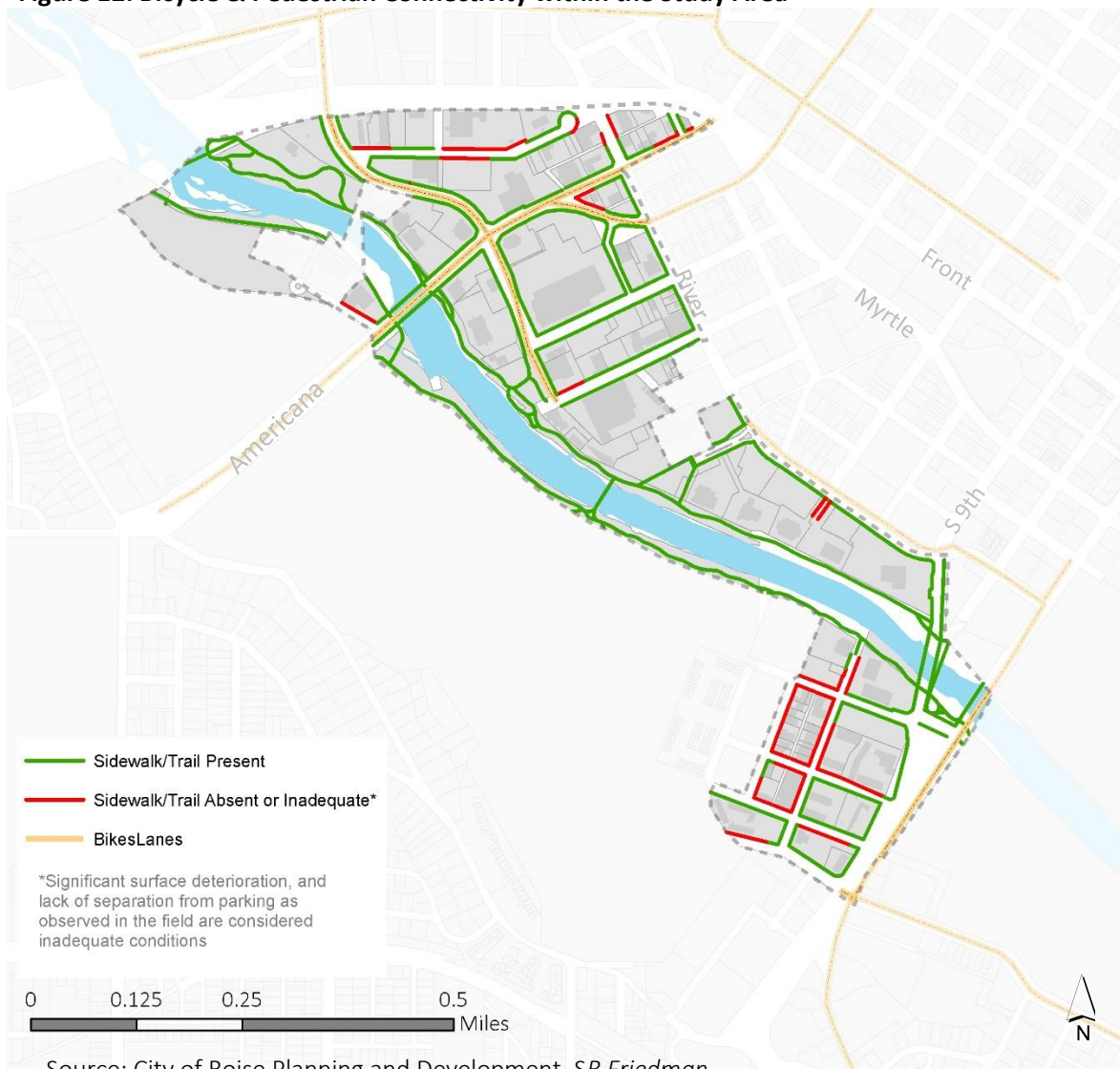
During the course of fieldwork, *SB Friedman* documented the existence and condition of sidewalks and bike lanes. Of the 128 parcels surveyed, 28 of the parcels had missing or incomplete sidewalk networks. As mentioned in the NACTO study, complete sidewalk networks are critical for mobility device accessibility. An additional 9 parcels had complete sidewalks, but were marked as having sidewalks that compromise pedestrian safety. Sidewalks were considered unsafe when they were immediately adjacent to parking spaces in which a parked car could also occupy sidewalk space. The Lusk District is of particular concern because of the increasing number of residents who were observed using the sidewalk network. Sidewalks across the Study Area were also almost unanimously narrower than the NACTO standard recommends. Most sidewalks are immediately adjacent to the street – although some have grass or street parking buffers – and are between four and six feet in width rather than the suggested eight feet.

The bike lane network is less comprehensive than the pedestrian network. Bike lanes are included on most of the arterial streets within the Study Area, excluding only portions of River Street and South 9th Street. That said, one observation from our fieldwork is that the majority of bicyclists within the area bike on sidewalks rather than the dedicated street lanes. We understand that this behavior is legal in Boise. However, it does suggest bicyclists may be reluctant to use on-street infrastructure rather than the sidewalk network.

We find that despite the existence of some sidewalks and bike lanes – the Study Area meets the faulty lot accessibility or usefulness eligibility standard. For the Study Area to continue to evolve to achieve the goals of prior plans and standards defined by NACTO, it will be important to continue to improve upon the existing pedestrian and bicyclist networks to ensure accessibility and safety throughout the Study Area.

Based on the prevalence of large lots exceeding desired block size and limited accessibility via multiple transit modes, *SB Friedman* finds the Study Area meets the urban renewal area eligibility standard of “Faulty Lot Layout in Relation to Size, Adequacy, Accessibility or Usefulness.”



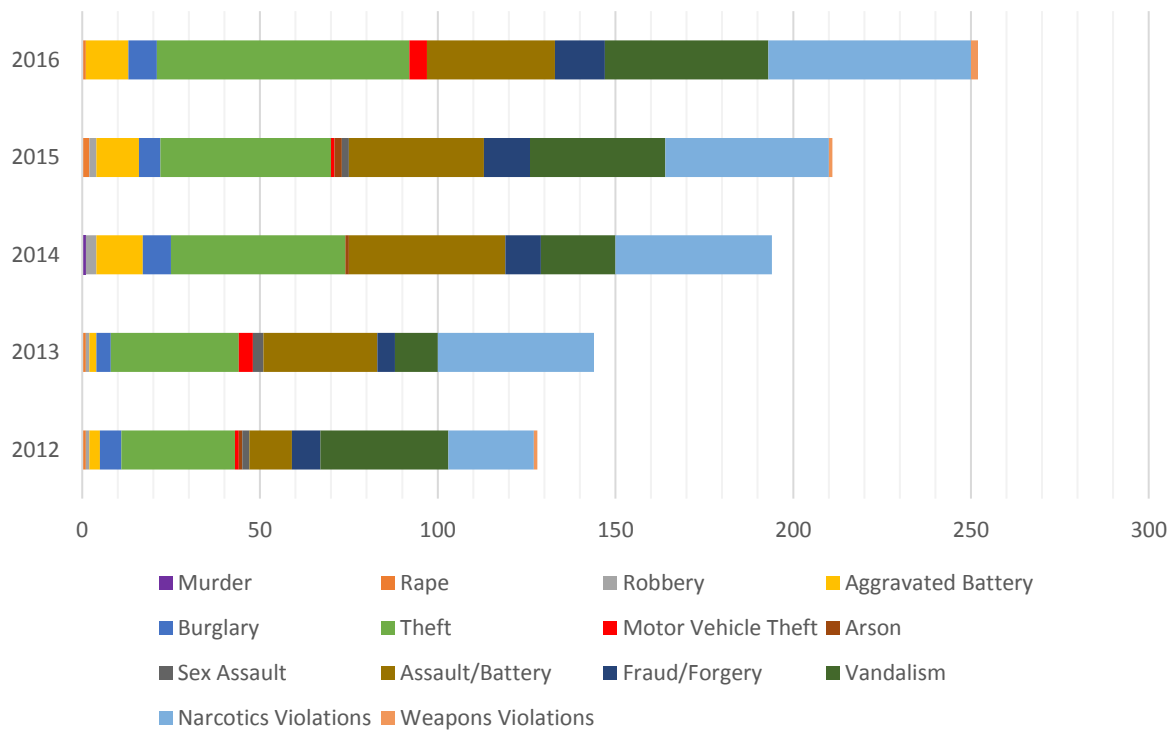
**Figure 12: Bicycle & Pedestrian Connectivity within the Study Area**

#### 4. Insanitary or Unsafe Conditions

Unsafe conditions were assessed based on police data provided by the City.

Reported crime within the Study Area has been increasing over the last five years. Between 2012 and 2016, the annual number of crimes reported within the Study Area increased from 128 to 252. Specific crime typologies that have increased dramatically are theft, assault and narcotics violations.

Narcotics crime incidents occur at a higher rate near Sub Area 3 of the Study Area than most other regions of Boise. While the Study Area does not inherently feel unsafe, the increase in crime over the last five years and apparent density of incidents compared to elsewhere is undeniable and significant. As a result, *SB Friedman* finds the “unsafe conditions” criterion for eligibility to be met.

**Figure 13: Study Area Crime Reporting 2012-2016**

Source: City of Boise Police Department, *SB Friedman*

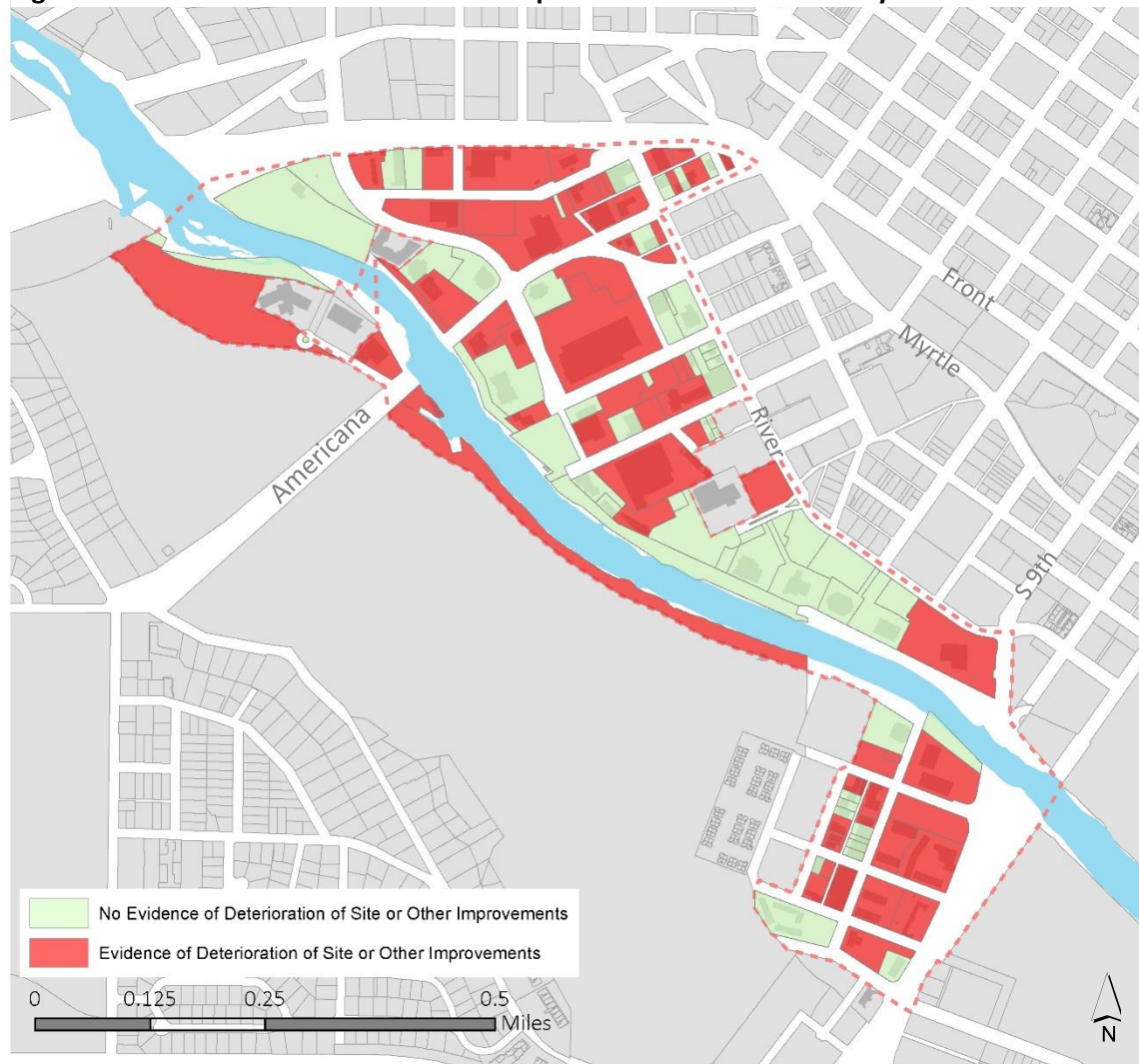
## 5. Deterioration of Site or Other Improvements

Parcels were found to be deteriorating if issues requiring repairs beyond normal maintenance were observed. The most commonly observed findings include the following:

- Cracked pavement or sidewalks
- Fencing deterioration (rot, missing panels, etc.)
- Vacant lots which require extensive site improvements (e.g., unpaved parking lots)
- Lack of physical infrastructure (curbs, sidewalks, paving, etc.)

Of the 128 parcels evaluated within the district, 65 (51%) exhibited site deterioration.

Figure 14 shows the distribution of parcels identified as exhibiting site deterioration. Based on field evidence, we find parcel deterioration to be meaningfully present and reasonably distributed throughout the Study Area. Therefore, the Study Area meets the urban renewal area eligibility standard of “Deterioration of Site or Other Improvements.”

**Figure 14: Deterioration of Site or Other Improvements within the Study Area**

Source: City of Boise Department of Planning and Development, SB Friedman

## 6. Existence of Conditions which Endanger Life or Property by Fire and Other Causes

Conditions which endanger life or property by fire and other causes are the final criterion of eligibility found within the Study Area. *SB Friedman* evaluated the criterion by calculating both the land area and number of buildings within the Study Area that are within a high risk flood zone.

At the time of this study, FEMA is in the process of reevaluating the National Flood Hazard Layer (NFHL) designations for portions of the Study Area. As a result, the following analysis will consider two scenarios: one which measures the existing flood risk and one which measures the potential new flood risk assuming the current draft revised FEMA NHL changes are adopted.

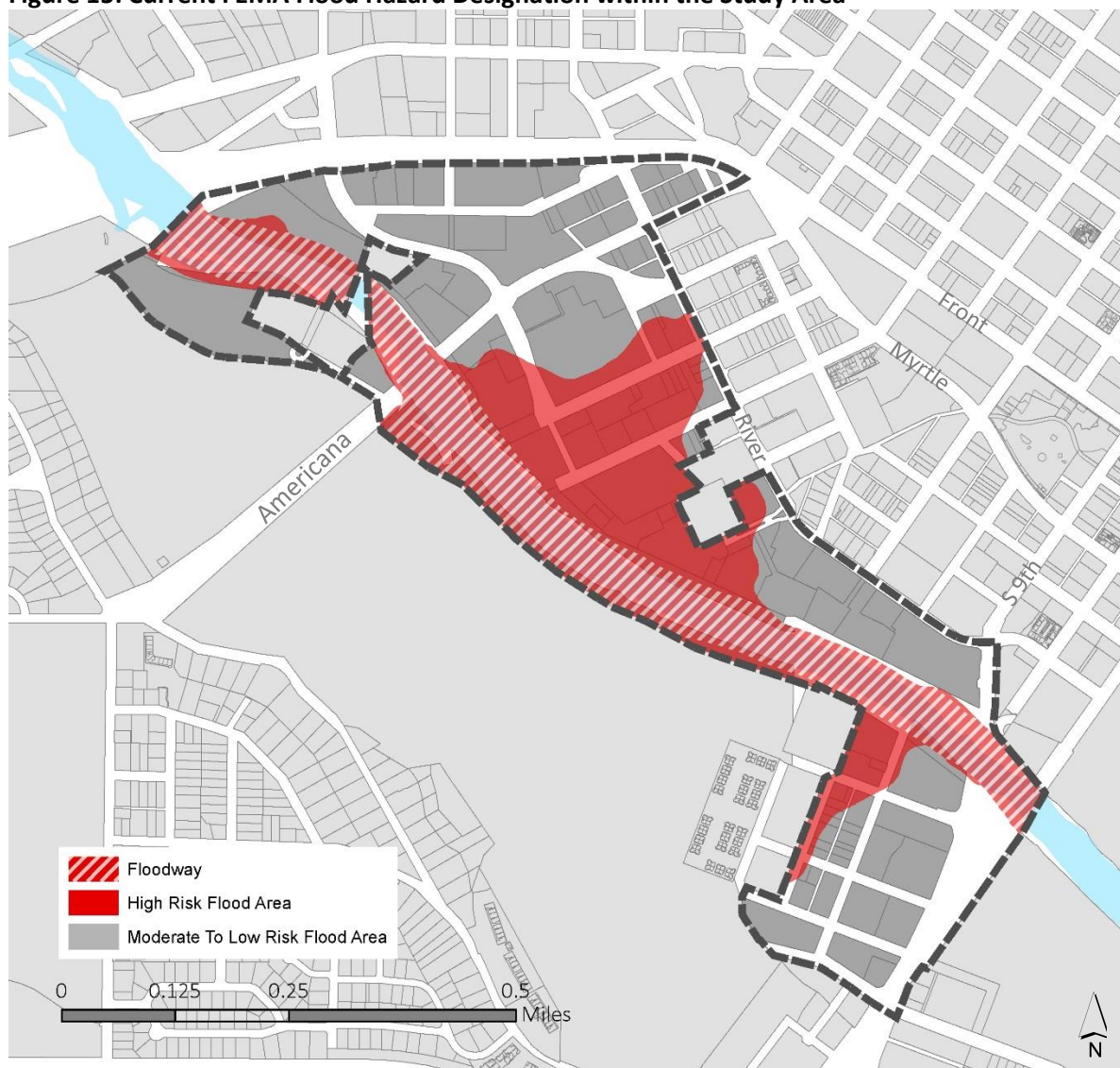
For both scenarios, areas designated “AE” – or within the 100-year floodplain – were used to identify properties at risk of flooding. However, the Boise River, also within our Study Area, was excluded from all calculations to ensure we only evaluated flood risk to property. The results of our GIS analysis were as follows:

- Based on Existing FEMA NFHL
  - 11% of land is within the floodway, one building within the floodway
  - 32 buildings or 32% of building footprints are at least partially within the floodplain
    - 16 buildings with 100% of their footprint within the floodplain
    - 29 buildings with 25% or more of their footprint within the floodplain
    - 30 buildings with 20% or more of their footprint within the floodplain
- Based on Proposed FEMA NFHL
  - 11% of land would be within the floodway, zero buildings within the floodway
  - 51 buildings or 51% of building footprints would be at least partially within the floodplain
    - 22 buildings with 100% of their footprint within the floodplain
    - 35 buildings with 50% or more of their footprint within the floodplain
    - 38 buildings with 25% or more of their footprint within the floodplain
    - 39 buildings with 20% or more of their footprint within the floodplain

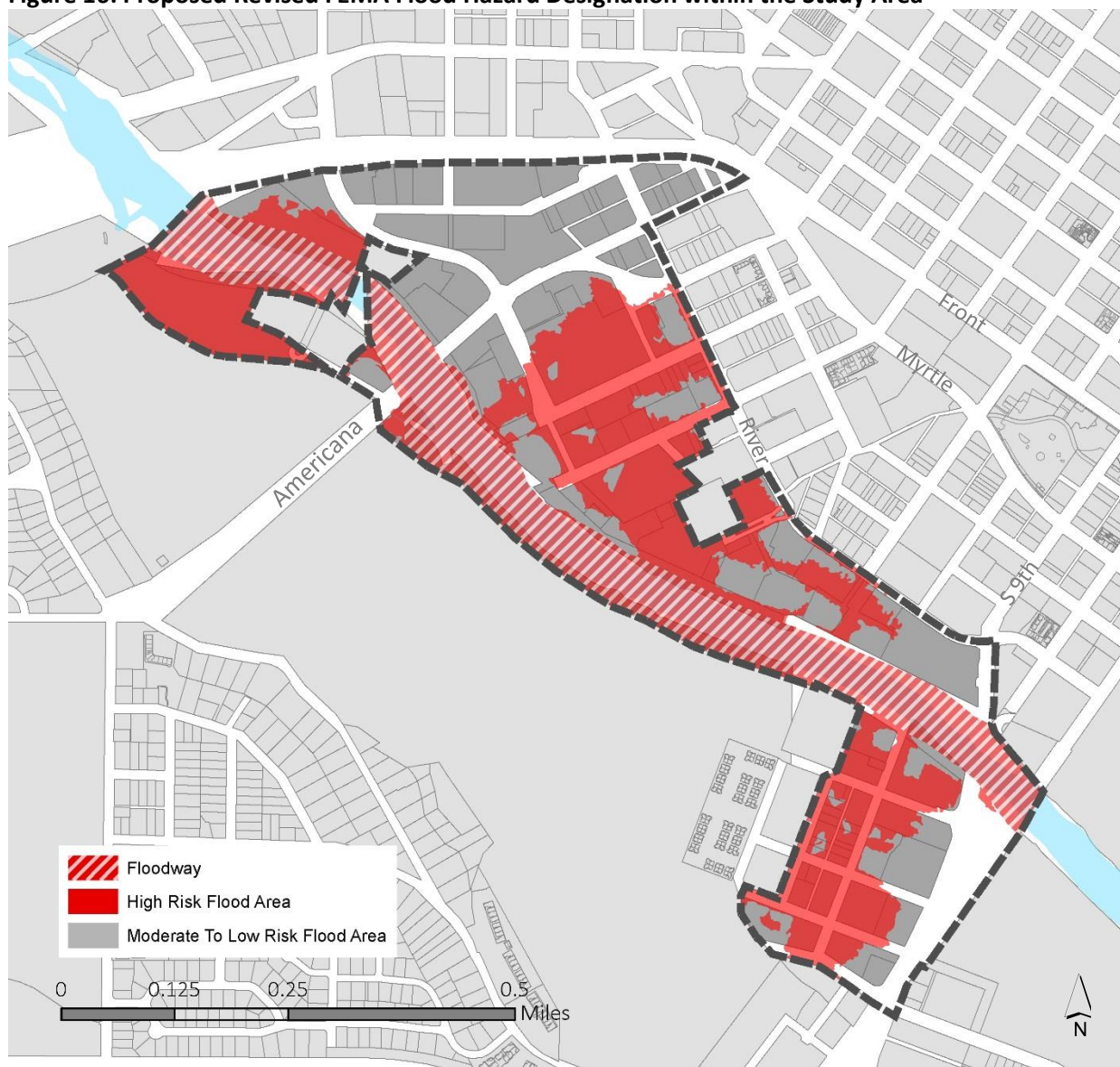
Both scenarios show significant percentages of land and buildings within the 100-year floodplain. In addition, if adopted, the proposed FEMA maps would result in additional land in the flood zone. The high percentage of land within the 100-year floodplain, and more so high number of buildings within the 100-year floodplain, demonstrate the existence of conditions which endanger property. Furthermore, the properties affected by the flood zone designations are meaningfully present and reasonably distributed throughout the Study Area.

As a result, *SB Friedman* finds conditions which endanger property to be meaningfully present and reasonably distributed throughout the Study Area. Therefore, the Study Area meets the urban renewal area eligibility standard of “Existence of conditions which endanger life or property by fire and other causes.”



**Figure 15: Current FEMA Flood Hazard Designation within the Study Area**

Source: Ada County, City of Boise Department of Planning and Development, FEMA, SB Friedman

**Figure 16: Proposed Revised FEMA Flood Hazard Designation within the Study Area**

Source: Ada County, City of Boise Department of Planning and Development, FEMA, SB Friedman

## OVERALL CRITERIA CONCLUSIONS

As described above, 6 of the 9 potential criteria for finding a “deteriorating area” were found present within the Study Area:

1. The presence of a substantial number of deteriorated or deteriorating structures;
2. Predominance of defective or inadequate street layout;
3. Faulty lot layout in relation to size, adequacy, accessibility or usefulness;
4. Insanitary or unsafe conditions;
5. Deterioration of site or other improvements; and
6. Existence of conditions which endanger life or property by fire and other causes.

In addition to the findings of one or more eligibility factors, Urban Renewal Law requires that this factor(s) result in adverse consequences for the Study Area. The next section addresses this aspect of URA eligibility.

## Economic Underutilization: Other Evidence of a Deteriorating Area

Urban Renewal Law requires that a two-part test be passed in order to establish a URA. The first part, requires the finding of at least one eligibility factor – of the 10 possible – be present within the proposed area. As noted above, *SB Friedman* requires for a factor to be found present, it must be meaningfully present and reasonably distributed throughout the Study Area. The second requirement for determining eligibility is demonstrating findings of deterioration also “substantially impairs or arrests the sound growth of a municipality, retards the provision of housing accommodations or constitutes an economic or social liability and is a menace to the public.”

*SB Friedman* evaluated the economic and social liability impacts of and within the Study Area by comparing the Study Area to the rest of the Downtown Planning Area.

## ECONOMIC LIABILITY

In order to assess whether the Study Area represents an economic liability, we analyzed two metrics: growth in property taxable value and permit activity within the last five years. Both metrics were evaluated within the Study Area and compared against growth in the rest of the Downtown Planning Area over the same period.

- (1) Between 2012 and 2016, taxable value increased an aggregate 10% across all properties within the Study Area. Within the DPA, excluding the Study Area, values increased 52% over the last five years. Based on this data, we find the growth in taxable value within the Study Area has significantly lagged behind the rest of the DPA and thus, the Study Area represents an economic liability.

**Figure 17: Taxable Value and Percentage Change 2012-2016**

	2012	2016	% 2012-2016
DPA (excl. Study Area)	\$853 M	\$1298 M	52.2%
Study Area	\$90 M	\$99 M	10.0%

Source: City of Boise Department of Planning and Development, *SB Friedman*

- (2) *SB Friedman* evaluated historic building permit data in the Study Area relative to the rest of the DPA. The Study Area has seen limited new construction permit activity, an indicator of investment, compared to that of the Downtown Planning Area over the last five years. Only two new building permits were issued. Development is minimal compared to the rest of Downtown, which has had over \$250,000,000 in new development over the last five years.

Finally, based on CoStar data, there are no new buildings proposed within the Study Area.

After analyzing taxable value trends, permit activity relative to the rest of the DPA, and proposed projects, we conclude that the Study Area constitutes an economic liability.

## **SOCIAL LIABILITY**

Our research indicates that key aspects of the built environment (block size and transportation network) are inconsistent with the goals and strategies the City of Boise has articulated for the Study Area across multiple planning documents in recent years. Thus, it is important to continue working toward the City's vision for the Study Area – where “buildings are placed at the sidewalk and create a street wall, street level space is activated with people-oriented uses, and building entrances and openings are oriented to public sidewalks rather than to parking lots” (Blueprint Boise, DT-9).

As of now, many of the desired characteristics of the Downtown are absent in key parts of the Study Area. The relatively large lots and streets create barriers within the District. Accessibility and connectivity conditions in the Study Area are also inconsistent with planning goals. Based on the stated goals for the Study Area and the facts that key parts of the Study Area are not currently meeting those goals, we conclude that the Study Area constitutes a social liability.

## 4. Conclusions

According to Idaho Urban Renewal Law, in order to qualify for designation as an Urban Renewal Area, an area must exhibit one or more of several factors indicating that the area is either deteriorated or deteriorating. Further, presence of this factor(s) must have adverse consequences.

*SB Friedman* finds the following six criteria for a deteriorating area to be meaningfully present and reasonably distributed within the Study Area:

1. The presence of a substantial number of deteriorated or deteriorating structures;
2. Predominance of defective or inadequate street layout;
3. Faulty lot layout in relation to size, adequacy, accessibility or usefulness;
4. Insanitary or unsafe conditions;
5. Deterioration of site or other improvements; and
6. Existence of conditions which endanger life or property by fire and other causes.

Furthermore, we find that the Study Area represents an economic and social liability.

As a result, this preliminary Study concludes that the Study Area conforms with Idaho Urban Renewal Law, and meets the eligibility standards for designation as an Urban Renewal Area.

## Appendix: Limitations of Engagement

Our Study will be based on estimates, assumptions and other information developed from research of the market, knowledge of the industry, and meetings during which we will obtain certain information. The sources of information and bases of the estimates and assumptions will be stated in the Study. Some assumptions inevitably will not materialize, and unanticipated events and circumstances may occur. Therefore, actual results achieved during the period covered by our analysis will necessarily vary from those described in our Study, and the variations may be material.

The terms of this engagement are such that we have no obligation to revise the Study to reflect events or conditions which occur subsequent to the date of the report. These events or conditions include, without limitation, economic growth trends, governmental actions, additional competitive developments, interest rates, and other market factors. However, we will be available to discuss the necessity for revision in view of changes in the economic or market factors affecting the proposed project.

Our Study will not ascertain the legal and regulatory requirements applicable to this project, including zoning, other State and local government regulations, permits, and licenses. No effort will be made to determine the possible effect on this project of present or future federal, state or local legislation, including any environmental or ecological matters.

Furthermore, we will neither evaluate management's effectiveness, nor will we be responsible for future marketing efforts and other management actions upon which actual results will depend.

Our Study is intended solely for your information, for the purpose of establishing a URA.



## AGENDA BILL

<b>Agenda Subject:</b>  2403 W. Fairview - Adare Manor – Type Two Participation Program Designation with Adare Manor, LLC.		<b>Date:</b>  10/09/2017
<b>Staff Contact:</b>  Shellan Rodriguez	<b>Attachments:</b>  1) Site location map 2) Renderings 3) Public Improvement Plan	
<b>Action Requested:</b>  Review Adare Manor as a project eligible for to utilize the Type 2 Participation Program Agreement and direct staff to finalize terms of the Agreement with Adare Manor, LLC for future Board approval.		

### Background:

The Adare Manor development team is comprised of Thomas Development Company, Pacific West Communities, Inc. and Northwest Integrity Housing Co. The team submitted a proposal to the City of Boise in the fall of 2015 to develop this parcel, which is currently owned by the City and the joint ownership entity will lease the ground for a 40 year term.

The site is located in the 30<sup>th</sup> Street Urban Renewal Area on Fairview Avenue between 24<sup>th</sup> and 25<sup>th</sup> Streets and the connector to the south. The mixed-use project includes retail and restaurant space along Fairview and 25<sup>th</sup> Street and 130 units for-rent housing, renting to individuals and families earning incomes between 30% AMI and those that can afford market rate rents. Unit mix includes one, two, and three bedroom apartments with private balconies. The development was initially proposed as a smaller overall project but after working with the City of Boise additional density was achieved, in part by taking over the existing leases on the property.

Construction is scheduled to begin later this year and is planned to be complete in early 2019. Design Review approvals were originally submitted to the City in November of 2016. Since then the development received approval of 60% construction drawings as well as various administrative level modifications including decreasing the sidewalk width alongside residential units and revisions to resident outdoor common area space in July and August 2017.



The site programming includes onsite parking, a public pathway connecting 24<sup>th</sup> and 25<sup>th</sup> streets, a fitness room, library area, community lounges, and quiet meeting or study spaces as well as common outdoor spaces with playgrounds, barbeque area, and a dog run. The public improvements eligible for CCDC participation include streetscapes, street improvements, utility line undergrounding, and sewer line relocation.

A perpetual public easement would be placed on the property, likely to the benefit of the City for the sidewalks and streetscapes that are proposed within the parcel boundary.

The developer submitted an initial Type 2 Participation Application in mid-September and staff is currently reviewing additional scorecard verification information. Initial scoring indicate that the project scores over the 140 point threshold making it a Tier 1 project. A Tier 1 project is eligible to receive up to 80% of the actual tax increment received over a 4 year period as a reimbursement for eligible public expenses.

**Project Summary and Timeline:**

- 3.14 acres
- 130 residential apartments, 1,2,3 – bedroom
- Community Space / amenities: playground, dog area, bbq, library, fitness, gathering spaces
- Retail Space: 3,850 SF
- Restaurant Space: 2,415 SF
- Parking Spaces: 145 (off street/ surface)
- Bike Parking: 173
- Total Development Costs - \$28.5 million
- Nov. 2016 – Design Review Approval
- October 2017 – Construction Begins
- February 2019 – Construction Completion
- June 2019 – Lease up complete, fully occupied

**Fiscal Notes:**

The total project development costs is roughly \$28,000,000. Because the development will be assessed by the County as an income restricted property the ultimate assessment of the property is difficult to assume. The developer is estimating \$150,000 in property taxes due annually, totaling approximately \$1,950,000 through the life of the URD (estimated 2020-2033).

Based on the parameters of the Type 2 Participation Policy the Adare Manor development would be eligible for up to 80% of taxes received by CCDC (assuming Tier 1 scorecard total) \$120,000 annually starting the first year taxes on the completed project are received (estimated 2020) for a four year period, totaling \$480,000.

Based on preliminary review the development has substantially more public improvement costs than it is eligible for based on the Type 2 scorecard.



Initial estimates for Eligible Public Improvements indicate public improvement costs will exceed the amount covered in the Type 2 Agreement. The developer's estimates for Eligible Public Improvements are:

- Streetscapes: \$200,000
- Street improvements: \$320,000
- Overhead Power Line Undergrounding with Idaho Power on 24<sup>th</sup>: \$280,000
- Sewer Line Relocation in public ROW: \$95,000

**Estimated Eligible Expenses: \$895,000.**

**Staff Recommendation:**

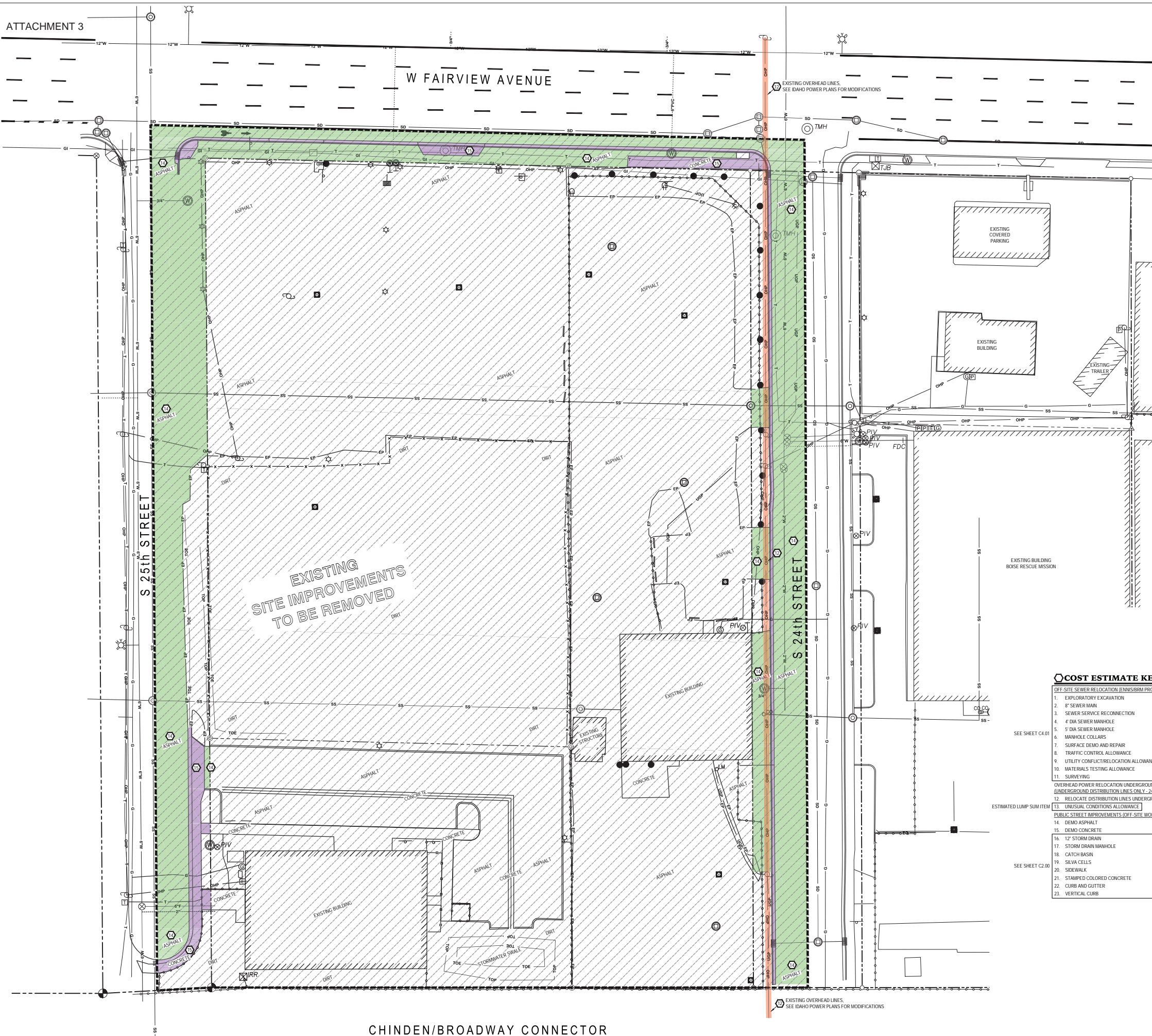
Designate the project as a Type 2 General Assistance Participation Project. Direct staff to negotiate and finalize terms of those agreements for future Board Approval.

**Suggested Motion:**

I move to designate the proposed Adare Manor development as a Type 2 Participation Project and negotiate a Final Type 2 Participation Agreement with Adare Manor, LLC or their successors for future board approval.







**EXISTING CONDITIONS /  
DEMOLITION PLAN**

**30' x 42' PLAN SHEET SCALE: 1" = 20'**



PRELIMINARY  
NOT FOR  
CONSTRUCTION



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**adare manor**  
2419 west fairview avenue

revision:

project: 160503  
date: 09.13.17

**PERMIT  
SET**

**CIVIL SITE  
PLAN**

**C2.00**

**CIVIL SITE PLAN**



**COST ESTIMATE KEYNOTES**

**OFF-SITE SEWER RELOCATION (ENH/IS/IRM PROPERTIES)**

1. EXPLORATORY EXCAVATION
2. 8" SEWER MAIN
3. SEWER SERVICE RECONNECTION
4. 4" DIA SEWER MANHOLE
5. 5' DIA SEWER MANHOLE
6. MANHOLE COLLARS
7. SURFACE DEMO AND REPAIR
8. TRAFFIC CONTROL ALLOWANCE
9. UTILITY CONFLICT/RELOCATION ALLOWANCE
10. MATERIALS TESTING ALLOWANCE
11. SURVEYING

**OVERHEAD POWER RELOCATION UNDERGROUND (UNDERGROUND DISTRIBUTION LINES ONLY - 24TH ST)**

12. RELOCATE DISTRIBUTION LINES UNDERGROUND
13. UNUSUAL CONDITIONS ALLOWANCE

**PUBLIC STREET IMPROVEMENTS (OFF-SITE WORK)**

14. DEMO ASPHALT
15. DEMO CONCRETE
16. 12" STORM DRAIN
17. STORM DRAIN MANHOLE
18. CATCH BASIN
19. SILVA CELLS
20. SIDEWALK
21. STAMPED COLORED CONCRETE
22. CURB AND GUTTER
23. VERTICAL CURB

24. 4" VALLEY GUTTER
25. PEDESTRIAN RAMPS
26. TRAFFIC RATED CONCRETE
27. 3'-0" x 8' PLANTER WALLS
28. PLANTER WALLS SACK FINISH
29. 10' PIT RUN
30. 4" ROAD MIX
31. 3" AC PAVING
32. PAVEMENT STRIPING AND SIGNAGE
33. LANDSCAPING - LANDSCAPE PLANTERS
34. LANDSCAPING - BOULDERS
35. LANDSCAPING - STREET TREES
36. STREET LIGHTS
37. OTHER DRY UTILITY ALLOWANCE
38. TRAFFIC CONTROL ALLOWANCE
39. MATERIALS TESTING ALLOWANCE
40. SURVEYING
41. SIDEWALK
42. SUSPENDED SIDEWALK/SILVA CELL ALLOWANCE
43. STREET TREES W/ IRRIGATION
44. TREE GRATES ALLOWANCE
45. FURNISHINGS (BENCH/TRASH) ALLOWANCE
46. PUBLIC ACCESS DRIVEWAY (STAMPED COLORED CONCRETE & BASE)
47. PUBLIC ACCESS DRIVEWAY (VERTICAL/RIBBON CURBING)

ESTIMATED LUMP SUM ITEM

ESTIMATED LUMP SUM ITEM

ESTIMATED LUMP SUM ITEM

SEE SHEET C4.01

SEE SHEET C1.00

CHINDEN/BROADWAY CONNECTOR

S 25th STREET

S 24th STREET

W FAIRVIEW AVENUE

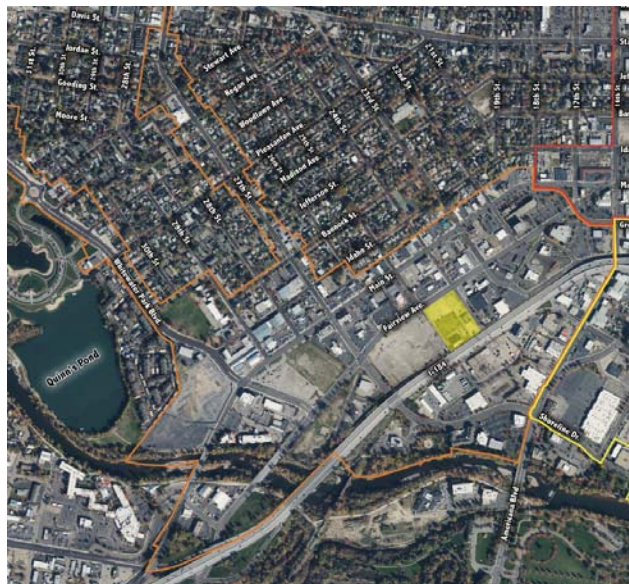
FAIRVIEW AVENUE STREETSCAPE PER "DOWNTOWN BOISE STREETSCAPE STANDARDS & SPECIFICATIONS MANUAL", TYPE 7 "GREEN STREET"

24th STREET STREETSCAPE PER "DOWNTOWN BOISE STREETSCAPE STANDARDS & SPECIFICATIONS MANUAL", TYPE 3 "URBAN CONCRETE"

25th STREET STREETSCAPE PER "DOWNTOWN BOISE STREETSCAPE STANDARDS & SPECIFICATIONS MANUAL", TYPE 3 "URBAN CONCRETE"



## Attachment 1 – Site Map





## AGENDA BILL

<b>Agenda Subject:</b>  2200 W Fairview Ave – New Path Community Housing - Type One Participation Agreement Designation with Boise Pacific NIHC Associates LP		<b>Date:</b>  10/9/2017
<b>Staff Contact:</b> Laura Williams	<b>Attachments:</b> 1) Site Map 2) Rendering 3) Public Improvement Plan	
<b>Action Requested:</b>  Review New Path Community Housing as a project eligible to utilize the Type 1 Streetscape Grant Participation Agreement and direct staff to continue negotiating a final agreement with Boise Pacific NIHC Associates LP for future board approval.		

### **Background:**

New Path is a 4-story development of permanent supportive rental housing for the City of Boise and Ada County's chronically homeless population. The project is being developed by Northwest Integrity Housing Co (NIHC), in partnership with Thomas Development Co., Pacific West Communities, the City of Boise, IHFA, Boise City / Ada County Housing Authority, St. Alphonsus, St. Luke's, Ada County, Terry Reilly, and CATCH.

The site for New Path was carefully selected to be close to the necessary services, amenities, and transportation needed for this resident population. There will be 40 one-bedroom units for residents and one two-bedroom unit for an on-site manager. In addition to the residential units, there will be a manager's office, several meeting rooms (including private offices) for the supportive services providers, recreational space, business center, community room for resident gatherings, laundry rooms on every floor, and a secure courtyard area for the resident's enjoyment.

New Path Community Housing is Idaho's first permanent supportive housing development using the Housing First approach to help the chronically homeless. Research conducted by Boise State University shows that Housing First saves a community over \$1.5 million in emergency and shelter expenses for every 40 people. Support services will include medical and mental health care, life skills education, case management, and financial and job training.

As part of the development, the streetscape improvements will be made on 22<sup>nd</sup> Street and Fairview Avenue. The Fairview streetscapes will be constructed as a "Green Street" and 22<sup>nd</sup> Street will be done as "Urban Concrete" per the Boise Streetscape Standards and

Specifications Manual. Eligible expenses for public improvements will include sidewalks, street trees, street lights, planters, landscaping, and street furnishings and associated construction and installation costs.

CCDC Board has approved the CCDC Participation Program which includes a Type 1 Streetscape Grant Reimbursement. The Type 1 program is intended to, “assist smaller projects on their own schedule, often triggered by a tenant improvement.” The grant will reimburse for up to \$150,000 of eligible expenses, hard costs for streetscapes and public improvements. This project meets the requirements of the Type One Program.

**Project Summary and Timeline:**

- 41 Unit permanent supportive housing (for-rent)
- Located on 22<sup>nd</sup> Street and Fairview Avenue (30<sup>th</sup> Street URA)
- \$7.3 Million Total Development Costs
- May 11, 2017 – DR Approval
- September 19, 2017 – Groundbreaking
- October 2017 - Type 1 Agreement Designation
- November 2017 – CCDC Board Approval of Type 1 Agreement
- October 2018 – Construction Complete. Developer submits costs for reimbursement

**Fiscal Notes:**

Preliminary information shows that the project has eligible costs will reach \$150,000, and the project will request \$150,000 as determined in the Type 1 Participation Program. The project meets all program requirements, and FY 2018 budget resources have been approved for this use. This will account for the one Type 1 Streetscape Grant contemplated in the 5 Year CIP for FY '18 in the 30<sup>th</sup> Street URD.

Tax value estimates indicate the project will generate approximately \$26,000 annually in increment revenue after completion, estimated to begin FY 2021, for a total of about \$312,000 through the end of the district in 2033.

**Staff Recommendation:**

Provide feedback and direct for staff to continue negotiating and finalizing the terms of the Type 1 Participation Agreement for future board approval.

**Suggested Motion:**

I move to direct staff to negotiate a final Type 1 Participation Agreement with Boise Pacific NIHC Associates LP for future board approval.



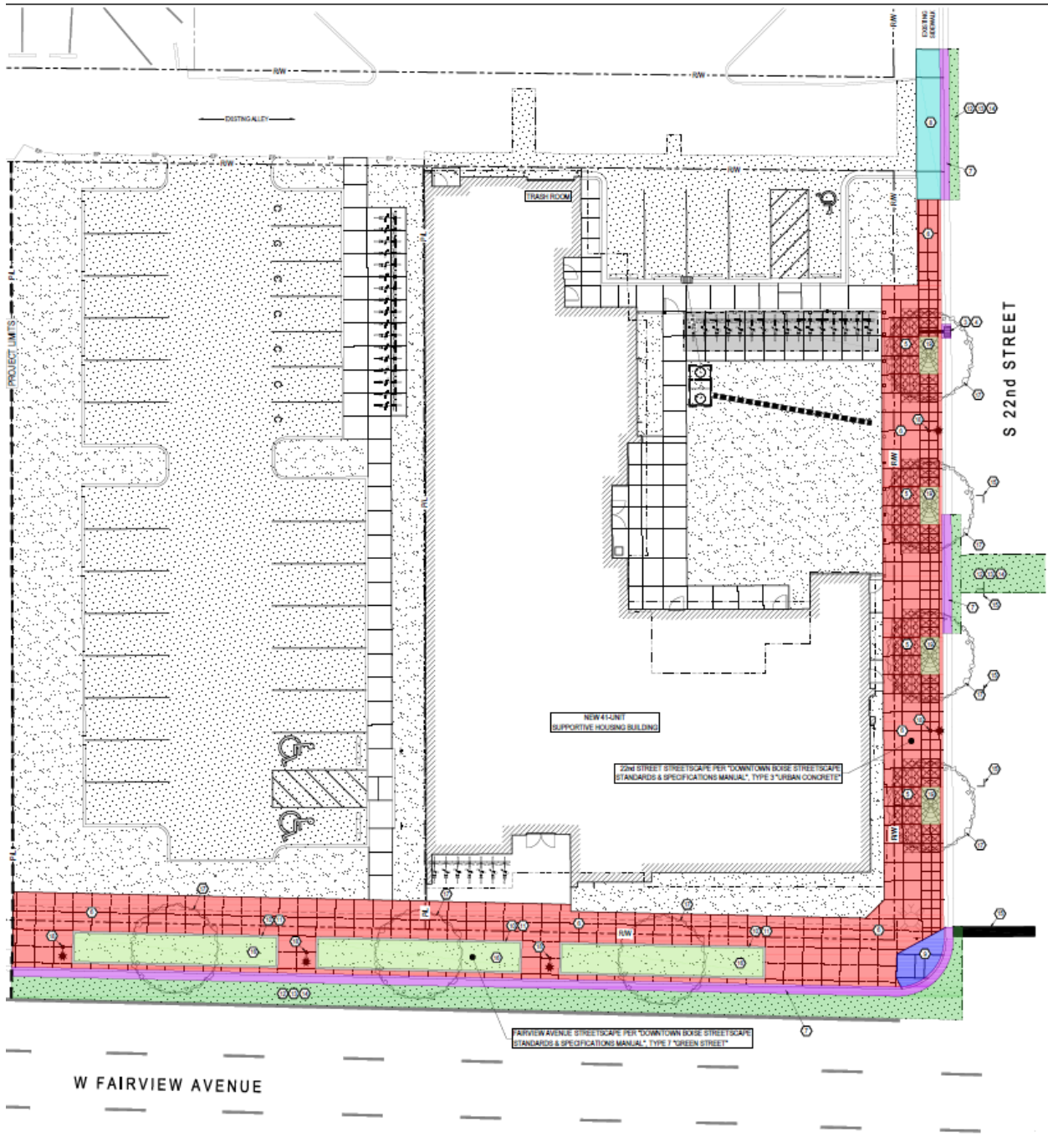




**Attachment 2 –Rendering**



### Attachment 3 – Public Improvements Plan





## AGENDA BILL

<b>Agenda Subject:</b>  750 E Main Street – Capitol Terrace - Type One Participation Agreement Designation with Hawkins Companies		<b>Date:</b>  10/9/2017
<b>Staff Contact:</b> Laura Williams	<b>Attachments:</b> 1) Site Map 2) Images and Rendering 3) Public Improvement Plan	
<b>Action Requested:</b>  Review Capitol Terrace Renovation as a project eligible to utilize the Type 1 Streetscape Grant Participation Agreement and direct staff to continue negotiating a final agreement with Hawkins Companies for future board approval.		

### Background:

Hawkins Companies is a commercial real estate and development company with an emphasis on retail and shopping centers. Hawkins purchased Capitol Terrace in downtown Boise in April, 2017. The company is planning a major renovation of the exterior of the building. The improvements will bring the building up to date with new paint, awnings, lighting and cost approximately \$1,000,000 in owner investment. Because the sidewalks have already been improved consistent with CCDC's streetscape standards the eligible costs only include the proposed awnings. CCDC encourages owner/tenant improvements which refresh downtown buildings, encourage occupancy, and enhance the public realm and pedestrian experience.

The exterior updates will include 22 new, wood and steel awnings to replace existing fabric canopies that are well-worn and ready for replacement. The new awnings will extend 5 feet into the right-of-way, which meets our participation program specifications, and will also feature lighting to illuminate the sidewalk. CCDC provides assistance to awning projects that meet our criteria. In addition to material and size requirements, awnings must enhance the pedestrian environment and provide functional services (shelter from sun, rain, etc.) to the public sidewalks and streetscapes and must be either in the right-of-way and/or include a public easement.

CCDC Board has approved the CCDC Participation Program which includes a Type 1 Streetscape Grant Reimbursement. The Type 1 program is intended to, "assist smaller projects on their own schedule, often triggered by a tenant improvement." The grant will reimburse for up to \$150,000 of eligible expenses which are awnings on 8<sup>th</sup> and Main Street. This project meets the requirements of the Type One Participation Program and also promotes a CCDC and City objective to improve pedestrian connectivity downtown.

The eligible expenses for this renovation project include costs for the new canopies on the first level of the building – which extend into the right-of-way. The expenses will be included in the request for reimbursement after the project is complete. Hawkins plans to begin improvements in January 2018, and to be complete in June 2018 (well before the Central District Sunset).

**Project Summary and Timeline:**

- Located on 8<sup>th</sup> and Main Streets (Central URA)
- \$1 million Estimated Costs of Renovation improvements
- April 2017 - Hawkins Purchased Building
- August 25, 2017 – Staff Level DR Approval
- October 2017 - Type 1 Agreement Designation
- November 2017 – CCDC Board Approval of Type 1 Agreement
- January 2018 - Construction Start
- June 2018 – Construction Complete. Developer submits costs for reimbursement

**Fiscal Notes:**

Preliminary information shows that the project has eligible costs which exceed \$150,000, but project will only request \$150,000 as determined by the not-to-exceed amount in the Type 1 Participation Program. The project meets all program requirements, and resources have been approved for this use in the FY 18 budget. This will be the first of two Type 1 Streetscape Grants contemplated in the 5 Year CIP for FY '18 in the Central URD.

The Type 1 reimbursement will be paid upon completion of the project, and prior to the Central District closeout on September 30, 2018.

**Staff Recommendation:**

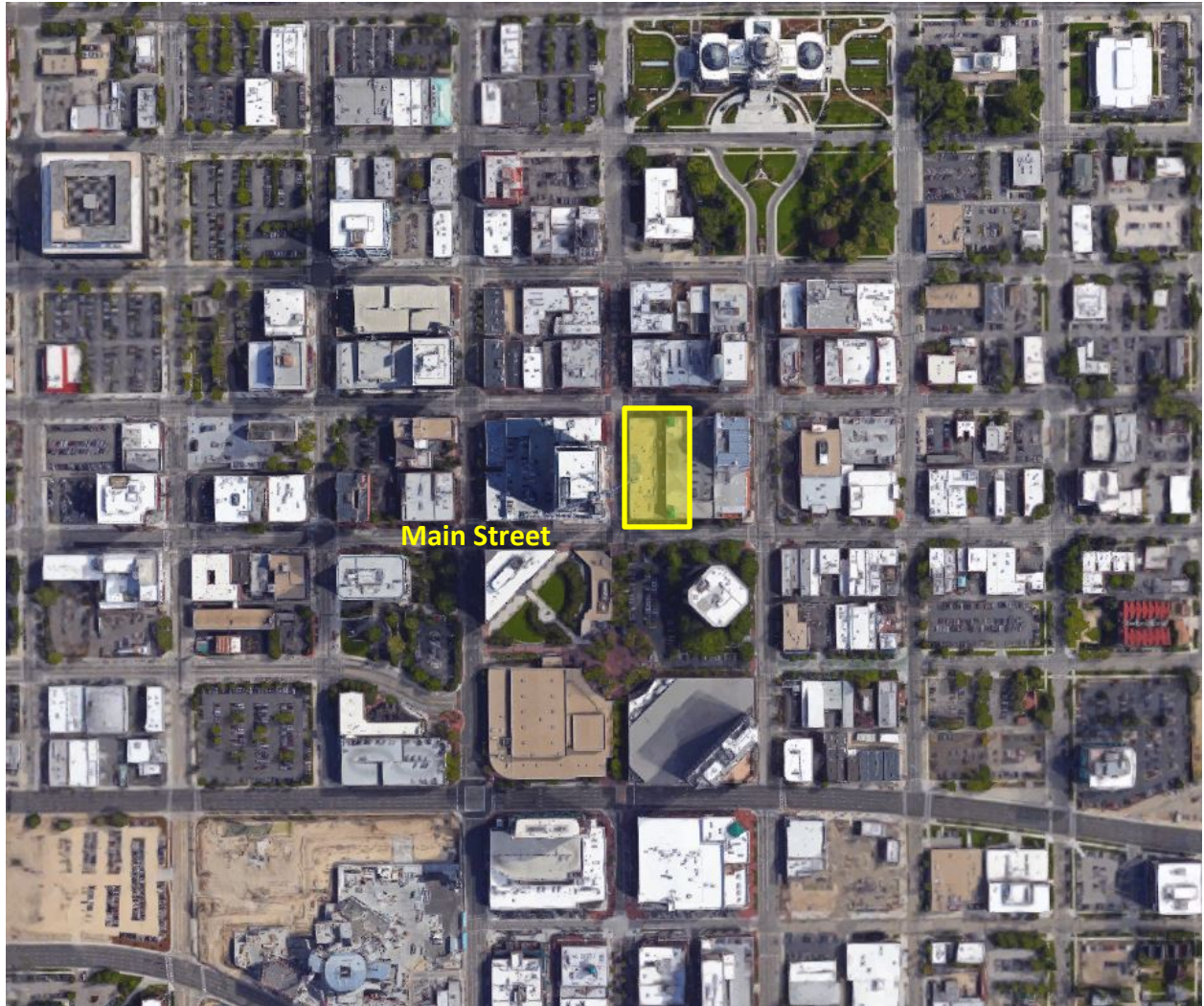
Provide feedback and direct for staff to continue negotiating and finalizing the terms of the Type 1 Participation Agreement for future board approval.

**Suggested Motion:**

I move to direct staff to negotiate a final Type 1 Participation Agreement with Hawkins Companies for future board approval.



Attachment 1 – Site Map

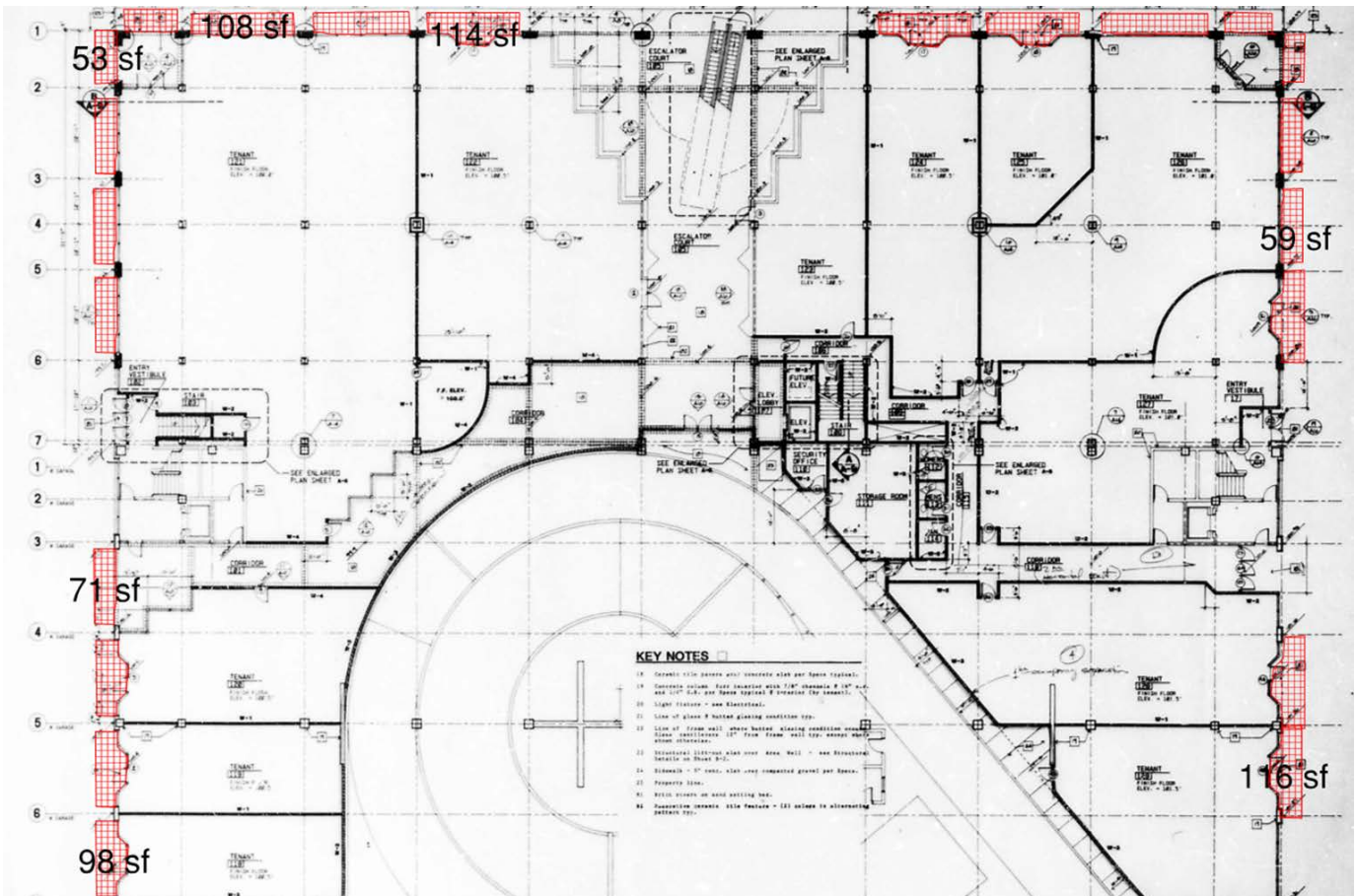


**Attachment 2 – Images and Rendering**





### Attachment 3 – Canopies Plan and Dimensions





## AGENDA BILL

<b>Agenda Subject:</b> CM/GC Selection for 2018 Central District Public Improvements		<b>Date:</b> October 9, 2017
<b>Staff Contact:</b>  Mary Watson Contracts Manager   Attorney  Doug Woodruff Project Manager	<b>Attachments:</b> A. Resolution No. 1510 B. Request for Qualifications – issued August 9, 2017 C. Final Evaluation Tally	
<b>Action Requested:</b> Adopt Resolution No. 1510 approving selection of Guho Corp. as the Construction Manager - General Contractor (CM/GC) for the 2018 Central District Public Improvements Project and authorizing the Executive Director to negotiate and execute a CM/GC Agreement with Guho Corp.		

### **BACKGROUND**

The Boise Central Urban Renewal District statutorily sunsets at the end of FY2018 (September 30, 2018). At that time CCDC will stop receiving property tax revenue allocations for the district and will cease making public investments there. The streetscapes and other public improvements in this district are up to 30 years old and some areas are in need of significant repair. Downtown growth also is changing how public spaces are used, creating a need for design enhancements and improvements to address those opportunities. The Agency has budgeted funds for the following improvements:

- 8th Street Streetscape Enhancements – Main Street to Bannock Street
- Capitol Boulevard Streetscape Improvements – east sidewalk from Bannock Street to Idaho Street, and from the alley south of Main Street to Front Street (two non-contiguous block faces in total)
- Idaho Street Streetscape Improvements – north sidewalk from 9th Street to Capitol Boulevard (two contiguous block faces)
- Union Block Alley / Freak Alley – alley enhancements
- Loading zone / sidewalk enhancements at up to five locations
- District-wide tree grate repair and/or replacement, as needed
- District-wide furnishing and paving spot repair and/or replacement, as needed



The program of improvements is extensive and will require precise planning and coordination. Due to the complexities inherent to streetscape construction in the downtown core, the level of pedestrian and vehicle traffic in the area, and the critical timeline, Agency staff determined the best approach for this project would be to utilize the **Construction Manager / General Contractor (“CM/GC”)** construction delivery method.

### **THE CM/GC DELIVERY METHOD**

The Agency has hired a CM/GC on two prior occasions with success: first for renovation of The Grove Plaza and then again for the 2016 LIV District (Broad Street) Public Infrastructure Improvements. The CM/GC is selected through a qualifications-based selection process in accordance with Idaho Code. For public works construction, CM/GCs must hold both a Construction Manager license and a Public Works Contractor license. Throughout the project the CM/GC represents the Agency to ensure a predictable and manageable construction project that can be built on time and within the budget.

Earlier this year, the Agency selected CSHQA to provide phased design services for the project. During the design period, the CM/GC provides construction manager services to help develop a constructible design that stays within the Agency’s budget. Around the 90% design stage, the Board will oversee amendment of the contract to provide for the Guaranteed Maximum Price (GMP) for construction. The GMP is a key benefit of all CM/GC contracts: the contractor guarantees the construction price – making the contractor “at risk” if the price goes higher. At that point, the CM (Construction Manager) becomes the GC (General Contractor) to construct the project.

### **HIRING THE CM/GC**

The Agency issued a Request for Qualifications (RFQ) on August 9, 2017, inviting licensed CM/GC companies to submit Statements of Qualifications (SOQ). Public notice was published in the *Idaho Statesman* newspaper on August 9 and August 16. Representatives from six different construction companies attended a pre-proposal meeting on August 17. Three companies submitted qualifications by the September 7, 2017, submission deadline: Guho Corp., McAlvain Construction Inc., and Wright Brothers, The Building Company LLC. Each of these companies is to be commended for the quality of their proposals and the expertise and competency of their work as evidenced in their SOQs.

A four-person evaluation panel to review the SOQs included the Agency’s project manager and contracts manager and the project’s landscape architect and engineering manager. The three SOQs were evaluated on the following criteria as specified in the RFQ: cover sheet, waiver and release, company profile, CM/GC approach, project manager/point of contact, budget control, scheduling, and previous similar experience. Because of the thoroughness of the SOQs and the panel’s extensive, firsthand experience working with the three companies, the panel felt it unnecessary to require interviews.

After review, the panel members' scoring was unanimous that **Guho Corp.** was the best qualified and highest ranked proposer for this project for these reasons:

- Guho Corp. has an extensive background in Public Works Construction in urban areas and has become the area's expert in streetscape construction;
- The company has provided Anthony Guho as project manager and Rob Cloninger as superintendent, both of whom have conducted professional management processes, exceeded expectations in schedule and budget, and delivered high quality results in past construction management and general contracting work for the Agency and other public agencies;
- Guho Corp. provides a cohesive team approach and an unparalleled understanding of the scope of work;
- Guho Corp. excels at continuous coordination and collaboration with all jurisdictions involved in the project from pre-construction to completion, which is exemplified in their ability to provide a well-thought-out schedule to meet all jurisdictions' expectations;
- Guho Corp. displayed proven performance in managing projects with multiple funding sources and multiple guaranteed maximum prices (GMP);
- References attested that Guho Corp.'s pre-construction management services are strong and advantageous to the success of a project; and,
- The Agency's own experience with Guho Corp. on the LIV District / Broad Street public improvements and a variety of streetscapes projects has been commendable and has revealed that they are dedicated to giving the project the attention it requires.

Please see *Attachment C* for the panel's scoring of the three companies.

### **FISCAL NOTES**

Resolution No. 1510 authorizes the Executive Director to negotiate and execute a CM/GC Agreement with Guho Corp. for the 2018 Central District Public Improvements Project. The FY 2018 budget includes sufficient funding for this project.

**STAFF RECOMMENDATION**

Staff recommends that the Board find it in the best interest of the public and of the Agency to approve the selection of **Guho Corp.** to contract with and act on behalf of the Agency as the CM/GC for the 2018 Central District Public Improvements Project, and to authorize the Executive Director to negotiate and execute a CM/GC agreement for construction management services and public works construction with **Guho Corp.**

**Suggested Motion:**

I move to adopt Resolution No. 1510 approving the selection of Guho Corp. as the CM/GC firm for the 2018 Central District Public Improvements Project, and to authorize the Executive Director to negotiate and execute a CM/GC agreement with Guho Corp.

## RESOLUTION NO. 1510

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 GUHO CORP. AS THE CONSTRUCTION MANAGER / GENERAL CONTRACTOR (CM/GC) FOR THE 2018 CENTRAL DISTRICT PUBLIC IMPROVEMENTS PROJECT; AUTHORIZING THE AGENCY'S EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A CM/GC AGREEMENT BETWEEN THE AGENCY AND GUHO CORP. TO UNDERTAKE AND COMPLETE 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, 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, in cooperation with the City of Boise and the Ada County Highway District, the Agency seeks to make certain transformative improvements and enhancements to the Boise Central Urban Renewal District including installation of pedestrian scramble intersection enhancements, fiber optic resources, innovative storm water solutions, creative streetscape design including custom lighting, and limited street reconstruction, all in an effort to contribute as a catalyst to economic development and downtown reinvestment by private entities; and,

WHEREAS, due to the complexities of the construction site and the unique improvements and enhancements that are planned and due to the desired timelines associated with the construction, the Agency has determined that the best approach for construction of the improvements was to hire a Construction Manager/General Contractor (“CM/GC”); and,

WHEREAS, Idaho Code § 54-4511 allows for public agency utilization of CM/GC services; and,

WHEREAS, the Agency issued a Request for Qualifications (“RFQ”) inviting properly licensed CM/GC firms interested in managing the construction of the 2018 Central District Public Improvements Project to submit Statements of Qualifications (“SOQ”) in accordance with the criteria and procedures set forth in the RFQ; and,

WHEREAS, the Agency published public notice of the RFQ in the *Idaho Statesman* newspaper on August 9 and August 16, 2017; and,

WHEREAS, the SOQ submissions were due to the Agency on September 7, 2017, by 3:00 p.m., and the Agency did receive three (3) submissions from the following properly licensed firms: Guho Corp., McAlvain Construction Inc., and Wright Brothers, The Building Company LLC; and,

WHEREAS, the three (3) SOQs were evaluated for compliance with the technical requirements as prescribed in the RFQ and were scored and ranked on the bases of qualifications and demonstrated competence by a four-person panel; and

WHEREAS, after review of the three (3) SOQs, the panel unanimously scored Guho Corp. as the best qualified and highest ranked proposer because:

- Guho Corp. has an extensive background in Public Works Construction in urban areas and has become the area’s expert in streetscape construction;
- The company has provided Anthony Guho as project manager and Rob Cloninger as superintendent, both of whom have conducted professional management processes, exceeded expectations in schedule and budget, and delivered high quality results in past construction management and general contracting work for the Agency and other public agencies;
- Guho Corp. provides a cohesive team approach and an unparalleled understanding of the scope of work;
- Guho Corp. excels at continuous coordination and collaboration with all jurisdictions involved in the project from pre-construction to completion, which is exemplified in their ability to provide a well-thought-out schedule to meet all jurisdictions’ expectations;
- Guho Corp. displayed proven performance in managing projects with multiple funding sources and multiple guaranteed maximum prices (GMP);
- References attested that Guho Corp.’s pre-construction management services are strong and extremely advantageous to the success of a project; and,
- The Agency’s own experience with Guho Corp. on the LIV District Public improvements project and a variety of streetscapes projects has been

commendable and has revealed that they are dedicated to giving the project their full attention.

WHEREAS, for these reasons, 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 Guho Corp. as the best qualified proposer to contract with and act on the behalf of the Agency as the CM/GC for the 2018 Central District Public Improvements Project, and to authorize the Agency's Executive Director to negotiate and execute a Construction Manager / General Contractor Agreement with Guho Corp.

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 the review panel's evaluation and ranking and selects Guho Corp. as the best qualified proposer to contract with and act on the behalf of the Agency for the 2018 Central District Public Improvements Project.

Section 3: That the Board authorizes the Executive Director of the Agency to negotiate and execute a Construction Manager / General Contractor Agreement with Guho Corp. for the 2018 Central District Public Improvements Project consistent with the Board's stated instructions at the October 9, 2017, Agency Board Meeting and further authorizes the Executive Director to execute all necessary documents required to implement the actions contemplated by the Agreement, subject to representations by Agency legal counsel that all conditions precedent to those actions and the Agreement or other documents are acceptable and consistent with the comments and discussions received at the October 9, 2017, 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 October 9, 2017.  
Signed by the Chairman of the Board of Commissioners and attested by the Secretary to the Board of Commissioners, on October 9, 2017.

URBAN RENEWAL AGENCY OF BOISE CITY

By: \_\_\_\_\_  
John Hale, Chairman

ATTEST:

By: \_\_\_\_\_  
Ryan Woodings, Secretary



REQUEST FOR QUALIFICATIONS:

**2018 CENTRAL DISTRICT PUBLIC IMPROVEMENTS**

**CONSTRUCTION MANAGER / GENERAL CONTRACTOR  
(CM/GC) SERVICES**

**PROPOSALS DUE: SEPTEMBER 7, 2017 BY 3 P.M. local time**



**August 9, 2017**

Dear Proposer:

Capital City Development Corporation (CCDC) will accept submissions about qualifications from licensed in Idaho with both construction manager and public works contractor licenses to perform Construction Manager / General Contractor (CM/GC) services for the agency's 2018 Central District Public Improvements Project.

CCDC plans to hire a CM/GC to deliver a complex, multi-layer public works infrastructure project in the Boise Central Urban Renewal District. This project will incorporate construction of standard and custom streetscape improvements in ACHD and CCDC public rights-of-way including unique features such as: pedestrian scramble intersections and signalization; custom engineered furnishings; suspended site lighting; green storm water infrastructure; assorted brick paving systems; and integrated bike facilities. In accordance with the Qualification Based Selection process set forth in Idaho Code § 67-2320, CCDC is seeking proposals from qualified companies to provide CM/GC services to assist with this project.

Written proposals will be received at the offices of CCDC, 121 N. 9<sup>th</sup> Street, Suite 501, Boise, Idaho 83702 until **3:00 p.m. local time, Thursday, September 7, 2017**. Proposals will be evaluated on the basis of qualifications as specified in this Request for Qualifications (RFQ). A selection committee will evaluate each of the proposals and may choose to conduct interviews with one or more of the companies.

CCDC reserves the right to reject any and all proposals, to waive any irregularities in the proposals received, and to accept the proposal that is in the best interest of CCDC and the public. The issuance of the RFQ and the receipt and evaluation of sealed proposals does not obligate CCDC to award a contract. CCDC will pay no costs incurred by Proposers in responding to this RFQ. CCDC may in its discretion cancel this process at any time prior to execution of a contract without liability.

**NOTE: A Pre-Proposal Meeting** will be held at the CCDC offices at **10 a.m. on Thursday, August 17, 2017**. Attendance by the Proposers is strongly recommended but not required.

CCDC appreciates your interest in meeting the needs of the agency and the citizens of Boise.



Mary Watson  
Contracts Manager | Attorney at Law



121 N 9TH ST, SUITE 501 BOISE, ID 83702  
208-384-4264 [WWW.CCDCBOISE.COM](http://WWW.CCDCBOISE.COM)

# INSTRUCTIONS TO PROPOSERS

## 1.1 Proposal Information

The submission package or envelope must be sealed and plainly marked for delivery as follows:

Capital City Development Corporation  
Attn: Mary Watson, Contracts Manager  
121 N. 9<sup>th</sup> Street, Suite 501  
Boise, Idaho 83702

Please indicate "CM/GC: 2018 CENTRAL DISTRICT PUBLIC IMPROVEMENTS - SEALED PROPOSAL ENCLOSED" on the outside of the envelope. Don't forget to sign your proposal. Unsigned proposals will not be accepted.

Submissions must include: ONE (1) signed original proposal; FOUR (4) printed copies of the proposal; and a digital (PDF) version of the entire proposal on either ONE (1) flash drive or ONE (1) compact disk. Late or incomplete submissions will not be accepted. Email or fax submissions will not be accepted. DO NOT FAX YOUR PROPOSAL.

**Proposal deadline is 3:00 p.m. local time, Thursday, September 7, 2017.**

Proposer assumes full responsibility for the timely delivery of its proposal package to CCDC. Proposer will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFQ. All materials and documents submitted in response to this RFQ become the property of CCDC and will not be returned.

## PROJECT INFORMATION

### 2.1 Background

The Boise Central Urban Renewal District statutorily sunsets in FY2018 (September 30, 2018). At that time CCDC will stop collecting tax revenue allocations for the district and will cease making public improvements therein. The streetscapes and other public improvements in this district are up to 30 years old and some areas are in need of repair. Downtown growth is also changing how public spaces are used in the district, creating a need for design enhancements and improvements to address those opportunities. Considering the impending district sunset and the need for repairs and minor improvements, the Agency has budgeted approximately \$2,000,000 for construction of the contemplated improvements listed below.

CSHQA is the lead design consultant responsible for coordinating the planning, design, permitting, and construction administration. That role includes meeting with public agencies and private stakeholders to coordinate design and gain approvals as well as working closely with the CM/GC during pre-construction and construction phases. It is anticipated that the project will be delivered on a rolling schedule with multiple GMP's and construction bid packages.

## 2.2 Contemplated Improvements

The design team of CSHQA completed a Central District Assessment that inventoried each of the 42 block faces contained in the Central District. The following list summarizes the assessment's findings into packages that are envisioned to be delivered sequentially through a rolling schedule.

- **8<sup>th</sup> Street** Streetscape Enhancements – Main Street to Bannock Street.
  - a. Replacement of the furnishing zone and furnishings on both sides of the street. Not a full streetscape reconstruction; does not include installing “Silva Cell” suspended pavement systems.
  - b. Replacement of irrigation system and some trees.
  - c. Install custom light pole assemblies from which planters, banners, string lighting, and Wi-Fi are suspended.
  - d. Brick paving repairs as needed.
  - e. Install pedestrian scrambles at 8<sup>th</sup> and Main, 8<sup>th</sup> and Idaho, and 8<sup>th</sup> and Bannock. Reconfigure intersections and signalization to accommodate pedestrian scrambles – which could include a new paving treatment, thermoplastic, or just standard striping.
- **Capitol Boulevard** Streetscape Improvements – East sidewalk: Bannock Street to Idaho Street, alley south of Main Street to Front Street (two (2) block faces in total, non-contiguous).
  - a. Full reconstruction of streetscapes compliant with the City of Boise's Capitol Boulevard Streetscape Standards, including Silva Cells.
  - b. Enhance existing bike lane with protective concrete median separating the bike lane from the vehicle travel lane.
  - c. Install traffic-rated bollards along the NW curb radius at the intersection of Front Street and Capitol Boulevard to protect the art installation known as the River Sculpture.
- **Idaho Street** Streetscape Improvements – North Sidewalk: 9<sup>th</sup> Street to Capitol Boulevard (two (2) contiguous block faces).
  - a. Construct streetscapes compliant with City of Boise's Downtown Streetscape Standards. Depending on costs and budget, could be a full sidewalk reconstruction with Silva Cells or it could be just the work necessary to widen the sidewalk 5 feet.
  - b. Reconfigure the existing 13' wide parking lane (former transit lane). Possible reconfigurations may include: a 5' wide sidewalk extension, a grade-separated bike lane, or a parking-protected bike lane. Alternate analysis and stakeholder consensus to be conducted.
- **Union Alley / Freak Alley** Alley enhancements.
  - a. Construct alley improvements such as custom trench drain, up-lighting, and brick paving.
  - b. City of Boise's Public Works Department plans to install utilities in advance of this project – coordinate construction activity as needed.

- **Loading Zone / Sidewalk Enhancements** At least five (5) locations.
  - a. Eliminate loading zone located in the sidewalk by extending the sidewalk to match the existing curb line.
  - b. Create loading zone in parking lane by restriping and signing.

## 2.3 Project Schedule

Preconstruction is expected to begin October 15, 2017 and continue until the last GMP is approved – estimated June 2018. Construction is expected to begin February 2018 and must be completed no later than September 30, 2018.

Conceptual plans are underway and will be submitted to the City of Boise Design Review Committee in mid-September. By mid-October 2017, the successful CM/GC will be given approved DR plans (30% drawing set) to develop an initial estimate no later than early November. The first of multiple Permit Sets will be submitted to the Ada County Highway District (ACHD) in early December 2017. During the ACHD typical eight-week permitting process, a GMP will be established and taken to the CCDC Board of Commissioners for approval in January 2018. With approvals in place, the ability to begin construction can happen as early as February 2018. During construction activity, pre-construction efforts on the second and third bid packages will also be taking place. It is expected the CM/GC will be preparing to begin construction immediately on the following GMP upon conclusion of the initial GMP, perhaps even some overlap if found to be beneficial.

## 2.4 CM/GC Scope of Services

All CM/GC contracted services must be performed by staff properly licensed in the State of Idaho. The following services are anticipated in the CM/GC Services agreement with CCDC. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after this RFQ selection process has been conducted.

### ***Preconstruction Phase, for Design and Bidding and Long Lead Procurement Services:***

- Work with CCDC staff and the design team to review the project and visit the work areas to become familiar with the project;
- Work cooperatively with other agencies including the City of Boise (Planning and Development Services, Public Works, and Parks and Recreation Departments) and the Ada County Highway District, as well as property owners of adjacent active development;
- Review draft design drawings and specifications to identify clarity and constructability issues; provide cost estimates as needed;
- Work with staff to develop a project schedule and refine the logistics plans;
- Develop and obtain trade contract scopes and other contract documents;
- Obtain competitive bids for all the work, materials, and equipment; conduct pre-bid meetings and site tours;
- Work with CCDC staff and the design team to address questions, issue addendums, and publically open bids;
- Procure long-lead material items such as specialty site furnishings, light poles, and permeable pavers;
- Work with CCDC staff and design team to value engineer the design and reconcile budget overruns as needed;

- Research and coordinate with specialty contractors and vendors on specialized items such as suspended pavement systems and permeable paver systems; and
- Work with CCDC staff to derive and negotiate project Guaranteed Maximum Price.

Prior to release of the first package for the subcontractor bidding, the CM/GC shall submit a bid package estimate that itemizes all bid packages to be bid and awarded and which includes the CM/GC's estimate of the cost of each bid package. With the several agencies working cooperatively on this project, the CM/GC will manage accounting of multiple project scopes and funding sources as requested by CCDC. As permitted by the Owner, the bid package estimate will include line items for any work the CM/GC proposes to self-perform. The CM/GC's overhead, profit, and contingencies shall be identified in separate line items. The total of the bid package estimate shall equal the construction cost on the CM/GC's most recent estimate.

***Construction Phase Services:***

- Obtain project bonding, issue subcontracts and trade contracts, and obtain permits for all the work;
- Serve as the General Contractor and as a licensed Construction Manager, including:
  - Manage the construction process including the coordination, planning, trade contractor management, manage submittals, and requests for information;
  - Review and negotiate change orders, coordinate safety programs, resolve issues and claims;
  - Conduct and coordinate inspections, review and pay trade invoices, update construction schedules;
  - Conduct coordination meetings;
  - Maintain records, record documents and manuals, develop and monitor punch list, coordinate and assist with warranty corrections;
  - Coordinate with the Owner's project manager and design team; and
  - Plan and provide general condition services such as superintendence, mobilization, storage areas, staging, et cetera.
- Obtain permission and coordinate access with public and private property owners implicated by the construction activity.

**2.5 Special Instructions**

Throughout the project, the CM/GC shall provide CCDC with professional construction management and contractor services and represent CCDC's interests in completing the project on time, within set budgets, and as planned with minimum difficulties. It is anticipated that a contract based on ConsensusDocs will form the basis of agreement for CM/GC services to be entered into for the project; provided however, CCDC reserves the right to change, modify, or amend the final contract to be entered into by the parties.

## **GENERAL CONDITIONS**

**3.1 Intent of RFQ**

It is the intent of CCDC to run a Qualification Based Selection process to select a company capable of providing the CM/GC services outlined within this proposal. The CM/GC ranked highest will be approached to negotiate the contract(s) necessary for this project. If contracts cannot be negotiated, CCDC will then approach the next highest ranked company to negotiate the contract.

### 3.2 Reserved Rights

CCDC reserves the right to act in the public best interest and in furtherance of the purposes of the Idaho Code Title 50, Chapter 20 (Idaho Urban Renewal Law) and Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions). CCDC reserves the right to waive any formalities or defects as to form, procedure, or content with respect to its Request for Qualifications and any irregularities in the proposals received, to request additional data and information from any and all Proposers, to reject any submissions based on real or apparent conflict of interest, to reject any submissions containing inaccurate or misleading information, and to accept the proposal or proposals that are in the best interest of CCDC and the public. The issuance of this RFQ and the receipt and evaluation of proposals does not obligate CCDC to select a company nor award a contract. CCDC may in its discretion cancel, postpone, or amend this RFQ at any time without liability.

### 3.3 Public Records

CCDC is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code. The Public Records Act contains certain exemptions – one of which that is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a proposal are not trade secrets.

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

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

### 3.4 Insurance

Prior to executing any contract for CM/GC services with CCDC or commencing any work under the contract, the CM/GC will be required to provide evidence of the coverages listed below and pay all costs associated with the insurance coverage. Insurance policies or certificates of insurance will name CCDC as the named insured, and the CM/GC will maintain these minimum insurance coverages during the entire term of the contract:

- a. Professional Liability Insurance coverage with minimum coverage of One Million Dollars (\$1,000,000.00) per occurrence and a minimum aggregate limit of One Million Dollars (\$1,000,000.00). NOTE: CGL policies do not provide coverage for

the type of professional services the CM will be performing during the pre-construction phase of the project, therefore Professional Liability Insurance coverage must be obtained.

- b. Commercial General Liability Insurance coverage with minimum coverage of Two Million Dollars (\$2,000,000.00) on an occurrence basis (not a claims-made basis).
- c. Automobile Insurance coverage with minimum coverage of Five Hundred Thousand Dollars (\$500,000.00) per occurrence for owned, non-owned, and hired vehicles.
- d. Worker's Compensation Insurance in an amount as required by statute and Employer's Liability Insurance in an amount not less than Five Hundred Thousand Dollars (\$500,000.00) for each occurrence, for all of the company's employees to be engaged in work on the project under contract and, in the case any such work is subcontracted, the CM/GC company will require Subcontractors and trade contractors similarly to provide Worker's Compensation and Employer's Liability Insurance for all the Subcontractors and trade contractors to be engaged in such work.

### **3.5 Bonding**

As the General Contractor, the CM/GC must have the capability to bond for 100% of the contract price of the project estimated at the time the contract is negotiated and until such time that the entire project bids, the overall Guaranteed Maximum Price (GMP) for the work is established, and the bond is delivered to CCDC. Proposer shall indicate within their cover letter that they certify that they have the bonding capacity to meet the requirements of this RFQ.

The performance and payment bonds shall be AIA Document A312 (1984 or the most recent edition) or a standard surety form certified approved to be the same as the AIA A312 form and shall be executed by a surety or sureties reasonably acceptable to CCDC and authorized to do business in the State of Idaho.

### **3.6 Taxes**

CCDC is exempt from Federal and State taxes and will execute the required exemption certificates for items purchased and used by CCDC. Items purchased by CCDC and used by a contractor are subject to Use Tax. All other taxes are the responsibility of the Contractor and are to be included in the Contractor's pricing.

### **3.7 Legal Residency Requirement**

By submitting a proposal, the Proposer attests, under penalty of perjury, that they are a United States citizen or legal permanent resident or that they are otherwise lawfully present in the United States pursuant to federal law. Prior to being issued a contract, the company will be required to submit proof of lawful presence in the United States in accordance with Idaho Code § 67-7903.



### **3.8 Dual-Capacity License Requirements**

Proposals will be accepted from Idaho licensed construction managers and the company of which they are a principal or full-time employee who, prior to the proposal deadline, also have a valid public works contractor license as a general contractor pursuant to Idaho Code § 54-1902. Idaho Code § 54-1902 requires that public works contractors and subcontractors have the appropriate Public Works License for the particular type of construction work involved, and the general contractor must perform at least 20% of the work under contract.

## **SUBMISSION PROCESS**

### **4.1 Pre-Proposal Meeting**

A Pre-Proposal Meeting will be held at the CCDC offices at 10 a.m. on Thursday, August 17, 2017. Attendance by the Proposers is strongly recommended but not required.

### **4.2 Forms Submitted**

Proposers must submit the following completed forms by the proposal deadline:

- RFQ Submittal Cover Sheet – Attached to this RFQ as Exhibit A
- RFQ Waiver and Release – Attached to this RFQ as Exhibit B
- ONE (1) signed original proposal
- FOUR (4) printed copies of the proposal
- a digital (PDF) version of the entire proposal on *either* one (1) flash drive or one (1) compact disk.

Failure to submit all requested information may render any proposal unresponsive and void.

### **4.3 Addenda**

In the event it becomes necessary to revise any part of this RFQ, addenda will be issued. Information given to one Proposer will be available to all other Proposers if such information is necessary for purposes of submitting a proposal or if failure to give such information would be prejudicial to uninformed Proposers. It is the Proposer's responsibility to check for addenda prior to submitting a proposal. Failure to do so may result in the proposal being declared non-responsive. No addenda will be issued fewer than four (4) business days before the proposal deadline unless the deadline is extended. Proposer shall indicate within their cover letter the addenda number(s) which they have incorporated into their submittal.

### **4.4 Modification or Withdrawal of Proposal**

A proposal may be modified or withdrawn by the Proposer prior to the submission deadline set forth in this RFQ. After the submission deadline, the submitted proposal shall remain in effect for a minimum of 90 days for evaluation purposes.

## REQUIRED CONTENT, EVALUATION, AND SELECTION

### 5.1 Required Submission Materials and Format

The Proposal format described here is meant to allow uniform review and easy access to information by the evaluation committee. Proposals not conforming to the requested format or not in compliance with the specifications will be considered non-responsive.

#### SUBMITTAL PACKAGES MUST INCLUDE:

- RFQ Submittal Cover Sheet
- RFQ Waiver and Release
- ONE (1) signed original proposal
- At least FOUR (4) printed copies of the proposal
- a digital (PDF) version of the entire proposal on *either* one (1) flash drive or one (1) compact disk.

Proposers are invited to include information about innovative methods and/or procedures which they can provide to assist in ensuring successful completion of this project. Unique qualities and/or capabilities and cost efficiencies may be identified. For each of the specific areas listed below, Proposers should include a description of qualifications to serve as a CM/GC.

Submittal package must include the following information in the sequence set forth below. Proposers acknowledge they will be ranked according to articles below, with points applied per article (200 points total):

#### **RFQ Submittal Cover Sheet (Exhibit A) 5 Points**

#### **RFQ Waiver and Release (Exhibit B) 5 Points**

#### **Signed Cover Letter – limit one page 0 points**

A signed letter briefly stating the Proposer's understanding of the work to be done, the commitment to perform the work within the time period, and a statement as to why the company believes it is qualified to perform CM/GC services for the project. Proposer shall indicate within their cover letter the addenda number(s) which they have incorporated into their submittal. Also, Proposer shall certify that they have the bonding capacity to meet the requirements of this RFQ.

#### **Detailed Proposal – organized with the following information:**

**a. Company Profile:** Describe the company's history, size, resources, philosophy of service, typical volume of work, and construction management techniques and methods. Describe how your particular expertise, experience, techniques, and culture can be an advantage to CCDC in completing the project. 20 Points

**b. CM/GC Approach:** Describe the company's philosophy and approach to providing CM/GC services. Include a description of how the company will work to successfully meet the needs of the agency from design through construction in a seamless, efficient, and non-disruptive manner. Identify the activities that you see as being most important to the success of the project and elaborate on the anticipated benefits of these activities to the project. 40 Points

**c. Project Manager/Point of Contact:** A dynamic, well organized, and experienced team is needed for this high profile and complicated project. Identify the personnel to whom construction management responsibility will be assigned by names, titles, roles, qualifications, years of experience, relevant project experience, and resumes. Include personnel information for both pre-construction and construction services and describe why the specific personnel were selected for inclusion on the team. 40 Points

**d. Budget Control:** Submit detailed information of how your company provides and periodically updates cost estimates and participates in Value Engineering; specifically describe the role of your company in the decision making process when cost overruns are anticipated. Describe how your company tracks and reports construction costs, including line item costs for each bid package, fees, permits, reimbursable costs, CM fees, and all other project costs. Finally, describe how your company would administratively manage, track, and invoice for the various separate cost categories that comprise the Total Contract Cost. 20 Points

**e. Scheduling:** The schedule for this project is extremely important. Outline your company's understanding of the local construction market as it relates to this project and how your company will ensure the proposed staff will be available at the proper times to complete this project on schedule. Include explanations of your existing and upcoming projects within the area, sub-contractor availability, and approaches to reach-out/solicit to sub-contractors. Describe the primary scheduling techniques the company uses and the software you will employ to produce an effective construction schedule. Provide examples of successful construction management and scheduling services provided on complex, multi-phase projects. Discuss in detail how you intend to enforce contract schedule compliance. 20 Points

**g. Previous Similar Experience:** List the company's experience for the five (5) most similar projects (in terms of size, nature and complexity) completed within the last 10 years. Projects including green storm water infrastructure, suspended pavement systems, public plazas, and downtown streetscape improvements are of particular interest. Clearly identify the project scope, cost, and the company's responsibilities on the project, and identify the year each project was completed. For each project, provide a reference contact name, title, and phone number, and role on the project. Please focus on company experience – do not include individual experience for projects performed while individuals were employed by other companies. As applicable, describe the company's systems approach, including a management plan and project management control systems that will be used on this project for CCDC. Include Idaho Public Works Construction Manager License information and resumes. 50 Points

## **5.2 Evaluation of Proposer**

Proposals will be evaluated based on the Proposer's response and qualifications by a selection committee that may include CCDC employees and consultants. Before a company is selected, CCDC may conduct reference investigations. CCDC will seek to interview the three (3) top ranked firms to evaluate and determine the performance record and ability of the Proposers to perform the size and type of work anticipated and to determine the quality of the service being offered. By submitting a proposal, the Proposer authorizes CCDC to conduct reference investigations as needed and to conduct interviews where the Proposers will be evaluated based on the information described in this RFQ.

### **5.3 Qualification Based Selection**

Selection will be based on the procurement rules set forth in Idaho Code § 67-2320. Final selection is made by the CCDC Board of Commissioners. CCDC has the right to waive or alter submission requirements or to reject any or all submissions, consistent with Idaho law. It is the Proposer's responsibility to conform to all applicable federal, state and local statutes or other applicable legal requirements. The information provided herein is intended to assist Proposers in meeting applicable requirements but is not exhaustive, and CCDC will not be responsible for any failure by any Proposer to meet applicable requirements.

### **5.4 QUESTIONS**

Direct questions to: Mary Watson, CCDC Contracts Manager | Attorney at Law  
(208) 384-4264 or [mwatson@ccdcb Boise.com](mailto:mwatson@ccdcb Boise.com)

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### **EXHIBITS TO THIS RFQ:**

- A: RFQ Submittal Cover Sheet
- B: RFQ Waiver and Release
- C: Proposed Improvements Location Map

**EXHIBIT A**

**RFQ: CM/GC SERVICES – CENTRAL DISTRICT PUBLIC IMPROVEMENTS  
SUBMITTAL COVER SHEET  
(REQUIRED FOR SUBMISSION)**

TO: Capital City Development Corporation  
Attn: Mary Watson, Contracts Manager | Attorney at Law  
121 N. 9<sup>th</sup> Street, Suite 501  
Boise, Idaho 83702

FROM:

**Company Name:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

**Company officer responsible to CCDC for CM/GC services contemplated by this RFQ:**

**SIGNATURE: X** \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

**License Information:** Idaho Public Works Contractor License # \_\_\_\_\_

Idaho Public Works Construction Management License # \_\_\_\_\_

held by \_\_\_\_\_ (name of licensed CM who will be responsible).

## EXHIBIT B

### REQUIRED WAIVER & RELEASE (REQUIRED FOR SUBMISSION)

The undersigned has read this waiver and release and fully accepts the Capital City Development Corporation's (CCDC) discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to proceed with a qualification based selection process in response to the Request for Qualifications (RFQ) to select a company to supply CM/GC services to CCDC for the project.

- A. Discretion of CCDC: The firm or individual submitting a response to this CM/GC RFQ agrees that CCDC has the right to, unless contrary to applicable state law:
- 1) Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the CM/GC services RFQ;
  - 2) Obtain further information from any person, entity, or group regarding the Proposer, and to ascertain the depth of Proposer's capability and experience for supplying CM/GC services and in any and all other respects to meet with and consult with any Proposer or any other person, entity, or group;
  - 3) Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFQ to select a CM/GC firm and any response by any Proposer thereto;
  - 4) Accept or reject any sealed proposal received in response to the RFQ, including any sealed proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
  - 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.
- B. Non-Liability of CCDC:
- 1) The undersigned agrees that CCDC shall have no 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.
  - 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFQ and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Respondent's Signature: **X** \_\_\_\_\_

Print Name: \_\_\_\_\_

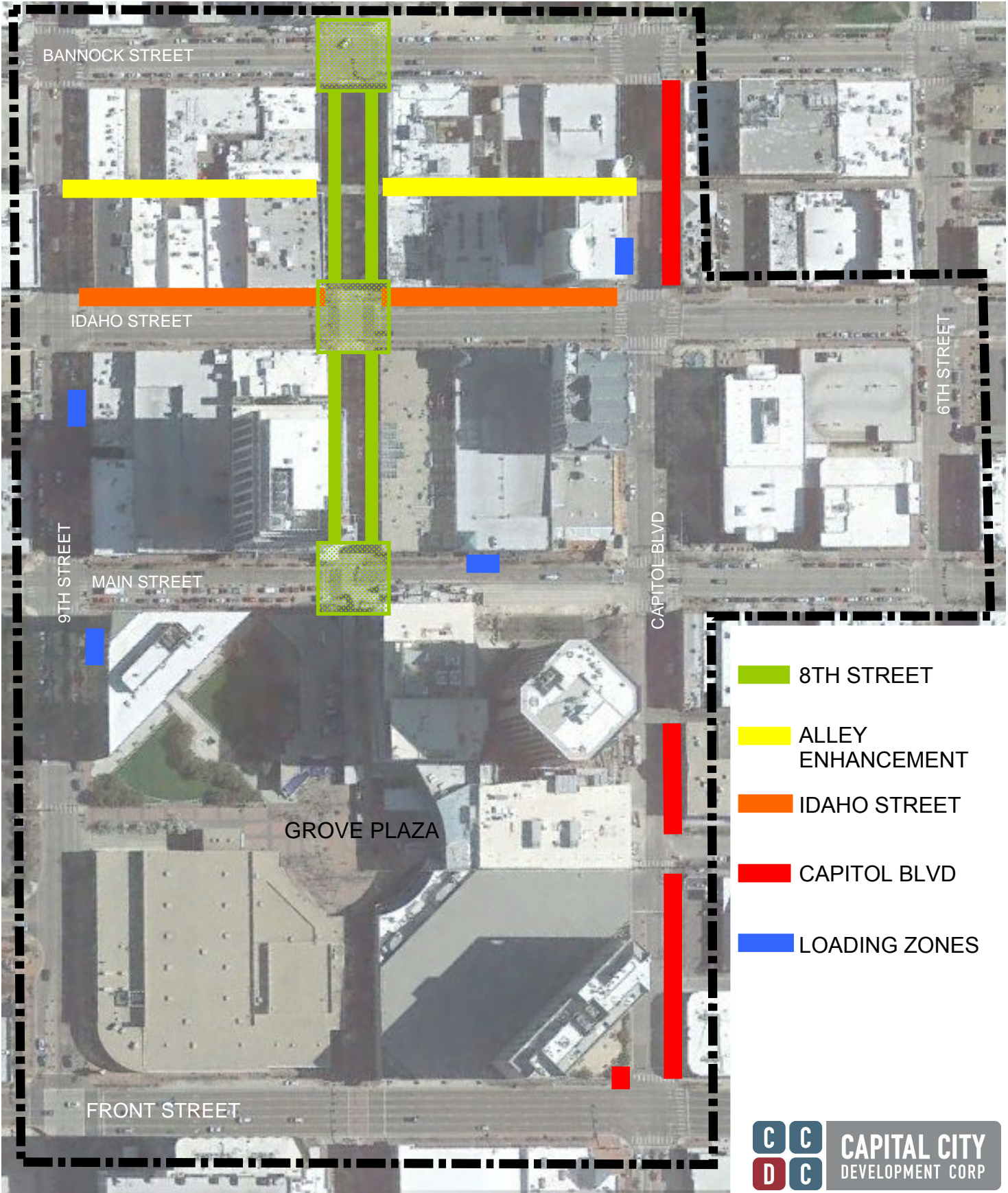
Print Title: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Date: \_\_\_\_\_



# 2018 CENTRAL DISTRICT IMPROVEMENTS KEY MAP



# Final Evaluation Tally

RFQ: CM/GC Services: 2018 Central District



**CAPITAL CITY**  
DEVELOPMENT CORP

		<i>Guho Corp</i>	<i>McAlvain Construction</i>	<i>Wright Brothers</i>
Category		Points	Points	Points
Cover Sheet	5	20	20	20
Waiver/Release	5	20	20	20
Company Profile	20			
Member #1		20	15	20
Member #2		20	20	20
Member #3		20	20	18
Member #4		15	20	18
CMGC Approach	40			
Member #1		40	40	35
Member #2		35	35	30
Member #3		40	40	30
Member #4		36	39	32
PM / Point of Contact	40			
Member #1		38	38	38
Member #2		40	30	35
Member #3		40	35	35
Member #4		40	32	37
Budget Control	20			
Member #1		15	20	20
Member #2		15	20	20
Member #3		15	20	20
Member #4		18	18	18
Scheduling	20			
Member #1		15	20	18
Member #2		15	20	20
Member #3		15	15	20
Member #4		20	18	19
Previous Similiar Experience	50			
Member #1		50	45	40
Member #2		50	45	30
Member #3		50	40	40
Member #4		50	45	45
<b>Total Points</b>	<b>800</b>	<b>752</b>	<b>730</b>	<b>698</b>
<b>Rank</b>		<b>1</b>	<b>2</b>	<b>3</b>



# FRIDAY UPDATE

October 6, 2017

**TO: John Hale, Chairman, CCDC Board Executive Committee**  
**FM: John Brunelle, Executive Director**  
**RE: CCDC Operations Report – October 2017**

## CCDC – BEHIND THE SCENES, BUT IN PLAIN SIGHT

A number of CCDC supported endeavors aligned this past week, and this photo captures it. Of course the Agency's signature public space, The Grove Plaza, is the location. Note our new logo, the well-placed new THE GROVE PLAZA lit sign, and telltale brickwork. The new portable stage, which CCDC decided to design and purchase for use in our districts is in the shot. This stage has become extremely popular and is the result of our stakeholder outreach and brainstorming sessions with private and public sector partners. (Look for this stage on Broad Street next week as well, and



thanks to DBA for managing it for us.) Notice the signage on the stage, the first reveal of banners and the naming of the performance space as the “Boise Brewing Community Stage.” CCDC made that happen, and we appreciate the collaboration (and patience) of BB during the lengthy construction on Broad Street and the Agency's new parking garage next to their business. From that disruption has come a solid and mutually beneficial partnership. Also in this photo, a Boise Centre sign, a facility we helped expand significantly in the past 18 months. They are great tenants in the CCDC-owned section of Boise Centre East, and we are grateful for that! The event in this photo is the Boise Startup Week block party, held Thursday night with musical group *Lounge on Fire* performing. And, you guessed, CCDC is a sponsor of Boise Startup Week. We helped with some logistics (made arrangements for the plaza and stage to be available that evening) and a small amount of funding to support this important economic development event involving Trailhead and agency friends at VYNLY. Thanks to Nick Crabbs for the photo!

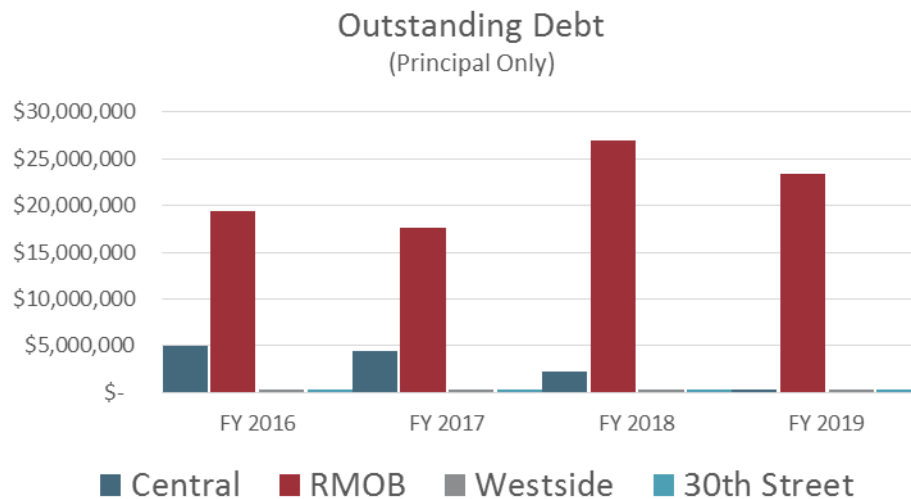
## THURSDAY, OCT. 12<sup>TH</sup> IS BROAD STREET CELEBRATION!

We're hoping for a great turnout to celebrate Boise's first LIV District on Thursday, October 12, 4-7pm, at 521 W. Broad Street. People will be able to explore a neighborhood that has it all - thriving businesses, boutique shops, parks, public art, hotels, and universities. Plus some great new streetscapes and green storm water infrastructure. See you there!

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

### Summary of Agency Debt

As of October 1, 2017, the first day of Fiscal Year 2018, the Agency's debt totals \$29,165,000 (principal only). Eight percent of that amount is in the Central District and will be retired by the end of FY 2018 to coincide with Central's sunsetting on September 30, 2018. The remaining 92% is in the River Myrtle / Old Boise District (RMOB) and will be retired coincidentally with or before that district's termination in FY 2024. All of this debt is backed by both tax increment revenues (restricted to the urban renewal district from which it was generated) and net parking revenue (unrestricted).



### Average Annual Debt Service - FY 2018 - 10/1/17

	Central District	River-Myrtle / Old Boise District				GRAND TOTAL
	Series 2015	Series 2011 B	Series 2017 A	Series 2017 B	Ave A AHA*	
Principal	\$ 2,250,000	\$ 1,152,857	\$ 1,802,143	\$ 720,000	\$ 170,000	\$ 6,095,000
Interest	\$ 40,050	\$ 229,188	\$ 85,542	\$ 41,736	\$ -	\$ 396,515
<b>Total</b>	<b>\$ 2,290,050</b>	<b>\$ 1,382,045</b>	<b>\$ 1,887,685</b>	<b>\$ 761,736</b>	<b>\$ 170,000</b>	<b>\$ 6,491,515</b>
Debt Retired Years Remaining	FY 2018 1	FY 2024 7	FY 2024 7	FY 2024 7	FY 2024 7	

\* Not debt; subsidized housing payment.

## Bond Issues

	Series 2015	Series 2011 B BC/ACHA Note	Series 2017 A	Series 2017 B	Ave A AHA Subsidized Housing Payment
URD	Central	RMOB	RMOB	RMOB	RMOB
Lender	BofA-ML	BofA-ML	Zions	Zions	Not Debt
Interest Rate	1.78%	4.75%	2.32%	2.82%	---
Fixed/Var	Fixed	Fixed	Fixed	Fixed	---
Tax/Exempt	Tax Exempt	Tax Exempt (AMT)	Tax Exempt	Tax Exempt	---
Purpose	Portions of Grove Plaza 2.0 City Hall Plaza MMC local match	Refunding 2002B: Civic Plaza housing, Ave A East Garage 83%. "Parking Lease & Joint Use Base Rent Payments"	5th & Broad 89 space parking condo; 11th & Front 250 space parking condo; Broad St / LIV District Improvements	Refund 2010B bonds. Redeem 2010C bonds (2010B and 2011C DS Reserves plus \$530k Agency cash)	Support of 2002A IHA \$170,000/yr flat
Source of Payment	Central tax increment revenue and net Parking revenue.	RMOB tax increment revenue and net Parking revenue.	RMOB tax increment revenue and net Parking revenue.	RMOB tax increment revenue and net Parking revenue.	
Principal Date	10/1/2015	9/1/2012	6/8/2017	6/8/2017	---
Term (years)	3	12	8	8	---
Pay Off	FY18	FY24	FY24	FY24	FY24
Original Principal	\$ 5,000,000	\$ 12,865,000	\$ 13,000,000	\$ 5,145,000	---
Total Interest	\$ 201,733	\$ 4,724,558	\$ 1,267,120	\$ 617,755	N/A
Principal Balance (10/1/17)	\$ 2,250,000	\$ 8,070,000	\$ 12,615,000	\$ 5,040,000	\$ 1,190,000

## Summary of Previous Fiscal Year (FY 2017) Financing Activity:

- **Series 2017A Financing: \$13,040,495.**
  1. Broad Street / LIV District streetscape and other infrastructure improvements including extension of the geothermal system and fiber optic cables all of which will be owned and maintained by the city (\$4.9 million).
  2. Purchase when complete the 5th & Broad public parking condominium unit containing 89 spaces in currently under-construction The Fowler apartment building (\$2.6 million).
  3. Purchase when complete the 11th & Front public parking condominium unit containing not less than 250 public parking spaces within a five-story, over 800 total parking space parking garage with limited mixed use currently under construction as part of the Pioneer Crossing development (\$5.4 million).
- **Series 2017B Refinancing Series 2010B: \$5,741,626.**
  - The combination of refinancing the 2010B bonds to lower the (tax-exempt) interest rate from 4.25% to 2.82% and paying off the 2010C bonds will result in

total debt service of \$6.3 million, saving half a million dollars in interest costs over the next approximately seven years.

- **Series 2010C Redemption: \$1,711,706.**
  - The existing 2010B and 2010C Debt Service Reserve Funds (\$748,000 and \$250,300, respectively) and the 2010C Bond Payment account balance (\$169,600) were combined with Agency cash of \$600,698 to redeem the \$1,650,000 2010C principal and pay the \$42,600 estimated redemption premium and \$19,100 in estimated accrued interest.

## **COMPETITIVE BIDDING and QUALIFICATION-BASED SELECTIONS**

### **2017 Streetscape Improvements Project – RFQ and Invitation to Bid**

Construction of 2017 streetscape improvements.

- January: RFQ issued.
- March: Four contractors pre-qualified by Board to bid the project.
- June: Invitation to Bid issued to the four pre-qualified contractors.
- July 10: Contract awarded to Guho Corp by Board.
- August 7: Notice to Proceed – construction is underway.
- By Oct 30: Substantial Completion within 84 days of NTP (by October 30).
- By Nov 20: Final Completion within 21 days after Substantial Completion.

### **ParkBOI Garage Signage – Invitation to Bid**

New parking garage signage to implement the ParkBOI brand identity.

- April 10: Board awards public works construction contract to YESCO.
- May 16: Contract executed.
- Summer: Permitting and fabrication underway.
- Sept 13: Substantial completion (120<sup>th</sup> day). ***Permitting delays.***

### **9<sup>th</sup> & Front Garage Exterior Painting Project**

Informally bid due to estimated project cost less than \$200k.

- July 17: Invitation to Bid.
- July 25: Pre-Bid Meeting at CCDC.
- August 3: Bids received. Low Bid: Color Craft Painting, \$72,040.
- August 14: Contract executed, construction scheduled.
- Sept 5: Notice to Proceed issued.
- Dec 4: Substantial Completion within 90 days (December 4).
- Dec 25: Final Completion (21<sup>st</sup> day after Substantial Completion).

### **ParkBOI Garage Painting – Invitation to Bid**

Paint interior stairwells and lobbies to achieve a clean, simple, uniform, and helpful public parking garage aesthetic. Two separate painting projects each estimated at less than \$200k so two separate informal bids.

Project 1: two parking garages – Capitol & Main, 9<sup>th</sup> & Main.

Project 2: three parking garages – Capitol & Myrtle, 9<sup>th</sup> & Front, 10<sup>th</sup> & Front.

- August 1: Invitation to Bid issued.
- August 8: Pre-Bid meeting
- August 23: Bids due for both Project One and Project Two.
  - Merit Professional Coatings lowest responsive bid for both projects: \$70,303 for Project One, \$55,800 for Project Two.
- Sept 5: Contracts executed.
- Sept 11: Project 2 Notice to Proceed issued.
- Nov 10: Project 2 Substantial Completion (within 60 days of NTP).
- Dec 1: Project 2 Final Completion (within 21 days of Substantial Completion).
- Oct 17: Project 1 Notice to Proceed.
- Dec 16: Project 1 Substantial Completion (within 60 days of NTP).
- Jan 6: Project 1 Final Completion (within 21 days of Substantial Completion).

### **CM/GC Central District Improvements Project**

Selection of a Construction Manager / General Contractor (CM/GC) for final year / pre-Sunset Central District improvements.

- August 9: Request for Qualifications issued; public notice in *Idaho Statesman*.
- Sept 7: Submissions due from licensed CM/GC's.
- Sept 11-29: CM/GC reference checks and/or interviews.
- October 9: Board consideration and CM/GC selection (tentative).

### **Other Contracts Activity**

#### **Central District**

- CSHQA: Task Order for next stages of support (design review and submittals) for significant Central District public improvements prior to the district's September 30, 2018 sunset.
- Funky Taco: 8<sup>th</sup> Street patio license for its new location at the southwest corner of 8th and Bannock streets formerly occupied by Mongolian BBQ.

#### **River Myrtle-Old Boise District**

- Kittelson Associates: Task Order for a Traffic Signal Warrant Analysis at 5th & Myrtle.
- Wash Worx LLC: Short-form public works construction contract to install four additional bike racks on 8th Street (BODO area) as requested by adjacent businesses.

### Multi-District Improvements

- City: Annual MOU for eleven new art wraps on traffic control boxes.
- Pro Care Landscape: Task Order for FY2018 Landscape Maintenance Services on CCDC properties in the Central, RMOB, and Westside districts.

### Parking

- CSHQA: Task Order to provide engineering services for a new sewer system in the 10th & Front Garage.
- The Inn at 500: Amendment to Parking Space Lease and Access Agreement reducing the number of spaces available to hotel guests from 35 to 15.

### Agency

- Wide Eye Productions: Professional Services Contract for on-going web media creation and support.
- BoxCast: Service contract for live streaming of Agency Board meetings.
- SB Friedman re: potential new urban renewal district: Amendments 1 & 2 for additional services, site visits, and Board presentations as requested by CCDC.

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

## INFRASTRUCTURE PROJECTS

### 2200 Fairview - New Path Community Housing - PP Type 1

#### Project Description

New Path Community Housing is a \$7.3 million, 40-unit development of permanent supportive rental housing for the City of Boise and Ada County's chronically homeless population. The project is being developed by Northwest Integrity Housing Co (NIHC), in partnership with Thomas Development Co., Pacific West Communities, the City of Boise, IHFA, Boise City / Ada County Housing Authority, St. Alphonsus, St. Luke's, Ada County, Terry Reilly, and CATCH (Charitable Assistance To Community's Homeless).

#### Update



*New Path Community Housing Project Rendering*



The developer submitted a Type 1 application to reimburse for streetscape improvement costs associated with the new development. Staff has reviewed the project and eligible expenses are expected to meet the \$150,000 limit of the Type 1 Participation Policy.

### **Next Steps**

This project is being brought to the Board in October for formal "Designation." If Designation is granted, staff will finalize the Type 1 agreement with the developer and bring it back to the Board in November for final approval.

## ***Other Active Infrastructure Projects***

### **Bannock Street, 9th to Capitol Blvd - Streetscape Improvement Project**

CCDC paused on the project in 2016 to align the design and construction with ACHD's DBIP work in the area in 2019. CCDC will hire design consultants in FY18.

### **Broad Street - Central Addition Improvements - CIP Project**

Streetscape Improvements between 6th and 5th Streets – Guho has completed landscape and streetlight installation. They will be power washing this area in preparation for Boise Brewing's Hoptober Festival tomorrow. Next week, striping will be completed and benches will be placed on the streetscapes. Guho is 99% complete at this area. Special thanks to Guho for maintaining the aggressive schedule!

5th Street work between Broad and Myrtle – Guho has completed the NE and SE corners of the streetscapes this week. Guho has also completed paving 5th between Broad and Myrtle. Next week striping of the road will occur.

5th Street work between Broad and Myrtle – Guho has completed the NE and SE corners of the streetscapes this week. Guho has also completed paving 5th between Broad and Myrtle. Next week striping of the road will occur.

### **Grove Street, 16th to 10th and 6th to 3rd - Pedestrian Improvement Plan - CIP Project**

CCDC to prepare RFP for schematic design services in FY18.

### **8th Street, State - Bannock, Both Sides (Split w RM)**

CCDC is pausing on the project to align the design and construction with ACHD's DBIP work in the area in 2019. Design effort will resume in FY18.

### **2017 Streetscape Improvements - CIP Project**

Streetscape Improvements between 6th and 5th Streets – This portion has been reopened for pedestrian traffic. Tree grates and trees to be installed later this fall. Street lights have been installed and should be operational for this evening.

Streetscape Improvements between 6th and Capitol – Guho has installed brick pavers, bike racks and street lights this week. Brick pavers have been completed to approximately Hannah's front door. Street lights should be operational this evening and will be welcomed for Old Boise's Oktoberfest tomorrow.

Streetscape Improvements east side of 6th between Main and Grove Street – Work on the accessible parking space to be completed after Old Boise's Oktoberfest.

Streetscape Improvements east side of Capitol south of Main – Guho is anticipating starting work on this area this Sunday evening. This will largely be night work as required by ACHD from

7pm to 7am. They will be working from Main Street, south to Goldy's door to maintain access to the business.

### **750 Main Street - Capitol Terrace - PP Type 1**

Hawkins purchased Capitol Terrace in downtown Boise in April 2017. The company is planning a \$1 million renovation of the exterior of the building. The improvements will bring the building up-to-date with new paint, awnings, and lighting. Hawkins has submitted application for a Type 1 agreement to reimburse for 22 new awnings in the public right-of-way. The awnings meet CCDC specifications of material and size, and protect the public sidewalks and pedestrian environment. This project is being brought to the Board in October for formal "Designation." If Designation is granted, staff will finalize the Type 1 agreement with the developer and bring it back to the Board in November for final approval.

### **1402 W. Front Street - Verraso - PP Type 1**

Developer is considering extended-stay rental options in place of long term (1-year) leases, or potentially a combination. Staff will stay in touch with the developer as plans progress. Construction began in July, concrete footings have been poured.

### **T4 Participation: Idaho Historical Museum Streetscapes at Julia Davis Park**

CCDC and Boise Parks staff will be inspecting the streetscape work October 6. Suez will be installing a new fire hydrant late October/early November.

## **MOBILITY PROJECTS**

### **Wayfinding Project Installation**

#### **Project Description**

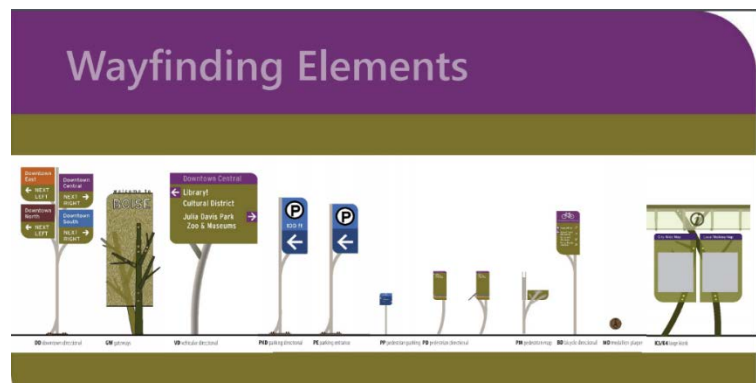
A shared effort to create a wayfinding system for downtown Boise to promote downtown and foster economic growth and future development in and around downtown Boise.

#### **Update**

Seareach has completed its contract and delivered the prototype wayfinding sign to Boise. ACHD, CCDC, and COB have approved and executed the master license agreement for sign installation and maintenance in ACHD right-of-way. Staff is finalizing bid documents.

#### **Next Steps**

Staff is negotiating with a contractor to install the prototype sign in front of Julia Davis Park this fall.





## ***Other Active Mobility Projects***

### **1101 Front - Pioneer Crossing / 11th and Front Garage- PP Type 3**

The 11th and Front garage is under construction along with the other proposed projects within the Pioneer Crossing Development. Gardner has revised their design to incorporate another level of parking on the garage which requires various changes throughout the drafted condo declarations and the Purchase and Sale Agreement.

### **401 S. 5th Street – 5<sup>th</sup> and Broad Public Parking - PP Type 3**

CCDC has worked with Andersen and Local Construct to finalize parking equipment and signage packages. Project is experiencing delays resulting from winter weather. Garage scheduled to be ready for public use around December, 2017. Finalize purchase of garage and take occupancy.

### **Shoreline District**

Staff is working with SBFriedman, consultant specializing in urban redevelopment, to assist with an initial eligibility study of a 120 +/- geographic area including the "Lusk District", crossing the river to include the Greenbelt north to River Street to determine if it meets the criteria set forth by state statute to create an Urban Renewal Plan. The Eligibility Study has been drafted and reviewed by staff, as well as initially presented to CCDC Commissioners on September 11 and City Council on September 26. Based on comments from CCDC's Board and City Council, the final report will be presented to CCDC for approval and direction to send to Council for approval in October.

### **Downtown Garage Customer Survey/Parking Rate Consideration**

At the October 9th Board meeting the survey results will be presented; and the Board will be asked to set a public hearing date of November 13, 2017 for a public hearing on rate adjustments.

### **Main/Fairview Corridor Urban Street Reconfiguration**

ACHD is planning to re-stripe Main and Fairview to predominantly 3 lanes with as part of a microseal (resurfacing) project in the summer of 2018.

### **Protected Bike Lanes - (Joint Project w/ACHD)**

**Idaho St, 9th - Capitol**

**Main St, 9th - Capitol**

**Idaho St, Capitol - 2nd**

**Main St, Capitol - Broadway**

**Idaho St, 9th - 16th**

**Main St, 16th - 9<sup>th</sup>**

Reconsideration of Main and Idaho Street protected bike lanes by the ACHD Commission may be delayed until 2019.

### **5th & 6th Street - 2-way Conversions - CIP Project**

At its September 27 meeting, the ACHD Commission reconsidered its previous decision to defer the conversion of 5th & 6th St, and approved the conversion by a vote of 3-2. CCDC has committed \$750,000 to the two-way conversion work in its current CIP. ACHD is planning to do the conversion with road maintenance work in 2019. ACHD and CCDC will draft a cost share agreement in 2018.

### **Front & Myrtle Alternatives Analysis**

CCDC received from ACHD and passed along to Sam Schwartz in September the report and Synchro files from the recent retiming effort. Sam Schwartz and Kittelson will be evaluating the ACHD signal timing report and data to evaluate whether shortened signal cycle lengths on Front can be incorporated into the preferred alternative.

### **Pioneer Corner – PP Type 4**

The CCDC Board approved an updated Type 4 agreement with BVGC Parcel B LLC in September to construct the improvements concurrent with the Pioneer Crossing project. Work will begin on the corner late October, and is expected complete by the end of the year.

### **Boise GreenBike Station Sponsorship at Red Lion Downtowner**

Boise GreenBike station racks (bank of five) were installed August and sign panels in September. This project is complete.

## **ECONOMIC DEVELOPMENT**

### **25th & Fairview - Adare Manor Development – PP Type 2**

#### **Project Description**

A proposed housing development by Northwest Integrity Housing on City land which incorporates the ground on the south side of Fairview between 24th & 25th Street. This development is likely to be 120 – 165 units of mixed income housing, including market rate and affordable housing and retail space.



*Adare Manor Rendering*

#### **Update**

The project includes 144 affordable rental units and 17 market rate units. It has been approved at Design Review and seems to be moving forward with a below market rate ground lease from the City of Boise and funding from the City Department of Housing and Community Development. The Developer met with Staff and is requesting Type 2 Participation for eligible public improvements.

#### **Next Steps**

Staff has initially reviewed the developer's application and scorecard and will be asking the board for a designation in October.

## ***Other Active Economic Development Projects***

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

This series of parcels are currently vacant and total approximately 0.75 acres. An RFQ/P for a workforce housing development was published in September 2016 with proposals due on November 15th. The Board reviewed and awarded the proposal to deChase Miksis on December 12, 2016 for a 31 unit townhome and apartment development. The Development and Disposition Agreement (DDA) has been approved by CCDC Board in September. It includes 34 workforce rental housing units, 500 +/- s.f. of retail and substantial public improvements. Staff is recommending a complete site write down upon completion as well as just over \$300,000 in eligible public improvements reimbursed upon project completion. The developer will be submitting 60% drawings to the City of Boise in October.

### **5th & Front (Remnant) - Remnant RFP -PP Type 5**

A draft LOI has been prepared which contemplates some leasing of spaces for public parking in the proposed parking garage. The LOI also addresses disposition of CCDC's remnant parcel and related private development.

### **500 S. Capitol - Inn at 500 - PP Type 2, 4**

Staff has received all necessary cost documentation and submitted Confirmation of Cost Documentation to the Developer. CCDC will reimburse the Type 4 Agreement (\$176,000) in October. The Type 2 agreement payments will be based on the TIF received starting in 2019, with the first payment by September 30, 2019. The total T2 reimbursement will be \$255,987. Accounting will cut the check for the T4 reimbursement in October, and will track the tax increment received in the coming years per the provisions in the T2 Agreement. The T2 will likely be paid with 1 year of TIF, though the Agreement allows for up to 4 years if needed.

### **918 W. Idaho - Athlos - PP Type 3**

Staff visited Athlos for site inspection on September 15 and received cost documentation from the developer on that date. Staff has reviewed the cost documentation and is working with the developer to confirm final costs for the submission. The reimbursement is contingent upon a façade easement being granted to the City. The easement was reviewed by Historic Preservation Commission on September 26 and should be heard by City Council in October. Once approved the reimbursement will be processed by CCDC.

## **PLACE MAKING PROJECTS**

### **Freak Alley & Union Block Alley - CCDC Alley Program**

#### **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. Boise planning staff will manage an urban design process with a stakeholder group (including ownership interests), followed by final design and construction to be managed by CCDC.

## Update

AllWest conducted geotechnical boring in the alleys in late September and CSHQA is putting together design review documents for submittal in October.

## Next Steps

- Design review submittal Fall 2017
- Permit plan set December 2017
- Final approvals January 2018
- Sewer line work March 2018
- Construction in 2018, pending determination by CMGC.



*Freak Alley Plan View*

## Other Active Placemaking Projects

### Traffic Box Artwork - Public Art

Artist selection panel occurred April 7. Artists have been selected and have completed design work. Installation of wraps is complete. Fund MOU with CoB and close project out.

### 5th and Myrtle - Julia Davis Park Entry - CIP Project

Project is substantially complete. Final punch list has been issued. Punch list items being addressed.

### South 8th Street - CIP Project

CCDC has hired CTY and The Land Group as design professionals for 8th & Fulton intersection and Simplot Alley work. The City of Boise has contracted with an artist for a mural at 8th and Fulton and has received an RFP response for the 8th Street pedestrian bridge lighting. CTY has provided schematic design concepts for overhead infrastructure at Simplot Alley and a landmark at 8th & Fulton and is proceeding with the design process. Projects were presented as an informational item at the September 11 Board Meeting. Projects being reevaluated and modified based on comments. Artists selected through CoB, design professionals for design projects contracted by CCDC. Projects anticipated to be completed in 2017 with the exception of the Simplot Alley work which will align with ACHD's permeable alley project in 2018.

### 503 5th Street - 5th and Idaho Apartments - PP Type 2/ Type 4

The participant completed the improvements to the alley and 5th St in June 2017 and met all conditions precedent to reimbursement by CCDC in August 2017. CCDC issued reimbursement of \$260,700 for the completed sub-project of utility undergrounding. The remainder of the project is expected to be complete fall 2018.

### 8th Street Event Bollards

CCDC has received plan approval from ACHD. Bollards are due to arrive late October. The CMGC for the Central District closeout will be installing the bollards likely in December.

**Alley, 6th to 3rd between Main & Idaho - CCDC Alley Program**

CCDC has secured one of two easements necessary for pad mount transformers. CCDC staff and Musgrove are finalizing bid documents for non-Idaho Power portion of work to be done. Service line and panel work to be bid out early 2018, with all remaining utility work and alley construction, including the ACHD "green" alley, to occur spring 2018.

**Alley, 11th to 12th Street between Grove & Front - CCDC Alley Program**

CCDC staff has been unable to secure an easement on which to place two transformers to facilitate undergrounding and removal of poles. Without an easement for transformers near the middle of the alley, the project is no longer feasible. The project is canceled.

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

On October 4 the ACHD Commission approved a license agreement with the City of Boise authorizing the implementation of a parking protected bike lane. With this approval, City contractors can begin construction of the bike lane facility. The city will be responsible for clearing the bike lane of debris and snow. ACHD will be responsible for maintenance of the median. CCDC staff will track construction progress and await request for inspection and payment from City, expected to happen in October 2017.

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

Project completed

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

The project is complete.

**Central District Improvements (Inc. 8th Street) - CIP Project**

Staff will recommend Guho Corp to provide CMGC services for this project at the October 9 board meeting. A four-person review panel unanimously selected Guho Corp as the top qualified contractor to provide these services. Staff has met with City of Boise and ACHD to discuss contemplated improvements. Challenges with signaling a pedestrian scramble at all three intersections exist. Staff is considering alternatives at these locations that could improve pedestrian facilities without impacting the downtown signalization network. CSHQA is preparing a design review application for submission in mid-October. Guho Corp will also conduct an initial cost estimate on the design review package.

## SPECIAL PROJECTS

**Capitol Blvd. & Front St. - River Sculpture - Public Art**

The Central District Closeout CMGC project will include implementation of permanent bollards to protect the River Sculpture. This project item will be included in the Central District Improvements project moving forward.

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

The 2017 annual \$1,000,000 reimbursement payment was invoiced by Gardner Company and paid by CCDC. Upon receipt of invoice in August 2018 and review of compliance with agreement, staff will disburse the four and final reimbursement payment.



## **PROPERTY MANAGEMENT UPDATES**

### **8<sup>th</sup> Street**

Irrigation winterization to be completed in October.

### **Parking System**

ParkBOI Sign Project: Permits issued, signs in production, expected installation at the end of November.

### **Trailhead**

Quarterly HVAC PMCS performed September 1.

### **Ash Street Properties**

Ben working with Shellan on Capital Improvements to 617 Ash Street. Bids received for electric, roof, windows, and plumbing.

### **General Maintenance**

Irrigation winterization to be completed soon.

### **The Grove Plaza**

Fountain winterization planned and furnishing to be removed October 16.

### **Condos**

Front Street Condo Association annual meeting held September 25. Building Eight (Capitol & Myrtle Parking Garage) Condo Association's annual meeting anticipated in October.

### **ParkBOI Garage Painting**

Glancey Rockwell Associates prepared construction documents for the repainting of the garages. The project has been bid and awarded to Merit Professional Coatings. Painting has been started in (3) garages to date.

### **9th & Front Garage – Painting**

Painting to be completed this fall.