



**BOARD
OF
COMMISSIONERS
MEETING
April 14, 2025**

CAPITAL CITY DEVELOPMENT CORPORATION

Board of Commissioners Meeting
Board Room, Fifth Floor, 121 N. 9th Street
April 14, 2025, 12 p.m.

Live stream available at <https://ccdcb Boise.com/board-of-commissioners/>

A G E N D A

I. CALL TO ORDERChair Haney Keith

II. ACTION ITEM: AGENDA CHANGES OR ADDITIONS.....Chair Haney Keith

III. WORK SESSION

A. 1025 S. Capitol Blvd, Capitol Campus Project Introduction
..... Corrie Brending and Jake Wood, J. Fisher Companies (20 minutes)

B. River Myrtle - Old Boise District Update Doug Woodruff (5 Minutes)

IV. ACTION ITEM: CONSENT AGENDA

A. Expenses
1. Approve Paid Invoice Report for March 2025

B. Minutes and Reports
1. Approve Meeting Minutes for March 10, 2025

V. ACTION ITEM

A. CONSIDER Resolution 1923: 10th & Front ParkBOI Parking Garage, Structural Repairs - Phase 3. Public Works Construction Contract with Sawtooth Caulking, Inc..... Aaron Nelson (5 minutes)

B. CONSIDER Resolution 1925: 9th & Front ParkBOI Parking Garage, Stair Tower Enclosure & Elevator Modernization. Task Order 24-003 for Professional Design Services with Cushing Terrell
..... Kassi Brown (5 minutes)

C. CONSIDER Designation: 504 W. Main Street, 5th & Main Streetscape Improvements. Type 1 One-Time Assistance with Pacific Commercial Property Management, LLC Kassi Brown (5 minutes)

VI. ADJOURN

This meeting will be conducted in compliance with the Idaho Open Meetings Law and 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, Boise, Idaho or (208) 384-4264 (TTY Relay 1-800-377-3529).

Viewing Remotely: Members of the public may view the meeting with a smartphone or computer by clicking the link provided at <https://ccdcb Boise.com/board-of-commissioners/>. CCDC strives to make its public Board Meetings available to view remotely but cannot guarantee access due to platform failure, internet disruptions, or other technology malfunctions.



II. AGENDA CHANGES OR ADDITIONS



III. WORK SESSION



IV. CONSENT AGENDA

MINUTES OF MEETING
BOARD OF COMMISSIONERS
CAPITAL CITY DEVELOPMENT CORPORATION
Board Room, Fifth Floor, 121 N. 9th Street
Boise, ID 83702
March 10, 2025

I. CALL TO ORDER:

Chair Haney Keith convened the meeting with a quorum at 12:00 p.m.

Roll Call attendance taken:

Present: Commissioner Drew Alexander, Commissioner Latonia Haney Keith, Commissioner Rob Perez, Commissioner Meredith Stead, Commissioner John Stevens, and Commissioner Alexis Townsend.

Absent: Commissioner Todd Cooper, Commissioner Danielle Hurd, and Commissioner Lauren McLean.

Agency staff members present: John Brunelle, Executive Director; Joey Chen, Finance & Administration Director; Holli Klitsch, Controller; Alexandra Monjar, Senior Project Manager – Property Development; Amy Fimbel, Senior Project Manager – Capital Improvements; Doug Woodruff, Development Director; Megan Pape, Project Manager – Capital Improvements; Corrie Brending, Project Manager – Property Development; Lana Graybeal, Director of External Affairs; Mary Watson, General Counsel; Sandy Lawrence, Executive Assistant; and Agency legal counsel, Meghan Conrad.

II. ACTION ITEM: AGENDA CHANGES/ADDITIONS

There were no changes or additions made to the agenda.

III. ACTION ITEM: CONSENT AGENDA

A. Expenses

1. Approve Paid Invoice Report for February 2025

B. Minutes and Reports

1. Approve Meeting Minutes for February 10, 2025

C. Other

1. FY2025 Q1 Financial Report (Unaudited)
2. Approve Resolution 1921: Boise City Canal Multi-Use Pathway, 3rd Street to Broadway Avenue Project. Amendment 2 to Task Order 19-005 with The Land Group, Inc. for Professional Design Services
3. Approve Resolution 1920: ParkBOI PARCS Replacement Project. Amendment 1 to the Professional Services Agreement with Kimley-Horn and Associates, Inc. for PARCS Procurement Consultant Services
4. Approve Resolution 1922: Records Disposition

Commissioner Perez made a motion to approve the Consent Agenda.

Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Haney Keith - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 6 - 0.

IV. ACTION ITEM

A. CONSIDER 2024 Annual Report

Chair Haney Keith provided information concerning the 2024 Annual Report statutory requirements and public comment protocols. [Action Items IV.A. and IV.B. addressed together].

Lana Graybeal, Director of External Affairs, gave a report.

Commissioner Perez advised of a typographical error on page 9, Table 2. The second column heading should be 2024 instead of 2023.

B. PUBLIC COMMENT 2024 Annual Report

Chair Haney Keith opened the meeting to public comments on the 2024 Annual Report at 12:05 p.m.

There being no one from the public to provide comment, and no written comments received, Chair Haney Keith closed the public comments at 12:06 p.m.

Commissioner Haney Keith moved to approve the 2024 Annual Report and to direct staff to finalize the document and fulfill statutory publication and access requirements. Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Haney Keith - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 6 - 0.

C. PUBLIC HEARING: Proposed FY2025 State Street District Amended Budget

Chair Haney Keith opened the public hearing on the Fiscal Year 2025 State Street District Amended Budget at 12:07 p.m.

Joey Chen, Finance & Administration Director, gave a report.

There being no one from the public to provide comment, and no written comments received, Chair Haney Keith closed the public hearing at 12:12 p.m.

D. CONSIDER Resolution 1917: Adopt FY2025 State Street District Amended Budget

Commissioner Haney Keith moved to adopt Resolution 1917 to approve the FY2025 State Street District Amended Budget to new revenue and expense totals of \$2,501,000, which amends the FY2025 Agency Original Budget to new Total Revenues and Expenses of \$74,695,377 and to authorize the Executive Director to file copies of the budget as required by law.

Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Haney Keith - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 6 - 0.

E. CONSIDER Resolution 1918: River Myrtle – Old Boise District Termination Resolution

Joey Chen, Finance & Administration Director, gave a report.

Commissioner Stead moved to adopt Resolution 1918 terminating the River Myrtle-Old Boise District and providing notice to the seven taxing districts including Ada County, and the Idaho State Tax Commission.

Commissioner Perez seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Haney Keith - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 6 - 0.

F. CONSIDER Resolution 1919: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Construction Manager/General Contractor (CM/GC) RFQ Ranking

Alexandra Monjar, Senior Project Manager – Property Development and Amy Fimbel – Senior Project Manager, gave a report.

Commissioner Perez moved to adopt Resolution 1919 approving the CM/GC RFQ ranking for the 1010 W. Jefferson Street Commercial Space and Public Parking Facility and to authorize the Executive Director to negotiate and execute a CM/GC Agreement.

Commissioner Townsend seconded the motion.

Roll Call:

Commissioner Alexander - Aye
Commissioner Haney Keith - Aye
Commissioner Perez - Aye
Commissioner Stead - Aye
Commissioner Stevens - Aye
Commissioner Townsend - Aye

The motion carried 6 - 0.

V. MEETING ADJOURNMENT

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

The meeting was adjourned at 12:46 p.m.

ADOPTED BY THE BOARD OF DIRECTORS OF THE CAPITAL CITY DEVELOPMENT CORPORATION ON THE 14TH DAY OF APRIL 2025.

Latonia Haney Keith, Chair

Lauren McLean, Secretary



Paid Invoice Report

For the Period: 3/1/2025 through 3/31/2025

<u>Payee</u>	<u>Description</u>	<u>Payment Date</u>	<u>Amount</u>
Debt Service:			
		Total Debt Payments:	-
Payroll:			
457(b)	Retirement Payment	3/5/2025	1,605.60
CCDC Employees	Direct Deposits Net Pay	3/5/2025	48,566.41
EFTPS - IRS	Federal Payroll Taxes	3/5/2025	19,777.92
Idaho State Tax Commission	State Payroll Taxes	3/5/2025	2,973.00
PERSI	Retirement Payment	3/3/2025	25,668.25
457(b)	Retirement Payment	3/19/2025	1,605.60
CCDC Employees	Direct Deposits Net Pay	3/19/2025	48,566.41
EFTPS - IRS	Federal Payroll Taxes	3/19/2025	19,777.92
Idaho State Tax Commission	State Payroll Taxes	3/19/2025	2,973.00
PERSI/Empower	Retirement Payment	3/17/2025	25,668.25
		Total Payroll Payments:	197,182.36
Checks and ACH			
Various Vendors	Check and ACH Payments (See Attached)	3/31/2025	3,071,127.57

Total Cash Disbursements: \$ 3,268,309.93

I have reviewed and approved all cash disbursements in the month listed above.

John Brunelle

Joey Chen

 Finance Director

 Executive Director

4/2/2025

4/2/25

 Date

 Date

Report Criteria:

Summary report type printed
Check.Voided = no

Name	Check Amount	Check Issue Date
Abbey Louie LLC	6,000.00	03/31/2025
Total Abbey Louie LLC:	6,000.00	
Acme Fast Freight	1,005.86	03/28/2025
Total Acme Fast Freight:	1,005.86	
Ada County	35,518.00	03/27/2025
Total Ada County:	35,518.00	
Architectural Doors & Hardware LLC	5,708.00	03/31/2025
Total Architectural Doors & Hardware LLC:	5,708.00	
Atlas Technical Consultants LLC	787.40	03/31/2025
	1,971.00	03/31/2025
	2,359.60	03/31/2025
Total Atlas Technical Consultants LLC:	5,118.00	
Barrier Building Inc.	126,990.19	03/31/2025
Total Barrier Building Inc.:	126,990.19	
Blue Cross of Idaho	35,866.05	03/01/2025
Total Blue Cross of Idaho:	35,866.05	
Boise City Utility Billing	10.72	03/26/2025
Total Boise City Utility Billing:	10.72	
Boxcast Inc	50.80	03/28/2025
Total Boxcast Inc:	50.80	
Car Park	4,920.00	03/31/2025
	213,927.40	03/31/2025
Total Car Park:	218,847.40	
Caselle Inc.	1,050.00	03/01/2025
	928.00	03/01/2025
Total Caselle Inc.:	1,978.00	
City of Boise	583.22	03/28/2025

Name	Check Amount	Check Issue Date
	3,805.25	03/28/2025
Total City of Boise:	4,388.47	
Crane Alarm Service	1,050.00	03/28/2025
	155.00	03/28/2025
	155.00	03/28/2025
	40.00	03/28/2025
Total Crane Alarm Service:	1,400.00	
CSHQA	8,009.00	03/31/2025
	632.00	03/31/2025
Total CSHQA:	8,641.00	
Cushing Terrell Architects	4,751.20	03/31/2025
	2,031.80	03/31/2025
	768.00	03/31/2025
Total Cushing Terrell Architects:	7,551.00	
Desman Inc	8,000.00	03/31/2025
	6,400.00	03/31/2025
Total Desman Inc:	14,400.00	
Eide Bailly LLP	14,175.00	03/31/2025
Total Eide Bailly LLP:	14,175.00	
Elam & Burke P.A.	26.50	03/31/2025
	5,005.00	03/31/2025
	26.50	03/31/2025
	238.50	03/31/2025
	3,343.50	03/31/2025
	53.00	03/31/2025
	636.00	03/31/2025
	1,802.00	03/31/2025
	1,113.00	03/31/2025
Total Elam & Burke P.A.:	12,244.00	
GGLO LLC	5,793.00	03/31/2025
Total GGLO LLC:	5,793.00	
Great Notion	8,250.00	03/27/2025
Total Great Notion:	8,250.00	
Guho Corp.	261,219.27	03/31/2025
	12,414.94	03/31/2025

Name	Check Amount	Check Issue Date
	345,152.51	03/11/2025
	387,488.76	03/31/2025
	129,985.01	03/31/2025
Total Guho Corp.:	1,136,260.49	
Idaho Power	81,639.32	03/27/2025
	5.80	03/20/2025
Total Idaho Power:	81,645.12	
Idaho Records Management LLC	86.88	03/28/2025
Total Idaho Records Management LLC:	86.88	
Jensen Belts Associates	10,620.93	03/31/2025
	11,324.65	03/31/2025
Total Jensen Belts Associates:	21,945.58	
Jim's Appliance & Furniture Inc	578.00	03/27/2025
Total Jim's Appliance & Furniture Inc:	578.00	
Kimley-Horn and Associates Inc	693.90	03/28/2025
Total Kimley-Horn and Associates Inc:	693.90	
Kittelson & Associates Inc.	337.50	03/28/2025
Total Kittelson & Associates Inc.:	337.50	
KPFF Consulting Engineers	6,210.00	03/31/2025
	14,490.00	03/31/2025
	52,724.60	03/31/2025
Total KPFF Consulting Engineers:	73,424.60	
McAlvain Construction Inc.	189,356.32	03/31/2025
	333,319.47	03/31/2025
	142,259.12	03/31/2025
Total McAlvain Construction Inc.:	664,934.91	
McClatchy Company LLC	320.06	03/28/2025
Total McClatchy Company LLC:	320.06	
Plaza 121 Building	602.92	03/27/2025
Total Plaza 121 Building:	602.92	
Pro Care Landscape Management	870.00	03/28/2025

Name	Check Amount	Check Issue Date
	130.00	03/28/2025
	110.00	03/28/2025
	160.00	03/28/2025
	190.00	03/28/2025
Total Pro Care Landscape Management:	1,460.00	
QRS Consulting LLC	16,640.00	03/27/2025
	1,080.00	03/27/2025
Total QRS Consulting LLC:	17,720.00	
Rim View LLC	16,664.09	03/01/2025
Total Rim View LLC:	16,664.09	
Scheidt & Bachmann USA Inc.	2,381.85	03/28/2025
Total Scheidt & Bachmann USA Inc.:	2,381.85	
Security LLC - Plaza 121	14,859.33	03/01/2025
	459.53	03/27/2025
Total Security LLC - Plaza 121:	15,318.86	
Stability Networks Inc.	4,900.00	03/31/2025
	579.72	03/31/2025
Total Stability Networks Inc.:	5,479.72	
Syringa Networks LLC	655.70	03/28/2025
Total Syringa Networks LLC:	655.70	
Terracon Consultants Inc	2,800.00	03/28/2025
Total Terracon Consultants Inc:	2,800.00	
The Land Group Inc.	1,419.75	03/28/2025
	805.00	03/28/2025
Total The Land Group Inc.:	2,224.75	
Treasure Valley Coffee Inc	120.95	03/28/2025
Total Treasure Valley Coffee Inc:	120.95	
United Heritage	1,929.51	03/01/2025
Total United Heritage:	1,929.51	
US Bank - Credit Cards	9,983.08	03/12/2025

Name	Check Amount	Check Issue Date
Total US Bank - Credit Cards:	9,983.08	
Veolia (Suez Water Idaho)	32.86	03/31/2025
	57.62	03/31/2025
	25.17	03/31/2025
	55.86	03/31/2025
Total Veolia (Suez Water Idaho):	171.51	
Western Records Destruction	48.00	03/28/2025
Total Western Records Destruction:	48.00	
Western States Equipment	1,802.39	03/27/2025
Total Western States Equipment:	1,802.39	
Wright Brothers	381,453.77	03/31/2025
Total Wright Brothers:	381,453.77	
Xerox Corporation	327.19	03/28/2025
Total Xerox Corporation:	327.19	
Zayo Group LLC	99,999.50	03/31/2025
	14,442.96	03/31/2025
Total Zayo Group LLC:	114,442.46	
ZGF Architects LLC	1,320.00	03/28/2025
Total ZGF Architects LLC:	1,320.00	
Zions Bank	58.29	03/27/2025
Total Zions Bank:	58.29	
Grand Totals:	3,071,127.57	

Report Criteria:

Summary report type printed
Check.Voided = no



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V.
ACTION
ITEMS



AGENDA BILL

Agenda Subject: Consider Resolution 1923: 10th & Front Garage Structural Repairs - Phase 3. Public Works Construction Contract with Sawtooth Caulking, Inc.		Date: April 14, 2025
Staff Contact: Aaron Nelson, Parking & Facilities Manager	Attachments: A. Resolution 1923 B. Bid Results C. Sawtooth Caulking Bid	
Action Requested: Adopt Resolution 1923: 10th & Front Garage Structural Repairs - Phase 3. Public Works Construction Contract with Sawtooth Caulking, Inc.		

Background:

The 10th & Front Garage was constructed in 1978 and is the oldest garage in the /ParkBOI system. Structural assessments in 2017 revealed potential damage to the concrete and underlying steel rebar due to years of chloride infiltration. Since then, the Agency has undertaken a series of rehabilitation projects on various levels of the garage, including the significant partial and full depth repairs last year on level 4. Phase 3 of this project will take place on level 3 and will involve partial depth restoration to remove rebar corrosion and deteriorated concrete, seal the rebar with an epoxy coating and replace the concrete. The surface of the concrete will then be sealed with a waterproof membrane.

Procurement Process:

State law requires a formal, sealed bid process for public works construction projects exceeding \$200,000 and selection of the lowest responsive bidder. The Agency advertised an Invitation to Bid for the 10th & Front Garage Structural Repairs – Phase 3 Project in the Idaho Statesman newspaper on March 5th and March 12th, 2025. In an effort to receive as many competitive bids as possible, a notice also was emailed to the plan rooms at the Idaho Association of General Contractors (AGC) as well as to seven (7) separate public works contractors holding the requisite public works license. A non-mandatory pre-bid meeting was held on March 13th at 2pm on site. Five contractors attended the pre-bid meeting. One addendum was issued on March 20th, 2025.

Four (4) bids were received by the March 26th deadline:

Company	Bid Amount
Consurco, Inc.	\$1,161,452
John Rohrer Contracting Company	\$998,997
Sawtooth Caulking, Inc.	\$950,280
Western Specialty Contractors	Non-responsive

Part of the administrative review process is to verify the responsiveness of the bids. Responsiveness includes possession of a valid Idaho public works license prior to bid opening in accordance with Idaho Code § 54-1902, inclusion of the list of subcontractors in accordance with Idaho Code § 67-2310, and acknowledgement of any addendums issued prior to the bid date in accordance with § 67-2805(2)(a). The response received from Western Specialty Contractors was not submitted on a Bid Form and therefore non-responsive.

The other three bidders met all required submission criteria, and each bidder has appropriate and valid public works contractor licenses.

Fiscal Notes:

The Agency's FY2025 budget includes sufficient funding for this project.

Staff Recommendation:

Adopt Resolution 1923 recognizing Sawtooth Caulking Inc as the lowest responsive bidder for the Project and awarding the 10th & Front Garage Structural Concrete Repairs – Phase 3 Project to Sawtooth Caulking, Inc. for the total amount of \$950,280.

Suggested Motion:

I move to adopt Resolution 1923 recognizing Sawtooth Caulking Inc. as the lowest responsive bidder; awarding the 10th & Front Garage Structural Concrete Repairs – Phase 3 Project to Sawtooth Caulking, Inc. for a total amount of \$950,280; and authorizing the Executive Director to execute the contract and expend funds.

ATTACHMENT A
RESOLUTION 1923

RESOLUTION NO. 1923

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, FINDING SAWTOOTH CAULKING, INC. IS THE QUALIFIED BIDDER THAT SUBMITTED THE LOWEST RESPONSIVE BID FOR THE 10TH & FRONT GARAGE STRUCTURAL REPAIRS – PHASE 3 PROJECT; AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A PUBLIC WORKS CONSTRUCTION CONTRACT BETWEEN THE AGENCY AND SAWTOOTH CAULKING, INC. TO UNDERTAKE AND COMPLETE THE 10TH & FRONT GARAGE STRUCTURAL REPAIRS – PHASE 3 PROJECT; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTION TO IMPLEMENT THE RESOLUTION INCLUDING THE EXPENDITURE OF FUNDS AND INCLUDING A CONTINGENCY FOR UNFORESEEN EXPENSES; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION, is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, chapter 20, title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code (collectively, the “Act”), as a duly created and functioning urban renewal agency for Boise City, Idaho, hereinafter referred to as the “Agency.”

WHEREAS, Idaho Code § 67-2805(2)(a) provides for a competitive sealed bidding process for procurement of public works construction valued in excess of \$200,000; and,

WHEREAS, the Agency issued an Invitation to Bid for its 10th & Front Garage Structural Repairs – Phase 3 Project (the “Project”) on March 5, 2025, and published the requisite public notice of the Invitation to Bid in the *Idaho Statesman* newspaper on March 5 and 12, 2025; and,

WHEREAS, the Agency received four (4) sealed bids by the due date and time of 3:00 p.m. on March 26, 2025; and,

WHEREAS, the administrative requirements of the bidding process for the Project required that bids be submitted utilizing the Bid Form issued by the Agency on March 5, 2025; and

WHEREAS, the response from Western Specialty Contractors was not submitted on a Bid Form and therefore was non-responsive; and

WHEREAS, the bids received from Consurco Inc., John Rohrer Contracting Company, Inc., and Sawtooth Caulking, Inc. each met the required statutory and administrative criteria for submission, and the bidders have appropriate and valid public works contractor licenses; and,

WHEREAS, Sawtooth Caulking, Inc. submitted the lowest responsive bid; and,

WHEREAS, Agency staff recommends to the Agency Board that the contract award for the Project be made to Sawtooth Caulking, Inc. as the lowest responsive bidder.

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 Agency Board of Commissioners hereby finds that Sawtooth Caulking, Inc. was the qualified bidder submitting the lowest responsive bid for the 10th & Front Garage Structural Repairs – Phase 3 Project.

Section 3: That the Agency Executive Director is hereby authorized to negotiate and execute a public works construction contract with Sawtooth Caulking, Inc. for the total bid amount of NINE HUNDRED FIFTY THOUSAND TWO HUNDRED EIGHTY DOLLARS (\$950,280), consistent with the Board’s stated instructions at the April 14, 2025, Agency Board Meeting; and further, is hereby authorized to execute all necessary documents required to implement the actions contemplated by the contract, subject to representations by Agency legal counsel that all conditions precedent to those actions and the contract or other documents are acceptable and consistent with the comments and discussions received at the April 14, 2025, Agency Board Meeting.

Section 4: That the Agency Executive Director is further authorized to expend funds for the total bid amount plus up to 10% of the total bid amount for construction contingencies if determined necessary in his best judgment.

Section 5: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of Boise City, Idaho, on April 14, 2025. Signed by the Chair of the Agency Board of Commissioners and attested by the Secretary to the Agency Board of Commissioners on April 14, 2025.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Latonia Haney Keith, Chair

ATTEST:

By: _____
Lauren McLean, Secretary

ATTACHMENT B
BID RESULTS



10th & Front Garage Structural Repairs - Phase 3

BIDS DUE: March 26, 2025 at 3:00 PM

Bid Results

CONTRACTOR	PWC License	Addendum #1 Acknwldgd	Signed Contractor's Affidavit Concerning Taxes	Subcontractor List per Idaho Code § 67-2310	Supplement to Bid Form 00 43 10	Completed Signed Bid Form	BASE BID AMOUNT
Western Specialty Contractors	No	No	Not received	Not received	Not received	Not received	Non-Responsive
Consurco, Inc.	PWC-C-14819	Yes	Yes	Yes	Yes	Yes	\$1,161,452.00
John Rohrer Contracting Co.	12706	Yes	Yes	Yes	Yes	Yes	\$998,997.00
Sawtooth Caulking, Inc.	51774*	Yes	Yes	Yes	Yes	Yes	\$950,280.00

*Public Works License number was listed incorrectly on bid form. Capital City Development Corporation has verified through the Idaho Division of Occupational & Professional Licenses that bidder has a valid Public Works Contractors License as of the date of the bid.

ATTACHMENT C
SAWTOOTH CAULKING, INC. BID

SECTION 00 41 13 BID FORM

BID FORM

PROJECT: 10TH & FRONT STRUCTURAL REPAIRS – PHASE 3

THIS BID IS SUBMITTED TO:

Capital City Development Corporation
Attn: 10th & Front Structural Repairs – Phase 3
Via email: bids@ccdcb Boise.com

- 1.01 The undersigned Bidder proposes and agrees to enter into a Contract with CCDC in the form included in the Project Manual to perform all the Work as specified or indicated in the Project Manual for the prices indicated in this Bid and in accordance with the other terms and conditions of the Project Manual.
- 1.02 Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. The Bid will remain subject to acceptance for sixty (60) days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of CCDC.
- 1.03 Within thirty (30) days from receiving a written notice of acceptance of this Bid, Bidder shall execute the Contract and shall deliver evidence of required insurance coverages and bonds in the amounts required by the Contract.
- 1.04 In submitting this Bid, Bidder represents, as set forth in the Contract and Project Manual, that:

a. Bidder has examined and understands the Project Manual and the following Addenda:

Addendum No.	Addendum Date
<u>#1</u>	<u>3/20/2025</u>
_____	_____

- b. Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- c. Bidder is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress, and performance of the Work.
- d. Bidder has carefully studied: 1.) all reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site which have been identified in the Project Manual; and 2.) all reports and drawings of a Hazardous Environmental Condition, if any, which has been identified in the Project Manual.
- e. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site which may affect cost, progress, or performance of the Work or which relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Project Manual to be employed by Bidder, and safety precautions and programs incident thereto.

- f. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times and in accordance with the other terms and conditions of the Project Manual.
 - g. Bidder is aware of the general nature of work to be performed by CCDC and others at the Site that relates to the Work as indicated in the Project Manual.
 - h. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the Project Manual, and all additional examinations, investigations, explorations, tests, studies, and data with the Project Manual.
 - i. Bidder has given CCDC written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovered in the Project Manual, and the written resolution thereof by CCDC is acceptable to Bidder.
 - j. The Project Manual is generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.
 - k. Bidder is responsible for ascertaining the existence of any addenda and the contents thereto.
- 1.5 Bidder represents that this Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over CCDC.
- 1.6 Bidder will complete the Work in accordance with the Contract Documents for the lump sum given, which includes all taxes. Unit prices have been computed in accordance with the General Conditions. Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all Work Item Quantities listed in the Supplement to Bid Form will be based on actual quantities provided, determined as provided in the Contract Documents.
- 1.7 Bidder agrees that the Work will be substantially completed and fully completed ready for final payment in accordance with General Conditions on or before the dates or within the number of calendar days indicated in the Contract Documents. Bidder accepts the provisions of the Contract as to liquidated damages in the event of failure to complete the Work within the times specified.
- 1.8 Bidder agrees to comply with Idaho Code § 44-1001 through 44-1006 regarding employment of Idaho residents.
- 1.9 The following documents are attached to and made a condition of this Bid: 1.) Supplement to Bid Form; and 2.) Contractor's Affidavit Concerning Taxes.
- Bidder agrees to include with the Bid the names and addresses and Idaho Public Works Contractor License numbers of the Subcontractors who shall, in the event the Bidder secures the Contract, subcontract the plumbing, heating and air-conditioning work, and electrical work under the general Contract.
- 1.10 **WAIVER & RELEASE:** Bidder has read and fully accepts CCDC's discretion and non-liability as stipulated herein, expressly for, but not limited to, CCDC's decision to proceed with a selection process in response to the Invitation to Bid, including the right in its sole discretion and judgment for whatever reason it deems appropriate, at any time unless contrary to applicable state law, to:
- a. Modify or suspend any and all aspects of the process seeking a contractor to construct Project.
 - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to CCDC's Bid Invitation (any such person, entity, or group responding is, for convenience, hereinafter referred to as "Bidder"), and to ascertain the depth of Bidder's capability and experience for construction of Project and in any and all other respects to meet with and consult with any Bidder or any other person, entity, or group.
 - c. Waive any formalities or defects as to form, procedure, or content with respect to its Bid Invitation and any responses by any Bidder thereto.

- d. Accept or reject any sealed Bid received in response to the Bid Invitation, including any sealed Bid submitted by the undersigned; or select any one submission over another.
- e. Accept or reject all or any part of any materials, plans, drawings, implementation programs, schedules, phrasings and proposals or statements, including, but not limited to, the nature and type of Bid.

Bidder 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.

SUBCONTRACTORS

Pursuant to Idaho Code § 67-2310, commonly known as the naming law, the names and addresses of subcontractors to whom work will be awarded, subject to approval of CCDC and Architect, are as listed below. If such work is not required, Bidder will indicate "Not Applicable" in the list below. In the event that the general (Trade) contractor intends to self-perform the plumbing, HVAC, or electrical work, the general contractor must be properly licensed by the state of Idaho to perform such work. The general (Trade) contractor shall demonstrate compliance with this requirement by listing the valid contractor's license number for the plumbing, HVAC, or electrical work to be self-performed by the general contractor on the bid form.

FAILURE TO NAME SUBCONTRACTORS AS REQUIRED BY IDAHO CODE SHALL RENDER ANY BID SUBMITTED NON-RESPONSIVE AND VOID.

Scaffolding Brand Safeway
 Address: 2000 Century Way
Boise, ID 83709
 Public Works License No. PWC-C 15865- AAA- 4
 Idaho Plumbing Contractors License No. _____

Shotblasting Nelson Industrial
 Address: 6021 Melrose Lane
Oklahoma City, OK 73127
 Public Works License No. PWC-C-16829
 Idaho HVAC Contractors License No. _____

Electrical _____
 Address: _____

 Public Works License No. _____
 Idaho Electrical Contractors License No. _____

BASE BID - OFFER

Bidder agrees to perform all the work for the 10th & Front Structural Repairs -Phase 3 Project as described in the Project Manual, including but not limited to the General Requirements, Technical Specifications and Drawings prepared by Desman, Inc. and dated February 26, 2025, for the Work; and having examined the Project Location and being familiar with all of the conditions surrounding the proposed Work including availability of materials and labor the undersigned hereby proposed to furnish all labor, materials and supplies as specified, including all expenses incurred in bonding, obtaining insurance; mobilization/demobilization, general conditions and to perform the Work in accordance with the Contract Documents within the times set forth therein for the total Lump Sum Amount of:

Nine Hundred Fifty Thousand Two hundred Eighty and No/100

(\$ 950,280.00) Dollars, lawful money of the United States.

[Show amounts in both words and figures; in event of discrepancy, the amount in words shall govern.]

BID FORM SIGNATURE

SUBMITTED on 03/26/2025, 2025.



SIGNATURE

Dan Ficker - pm

Print Name and Title

Sawtooth Caulking, Inc.

Contractor / Company

1445 NE Miller St, Ste C1

Address

McMinnville, OR 97128

City, State, Zip

RCE-16051

Idaho Public Works Contractor License No.

03/31/2026

License Expiration Date

82-0523593

Federal Tax ID #

dan@sawtoothcaulking.com

E-mail Address

503-560-8559

Phone No.

Fax No.

ATTENTION: Did you remember your Supplement to Bid Form and Contractor's Affidavit Concerning Taxes? Supplement to Bid Form and Contractor's Affidavit Concerning Taxes are **REQUIRED**.

IF SUPPLEMENT TO BID FORM, AND CONTRACTOR'S AFFIDAVIT ARE NOT INCLUDED, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE.

END OF SECTION 00 41 13

SECTION 00 43 10 SUPPLEMENT TO BID FORM
EXECUTE AND SUBMIT WITH BID

Note: The Base Bid shall include all of the extended prices of the Work Items listed below.

All Bidders must provide unit prices for the items listed below. If the actual quantities, as measured by Owner's third party inspector, are above/below those shown below, then the unit price will be used for addition/credit to the Contract amount. These unit prices apply to and shall be the same for Base Bid and any subsequent and approved Change Orders.

Schedule A: Work Item and Change Order Schedule					
Item No.	Work Items (Refer to Sheet G-02 for Description)	Unit of Measure	Est. Quantity	Unit Price (\$/Unit)	Extension
1	0200 Partial Depth Slab Repair	SF	6,630	\$100.72	\$667,798.00
2	0250 Sacrificial Anodes	EA	55	\$ 35.43	\$ 1,948.00
3	0300 Full Depth Slab Repair	SF	150	\$163.84	\$ 25,576.00
4	0400 Rout and Seal Construction Joints	LF	3,520	\$ 10.98	\$ 36,665.00
5	0500 Supplemental Reinforcement	LBS	600	\$ 48.74	\$ 29,242.00
6	0600 One Shot Waterproof Membrane	SF	31,400	\$ 6.02	\$189,051.00

SF=square foot, LF=lineal foot, LBS=pounds, EA=each

NOTE: QUANTITIES PROVIDED ARE FOR GUIDANCE ONLY. CONTRACTOR SHALL DETERMINE QUANTITIES ON WHICH TO BASE THE LUMP SUM BID. SEE G-02 FOR SCOPE OF WORK.

SUBMITTED on 03/26/2025, 2025.

X 
 SIGNATURE

Dan Ficker - Pm
 Print Name and Title

Sawtooth Caulking, Inc.
 Contractor / Company

1445 NE miller St., Ste C1
 Address

McMinnville, OR 97128
 City, State, Zip

RCE-16051
 Idaho Public Works Contractor License No.

03/31/2026
 License Expiration Date

82-0523593
 Federal Tax ID #

dan@sawtoothcaulking.com
 E-mail Address

503-560-8559
 Phone No.

Fax No.

END OF SECTION 00 43 10

SECTION 00 43 25 REQUEST FOR APPROVAL OF COMPARABLE PRODUCTS FORM

For use during bidding process only.

TO: _____ DATE: _____
TIME: _____

PROJECT NAME AND LOCATION: **10TH & FRONT STRUCTURAL REPAIRS - PHASE 3**

We hereby submit for your consideration the following product instead of the specified item for the above project:

SECTION	PARAGRAPH	SPECIFIED ITEM
_____	_____	_____
Proposed Comparable Product: _____		

Reason for Request: _____

Provide the following information either below or as attachments:

- A. Include complete information on changes to Drawings and/or Specifications that the proposed comparable product would require for its proper installation. Include complete technical data, including laboratory tests, if applicable.
- B. Provide evidence that the proposed product does not require substantive revisions to the Project Manual, that it is consistent with the Project Manual and will produce the indicated results, and that it is compatible with the other portions of the Work.
- C. Will the undersigned Bidder or interested individual pay for changes to the Project design, including engineering and detailing costs caused by the requested comparable product? Yes _____ No _____
- D. Provide description of differences between comparable product and specified item. Include detailed comparison of significant qualities of proposed product with those named in the Specifications. See Section 01 60 00 for more information.)
- E. What effect does comparable product have on other trades?
- F. Provide evidence that proposed product provides specified warranty.
- G. List similar installations for completed projects. For each project, provide the project name; contact information for key person responsible for project including name, address, telephone number and email address; and names, telephone numbers and email addresses for the owner and project Engineer. Completed projects used as examples shall be accessible to Project Engineer and Owner.
- H. Provide Samples, if requested.
- I. Quantify the different in product cost, product delivery time and time of installation.

The undersigned states that the function, appearance and quality are equivalent or superior to the specified item.

Submitted By: _____
Firm: _____
Address: _____
Telephone: _____ Email: _____
Remarks:

Instructions/Information for Person Completing this Form (continues on following page)

Bidder's request for comparable product approval shall be in writing and shall be accompanied by a completed "Request for Approval of Comparable Product" Form.

1. Requests shall be submitted to the Project Engineer no later than 5:00 p.m., seven (7) days prior to bid due date.
2. Requests that are incomplete will be rejected.
3. Project Engineer shall make the determination whether to allow a comparable product no later than the last day for issuing addenda for project and shall issue an addendum notifying bidders that a comparable product has been approved.
4. Project Engineer and/or Owner may determine, in their sole discretion that there is insufficient information or time to analyze a product given the time allowed for a decision by the Project Engineer.

For Use by Project Engineer:

Recommended Recommended at noted By: _____
 Not recommended Received too late Date: _____

For Use by Owner:

_____ Approved _____ Rejected
Owner's Representative: _____ Date: _____

END OF SECTION 00 43 25

**SECTION 00 45 46 CONTRACTOR'S AFFIDAVIT CONCERNING TAXES
MUST EXECUTE AND SUBMIT WITH BID**

CONTRACTOR'S AFFIDAVIT CONCERNING TAXES

STATE OF Oregon

COUNTY OF Yamhill

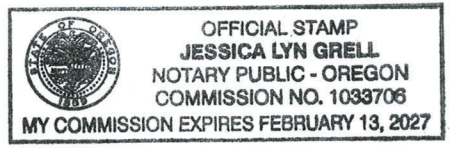
Pursuant to Chapter 15, Title 63, Idaho Code, I the undersigned, being duly sworn, depose and certify that all taxes, excises and license fees due to the State of Idaho and its taxing units, for which I or my property is liable, then due or delinquent, have been paid, or arrangements have been made, before entering into a contract for construction of any public works in the State of Idaho.

Sawtooth Caulking, Inc.
Contractor / Company
1445 NE Miller St., Ste C1
Address
McMinnville, OR 97128
City, State, Zip

X *[Signature]*
Authorized Representative Signature
Don Fisher - PM
Print Name and Title

Subscribed and sworn to before me this 26th day of March, 2025.

[Signature]
Notary Public
Residing at: McMinnville
Commission Expires: 02.13.27



END OF SECTION 00 45 46



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AGENDA BILL

Agenda Subject: Consider Resolution 1925: 9th & Front ParkBOI Parking Garage, Stair Tower Enclosure and Elevator Modernization. Task Order 24-003 for Professional Design Services with Cushing Terrell.		Date: April 14, 2025
Staff Contact: Kassi Brown, Project Manager	Attachments: A. Resolution 1925 B. Task Order 24-003 C. RFQ Ranking D. Cushing Terrell Statement of Qualifications E. Design Services RFQ	
Action Requested: Adopt Resolution 1925 approving and authorizing the execution of Task Order 24-003 with Cushing Terrell for Professional Design Services on the 9th & Front ParkBOI Parking Garage Stair Tower Enclosure and Elevator Modernization.		

Background:

CCDC owns and operates six parking garages located throughout the downtown area and routinely assesses and studies each garage for general maintenance, enhanced user experience and improved security.

The 9th & Front ParkBOI parking garage, located at 312 S 9th Street, Boise, ID 83702, was originally built beginning in 1998. The Garage operates 24/7, contains 574 parking stalls on 8 floors of parking, and services over 1,000 vehicles daily. The garage exhibits two external stair towers with open-air designs, which has resulted in wear and tear. While CCDC has completed regular maintenance to preserve the structural integrity and safety of the towers, the Agency desires an effective solution which encloses the stair towers, protecting the structure from weather elements.

In early 2024, CCDC hired Elevator Consulting Services, LLC (now VDA, Inc.) to conduct an elevator condition assessment at the 9th & Front garage. This assessment determined that the three existing parking garage elevators are approaching the end of their service life and are in need of modernization. All three elevators are Otis Overhead Traction Elevators that service the first (ground) floor to the eighth (top) floor of the garage. They were installed during the original construction of the Parking Garage in 2000.

This project will address the elevator modernization and provide an alternatives analysis that compares multiple ways to enclose each stair tower at the 9th & Front garage. Dependent of the analysis findings, future phases of this project may involve full construction of the recommended stair tower enclosures. This project aims to protect and extend the lifespan of

CCDC's assets, while improving the functionality of the property and ensuring a safe environment for all users.

Design Team Selection:

In January 2025, CCDC completed its RFQ process for a professional design team. An evaluation panel reviewed proposals and selected Cushing Terrell as the Design Professional of Record for the project. Reference Exhibit C for ranking and analysis. The Agency engaged Cushing Terrell under Task Order 24-002 to complete a Current Conditions Survey, provide CM/GC selection support and complete the Stair Tower Enclosure Feasibility Study and Alternative Analysis.

Task Order 24-003 for Cushing Terrell includes full design of the elevator modernization including specifications and construction drawings, assisting with bidding and construction administration services. Cushing Terrell will also be working closely with the selected CM/GC, Andersen Construction, on preparing a Rough Order of Magnitude for the elevator modernization.

Next Steps:

A future Cushing Terrell task order for the final design and construction administration for the stair tower enclosure will be developed, pending the results of the initial Stair Tower Enclosure Feasibility Study and Alternative Analysis scoped under TO24-002. Staff are also negotiating a Pre-Construction Services Task Order with Anderson Construction.

Fiscal Notes:

The FY2025 ParkBOI budget has sufficient funds to support Task Order 24-003 with a not-to-exceed amount of \$112,099.

Staff Recommendation:

Adopt Resolution 1925 approving and authorizing the execution of Task Order 24-003 with Cushing Terrell for Professional Design Services on the 9th & Front ParkBOI Parking Garage Stair Tower Enclosure and Elevator Modernization.

Suggested Motion:

I move to adopt Resolution 1925 approving and authorizing the execution of Task Order 24-003 with Cushing Terrell for Professional Design Services on 9th & Front ParkBOI Parking Garage Stair Tower Enclosure and Elevator Modernization.

RESOLUTION NO. 1925

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 TASK ORDER 24-003 WITH CUSHING TERRELL FOR PRELIMINARY DESIGN, CONSTRUCTION DOCUMENTS, PROJECT BIDDING, AND CONSTRUCTION ADMINISTRATION SERVICES FOR THE 9TH & FRONT STAIR TOWER ENCLOSURE AND ELEVATOR MODERNIZATION PROJECT; AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE TASK ORDER 24-003; AUTHORIZING THE EXECUTIVE DIRECTOR TO TAKE ALL NECESSARY ACTION TO IMPLEMENT THIS RESOLUTION; AUTHORIZING THE EXPENDITURE OF FUNDS INCLUDING A CONTINGENCY FOR UNFORESEEN EXPENSES; AND PROVIDING AN EFFECTIVE DATE.

THIS RESOLUTION is made on the date hereinafter set forth by the Urban Renewal Agency of Boise City, Idaho, an independent public body, corporate and politic, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code, and the Local Economic Development Act, as amended and supplemented, Chapter 29, Title 50, Idaho Code (collectively, the "Act"), as a duly created and functioning urban renewal agency for Boise City, Idaho (hereinafter referred to as the "Agency").

WHEREAS, the Agency is empowered by the Act, among other things, to construct off-street parking facilities, to finance the construction, operation, and maintenance of such facilities, and to enter into agreements necessary or convenient to the exercise of such powers; and,

WHEREAS, the Act and the Downtown Urban Renewal Plans provide for the Agency to retain and engage technical experts, professional services, and planning services; and,

WHEREAS, the Agency complies with various provisions of the Idaho Code as may be applicable to the Agency for the selection of services; and,

WHEREAS, as a matter of fairness and transparency, the Agency has, by policy, provided for certain competitive selection processes for professional consulting and planning services retained by the Agency; and,

WHEREAS, the Agency owns, maintains, and operates the ParkBOI public parking system which includes six (6) public parking garages, in part as a significant investment in implementing the Downtown Urban Renewal Plans and providing for economic growth in downtown Boise; and,

WHEREAS, the Agency intends to make improvements to its 9th & Front Garage including the modernization of three elevators and, dependent on analysis findings, possible enclosure of each stair tower; and,

WHEREAS, in February 2025 the Agency used a Request for Qualifications procurement process to select Cushing Terrell to provide the necessary design services for the 9th & Front Garage Stair Tower Enclosure and Elevator Modernization Project (the "Project"); and,

WHEREAS, on February 28, 2025, the Agency entered into Task Order 24-002 with Cushing Terrell to act on the Agency's behalf as the Design Professional for the Project with a scope of work involving Construction Manager / General Contractor selection support, completion of a Current Conditions Survey, and completion of a Stair Tower Enclosure Feasibility Study and Alternatives Analysis; and,

WHEREAS, the Agency and Cushing Terrell desire to advance the elevator modernization portion of the Project through construction; and,

WHEREAS, Cushing Terrell has submitted a proposal to the Agency for the elevator modernization scope of work, including 50% design documents, 100% construction documents, project bidding support, and construction administration services; and,

WHEREAS, the Agency Board of Commissioners finds it to be in the best public interest to approve Task Order 24-003 with Cushing Terrell for the 9th & Front Garage Stair Tower Enclosure and Elevator Modernization Project and to authorize the Agency Executive Director to execute same.

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

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

Section 2: That Task Order 24-003 between the Agency and Cushing Terrell, attached hereto as EXHIBIT A and incorporated herein by reference, is approved as to both form and content.

Section 3: That the Agency Executive Director is hereby authorized to execute Task Order 24-003 with Cushing Terrell for an amount not to exceed ONE HUNDRED TWELVE THOUSAND NINETY-NINE DOLLARS (\$112,099); and further, is hereby authorized to execute all necessary documents required to implement Task Order 24-003, subject to representation by Agency legal counsel that all necessary conditions have been met.

Section 4: That the Agency Executive Director is hereby authorized to expend funds for professional design services detailed in Task Order 24-003 plus up to an additional \$10,000 for contingencies if determined necessary in his best judgment.

Section 5: That this Resolution shall be in full force and effect immediately upon its adoption and approval.

PASSED AND ADOPTED by the Urban Renewal Agency of Boise City, Idaho, on April 14, 2025. Signed by the Chair of the Agency Board of Commissioners and attested by the Secretary to the Agency Board of Commissioners on April 14, 2025.

URBAN RENEWAL AGENCY OF BOISE CITY

By: _____
Latonia Haney Keith, Chair

ATTEST:

By: _____
Lauren McLean, Secretary



**CUSHING TERRELL
2024-2029 ON-CALL DESIGN PROFESSIONAL SERVICES AGREEMENT**

TASK ORDER 24-003

CONSULTANT: Please use Task Order number and **PO# 250054** on all project-related invoices.

TO: Jason Butler, Principal-in-Charge
Cushing Terrell
800 W. Main St. #800
Boise, Idaho 83702
#208-336-4900
jasonbutler@cushingterrell.com

FROM: John Brunelle, Executive Director
Capital City Development Corporation ("CCDC")
121 N. 9th Street, Suite 501
Boise, Idaho 83702
208-384-4264
jbrunelle@ccdcb Boise.com

ORIGINAL AGREEMENT: 2024-2029 On-Call Design Professional Services Agreement
AGREEMENT DATE: July 25, 2024

TASK ORDER DATE: _____
NOT TO EXCEED \$112,099

1. PROJECT NAME: 9TH & FRONT STAIR TOWER ENCLOSURE AND ELEVATOR MODIFICATION

2. PROJECT DESCRIPTION

CCDC has engaged CONSULTANT to provide professional design services for the 9th & Front Stair Tower Enclosure and Elevator Modification project. Under Task Order 24-002 CONSULTANT provided CM/GC selection support, evaluation of two existing stair towers, preparation of concept design alternatives and feasibility analysis, provided advantages of each option, and recommendations for the preferred alternative. CCDC now intends to engage CONSULTANT to provide 1) Preliminary Design (50% Design), Construction Documents (100% Design), and Project Bidding and Construction Administration Support Services.

3. SERVICES TO BE PERFORMED

CONSULTANT shall perform the services described in CONSULTANT's proposal dated April 3, 2025, attached as **Exhibit A**. CONSULTANT shall not incur charges for the Scope of Services in excess of the not-to-exceed amount for this Task Order without prior written approval from CCDC. CCDC's signature on this Task Order serves as Notice to Proceed.

4. SUBCONSULTANT(S).

CONSULTANT intends to hire Vertical Transportation Consulting Services (VDA) as SUBCONSULTANT to complete the Scope of Services.

- (a) CCDC hereby approves the listed SUBCONSULTANT to this Task Order. CONSULTANT shall require the SUBCONSULTANT to obtain at their sole cost and expense and thereafter maintain for the term of this Task Order at least the minimum insurance coverages set forth below. Payment for services of the SUBCONSULTANT shall be the CONSULTANT'S responsibility.
- (b) Prior to performance of services, SUBCONSULTANT shall provide evidence in the form of insurance certificate(s) to CONSULTANT that SUBCONSULTANT have the following insurance coverages:
 - (1) SUBCONSULTANT shall maintain in full force and effect worker's compensation and employer's liability insurance as required by applicable law or regulation.
 - (2) SUBCONSULTANT agrees to obtain and keep in force during the term of this Agreement an occurrence-based (rather than a claims-made based) commercial general liability insurance policy with minimum coverage of \$1,000,000 per occurrence, and a minimum aggregate policy limit of \$2,000,000. The commercial general liability insurance policy shall name CCDC as an Additional Insured and protect its officers, agents and employees from and against any and all claims, losses, actions, and judgments for damages or injury to persons or property arising out of or in connection with each SUBCONSULTANT'S negligence during the performance of this Agreement.
 - (3) SUBCONSULTANT agrees to obtain and keep in force during the term of this Agreement a professional liability insurance policy with minimum coverage of \$1,000,000 per claim and a minimum aggregate policy limit of \$1,000,000.
- (c) CONSULTANT shall keep copies of the SUBCONSULTANTS' insurance certificates on file for at least one (1) year following completion and acceptance of the services performed under this Task Order and shall provide the insurance certificate(s) to CCDC within seven (7) days if so requested by CCDC.

4. PAYMENT

- (a) Amount and Method of Payment: The total amount paid for this Task Order shall be an amount not to exceed **ONE HUNDRED TWELVE THOUSAND NINETY-NINE DOLLARS (\$112,099)**. CCDC shall pay CONSULTANT for the Scope of Services performed under this Task Order based on hours expended on the Scope at the agreed upon rates.
- (b) Reimbursable Expenses. Payment for reimbursable expenses shall be included in the not-to-exceed limit of \$112,099.
- (c) Subconsultants. Payment to SUBCONSULTANTS is included in the not-to-exceed amount of \$112,099 for this Task Order. CONSULTANT shall assume responsibility for the amount and schedule of payments to the SUBCONSULTANT.
- (d) Invoices. CONSULTANT shall submit monthly invoices to CCDC for payment. Monthly invoices shall be in a format acceptable to CCDC and shall include the **PO# 250054** on the invoice. Each invoice shall specify charges as they relate to the tasks in the Scope of Services. Each invoice shall also specify current billing and previous payments, with a total of cost incurred and payments made to date.
- (e) NOTICE REQUIRED PRIOR TO OVERAGES. CONSULTANT must notify CCDC if CONSULTANT anticipates that costs for the Scope of Services will exceed the not-to-exceed limit set for this Task Order.

5. SCHEDULE

CONSULTANT shall begin work upon execution of this Task Order and work diligently toward completion of the services by September 6, 2026, and as described in Exhibit A and outlined below:

- 50% Design June 8, 2025
- 100% Design August 31, 2025
- Bidding Support September, 2025

6. DELIVERABLES / COPIES OF PRODUCTS

CONSULTANT shall submit the deliverables for each task described in the attached Exhibit A to CCDC in a manner approved by CCDC. CONSULTANT shall submit revised work products if requested by CCDC.

7. CONTRACT TERMS

Terms of the 2024-2029 On-Call Design Professional Services Agreement dated July 25, 2024 shall apply to the services performed and work products created under this Task Order.

End of Task Order # 24-003 | [*Signatures appear on next page.*]

IN WITNESS WHEREOF, CCDC and CONSULTANT have executed this Task Order as of the day and year last written below.

CAPITAL CITY DEVELOPMENT CORP.

CONSULTANT
CUSHING TERRELL

John Brunelle, Executive Director

Jason Butler, Principal-in-Charge

Date: _____

Date: April 8, 2025

EXHIBIT(S)

A: CONSULTANT's proposal dated April 3, 2025

Budget Info / For Office Use	
Fund/District	401
Account	6125
Activity Code	25016
PO #	250054
Term. Date	September 2, 2026

EXHIBIT A

April 3, 2025

**Cushing
Terrell**

CCDC
121 N. 9th Street Ste. 501
Boise, ID 83702

Kassi Brown
kbrown@ccdcboise.com

**Re: Professional Services Proposal (TO-2) - Revised
9th and Front Stair Tower Enclosure and Elevator Modernization**

Ms. Brown:

CTA Inc. (dba Cushing Terrell) is pleased to provide the professional services as outlined within the following information. We are excited to continue to work with you on this important project within our downtown!

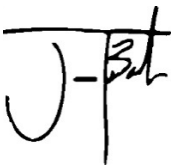
Project Description: Expanding on the results of Task 1. Develop full design including construction documents, assistance with bidding and construction administration to modernize (3) elevators to extend the life and provide years of reliable and efficient elevator operation. This project aims to protect and extend CCDCs assets, while improving functionality of the property and ensuring a safe environment for all users.

The following proposal provides a description of Cushing Terrell's understanding of the project scope and discusses the scope of services Cushing Terrell will provide in each Task. We propose a lump sum fee of for the attached Scope of Work in the amount of: \$112,099 (including reimbursables).

Thank you for this opportunity and your continued confidence in our team.

Sincerely,

CUSHING TERRELL



Jason Butler, AIA
Principal

cc: Cushing Terrell File – CCDC_ELEVATOR

cushingterrell.com

Scope of Work

Task 4: Elevator Modernization Preliminary Design (50% Design)

Cushing Terrell and VDA shall work with CCDC to develop performance specifications and construction drawings, with emphasis on non-proprietary elevating systems that satisfies the program requirements. Ease of maintenance, and consideration of all local, state and federal design requirements are of priority. The design team shall provide an opinion of probable costs at this task stage.

Included in this task are design review meetings with CCDC every two weeks. (3 Total)

Deliverables: 50% Construction Documents including Plans and Specifications addressing program requirements. 50% suggested equipment selection. Also included, CT will work with the CM/GC, Anderson Construction, in preparing a Rough Order of Magnitude (ROM) for the Elevator Modernization.

Task 5: Elevator Modernization Construction Documents (100% Design)

Cushing Terrell and VDA shall provide technical specifications and final construction documents for the Project, including but not limited to Architectural, Mechanical, Electrical and Elevator Modernization plans and details. CCDC will review prior to permit submittal. Cushing Terrell shall prepare and submit final design documents to the City of Boise Building Department for approval.

Included in this task are design review meetings with CCDC every two weeks. (5 Total)

Deliverables: 100% Construction Documents including Plans and Specifications addressing program requirements. 100% suggested equipment selection. Also included, CT will work with the CM/GC, Anderson Construction, in fine tuning the Rough Order of Magnitude (ROM) into a Project Cost Estimate.

Task 6: Elevator Modernization Project Bidding and Construction Administration Support Services

Bidding Services: Cushing Terrell and VDA shall provide assistance to CCDC and Anderson Construction, including: assisting CCDC and Anderson Construction with a sub pre-bid meeting, fielding questions during bidding, preparing any bid addenda, assisting CCDC and Anderson Construction in assessing costs and providing standard bidding services as requested.

Construction Services: The Design Team shall provide support to CCDC during construction, including (but not limited to):

- Conduct a pre-construction conference with Contractor, Subcontractors and CCDC.
- Review and take appropriate action on material and product submittals, RFIs, substitution requests, and shop drawings.
- Regular on-site observation and monitoring of the contractor's progress and quality of construction to determine if the construction is proceeding in accordance with the Design Team's design intent and the construction documents; keep CCDC informed of the progress of construction.
- Prepare for and attend weekly OAC Meetings, including taking and distributing meeting minutes.
- Render any interpretation or clarification necessary for the proper execution or progress of the construction.
- Document for CCDC all site visits and communications with the contractor.

- Provide substantial completion walk-through and prepare 'punch list' of items to be corrected and/or completed before the warranty period can commence.
- Analyze and approve change orders.
- Provide final completion observation and certification.
- Review Contractor pay requests and transmit to CCDC for final authorization and payment.
- Incorporate contractor markups into digital record drawings once the Project is complete.

Meeting and Schedule Summary

Cushing Terrell shall provide Project Management, including regular project status/update meetings with CCDC staff and other agency representatives, preparation of monthly invoices, and progress reports. Cushing Terrell shall attend regular meetings and coordination with CCDC, ParkBOI, and City of Boise. Cushing Terrell will lead each meeting and prepare Agenda and Meeting Minutes for each meeting. The following are the anticipated meeting frequency by Task:

Task 1: Current Conditions Survey (TO-1)

March 3 – April 6, 2025
Anticipated Meetings (3 total)

Task 2: Stair Tower Enclosure Feasibility Study and Alternatives Analysis (TO-1)

April 7 – June 1, 2025
Anticipated Meetings (5 total)

Task 2: CCDC Review Period (Task 2 Review) (TO-1)

June 2, 2025 – June 15, 2025 (2 weeks)
One Meeting for Task 2 Comment Review

Task Order One (TO-1) is contracted separately.

Task 3: Stair Tower Concept Design (Excluded at this time)

June 16, 2025 – August 3, 2025
Anticipated Meetings (3 total)

Task 4: Elevator Modernization Preliminary Design (50% Design)

April 14, 2025 – June 8, 2025
Anticipated Meetings (3 total)

Task 4: CCDC Review Period (Task 4 Review)

June 9, 2025 – June 22, 2025
One Meeting for Task 4 Comment Review


Task 5: Elevator Modernization Construction Documents (100% Design)

June 16 – August 31, 2025
Anticipated Meetings (5 total)

Task 6: Bidding and Construction Administration

September 1, 2025 – September 6, 2026
OAC Meetings every two weeks, as needed.

All work within Tasks 1 through 5 shall be completed by August 31, 2025.

FEE PROPOSAL		DATE: 4/2/2025				
	CUSHING TERRELL Boise, ID cushingterrell.com	PROJECT NAME: 9th & Front Stair Tower Study at DESIGN STAGE: Tasks 4-6 CUSHING TERRELL FILE NAME: GV_CCDC_ELEVATOR				
	SECTION A. DIRECT LABOR COSTS					
SPECIALISTS	JOB TITLES	HOURS	RATES	AMOUNTS	SUB TOTALS	TOTALS
PROJECT MANAGEMENT & COORDINATION	Architectural Principal		268.00			
	Engineering Principal Director/Lead of Architectural Project Manager	126	215.00	27,090.00	\$ 27,090.00	
ARCHITECTURAL	Project Architect	65	169.00	10,985.00		
	Architectural Production	54	104.00	5,616.00	\$ 16,601.00	
INTERIOR DESIGN	Interior Designer Senior Interior Designer				\$ -	
STRUCTURAL	Engineering - Structural Senior	30	221.00	6,630.00		
	Engineering - Structural	30	150.00	4,500.00		
	Engineering - Production		116.00		\$ 11,130.00	
MECHANICAL	Engineering - Mechanical Senior	15	197.00	2,955.00		
	Engineering - Mechanical	6	173.00	1,038.00		
	Engineering - Production		105.00		\$ 3,993.00	
ELECTRICAL	Engineering - Electrical Senior	28	221.00	6,188.00		
	Engineering - Electrical	16	147.00	2,352.00		
	Engineering - Production	8	114.00	912.00	\$ 9,452.00	
CIVIL	Engineering - Civil Senior					
	Engineering - Civil					
	Engineering - Production				\$ -	
OTHER SERVICES					\$ -	
SUPPORT	Project Coordinator	4	117.00	468.00		
	Administrative Assistant	18.778	87.00	1,633.69		
	Graphics Designer				\$ 2,101.69	
TOTAL HOURS		400.778				\$ 70,368.00
SECTION B. CONSULTANTS						
B1. VDA - Elevator Consultant (TASK 4 to 6 fee)					\$ 37,750.00	
B2.					\$ -	
B3.					\$ -	
						\$ 37,750.00
SECTION C. OTHER DIRECT COSTS						
C1. PRINTING					\$ 544.20	
C2. TRAVEL AND PER DIEM					\$ 3,436.80	
C3. TELEPHONE, FAX						
C4. POSTAGE, DELIVERY						
C5. PHOTOGRAPHY, FILM						
C6. BASIC WEBSITE (check with graphics for fee estimate)						
						\$ 3,981.00
I. TOTAL COST TO CLIENT					\$ 112,099.00	
THIS DESIGN STAGE						
PREPARED BY (Signature & Title)						4/7/2025

DETAIL

Cushing Terrell		Cushing Terrell Boise, ID cushingterrell.com							DATE: 4/2/2025 PROJECT NAME: 9th & Front Stair Tower Study and Elevator Modernization DESIGN STAGE: Tasks 4-6 CUSHING TERRELL FILE NAME: GV_CCDC_ELEVATOR														
		Management				Architectural			Interiors		Structural			Mechanical			Electrical			Support			TOTAL
NO	DESCRIPTION OF ACTIVITY	Arch. Princ.	Eng. Princ.	PM Sr.	PM	Arch. Sr.	Arch.	Arch. Prod.	Int. Des. Sr.	Int. Des.	Struct. Sr.	Struct. Eng.	Eng. Prod.	Mech. Sr.	Mech.	Eng. Prod.	Elect. Sr.	Elect.	Eng. Prod.	Proj. Coord.	Admin. Assist.	Graphic Design	HOURS
14	TASK 4: ELEVATOR MODERNIZATION (50%)																						
15	Meeting 4-1				1.0		1.0				1.0			1.0			1.0						5.0
16	Progress work				3.0		3.0	8.0			2.0	5.0		1.0	1.0		2.0	4.0					29.0
17	Meeting 4-2				1.0		1.0				1.0			1.0			1.0						5.0
18	Systems selections				3.0		3.0	8.0			1.0			1.0	1.0		2.0	4.0					23.0
19	Meeting 4-3				1.0		1.0				1.0			1.0			1.0						5.0
20	Deliverable package to conclude Task 4				2.0		2.0	8.0			2.0	5.0		0.5	1.0		2.0		4.0				26.5
21	TASK 5: ELEVATOR MODERNIZATION (100%)																						
22	Meeting 5-1				1.0		1.0				1.0			1.0			1.0						5.0
23	Progress work				3.0		3.0	8.0			2.0	4.0		0.5	1.0		2.0	4.0					27.5
24	Meeting 5-2				1.0		1.0				1.0			1.0			1.0						5.0
25	Specifications Review/Documents Coordination				3.0		3.0	8.0			2.0	4.0		0.5	1.0		2.0	4.0			1.0		28.5
26	Meeting 5-3				1.0		1.0				1.0			1.0			1.0						5.0
27	Deliverable (permit) package to conclude Task 5				2.0		3.0	8.0			2.0	4.0		0.5	1.0		2.0		4.0				26.5
28	TASK 6: Bidding and Construction Admin																						
29	Bidding Coordination / Addenda				24.0		16.0				2.0			1.0			1.0			2.0	2.8		48.8
30	Pre-Construction Meeting				2.0		2.0				2.0									1.0			7.0
31	OAC Meetings / Minutes (18 Meetings)				30.0		8.0	6.0			4.0			2.0			4.0				12.0		66.0
32	Submittal Review / RFI Response / Coord.				28.0		12.0				4.0	8.0		1.0			4.0				1.0		58.0
33	Pay Application Review (12 Total)				12.0																		12.0
34	Project Closeout				8.0		4.0				1.0			1.0			1.0			1.0	2.0		18.0
35																							
36																							
37																							
38	TOTAL MAN HOURS PER TYPE	-	-	-	126	-	65	54	-	-	30	30	-	15	6	-	28	16	8	4	19	-	400.8



Proposal for

VERTICAL TRANSPORTATION CONSULTING SERVICES

**Boise Centre
9th and Front Street**

Prepared for:
Mr. Jason Butler,
Cushing Terrell
Email: jasonbutler@cushingterrell.com
Phone: 208.608.2597

Issued by:
Mr. Jeffrey Sanders
Email: jsanders@vdassoc.com
Phone: (702) 449-4351
vdassoc.com

March 20, 2025
2025-89035

March 20, 2025

Mr. Jason Butler,
Cushing Terrell
800 West Main Street, Suite 800
Boise, Idaho 83702

Re: Boise Centre, 9th and Front Street, Boise, ID
Vertical Transportation Consultation

Dear Mr. Butler:

Based on the information provided, the following represents the agreement (“the Agreement”) by and between vda, Inc. (“VDA”), (“Consultant”) and Cushing Terrell (the “Client”).

I. PURPOSE OF AGREEMENT

- A. The purpose of this Agreement is to state the terms and conditions under which Consultant will provide consulting services for the vertical transportation systems in the referenced building, hereinafter referred to as the “Project.”

II. SCOPE OF WORK

- A. In accordance with the scope of services outlined in Section III below, provide vertical transportation consulting services for the modernization of three (3) traction elevators located at 9th and Front Street, Boise, ID.

III. SERVICES TO BE PERFORMED

PHASE 1 – DOCUMENT PREPARATION

- A. Based upon the data gathered and Client instructions, prepare specifications for:

- 1. Component upgrades and modernizations

NOTE: Specifications shall be reviewed and approved by the Client prior to their issuance for bidding. Specifications will include a cab allowance or provisions for a cab interior design written by others to be incorporated into our documents.

- B. In a separate section of the project specifications, provide detailed terms and conditions governing the manner in which all work must be performed. Included in this section, along with warranty information, insurance requirements, and applicable listing, shall be procedures for:
1. Material handling and storage
 2. Disposal of old equipment
 3. Erecting barricades / property protection
 4. Obtaining approval of submittal drawings
 5. Submitting progress payment requests
 6. Obtaining permits and/or approvals
 7. Conducting Code and acceptance inspections
 8. Resolving disputes over interpretation of the specifications
 9. Guaranteeing materials and workmanship
 10. Turning over wiring diagrams, instruction manuals and diagnostic tools
 11. Training personnel on new control safety features
 12. Obtaining final acceptance of completed work
 13. Project execution requirements / personnel
- D. Provide budget estimates as required.
- E. Assist in identifying contractors with the expertise and logistical support necessary to successfully complete the specified work.
- F. Issue the following bid documents to identified contractors:
1. A formal invitation to bid
 2. General terms and conditions governing the technical specifications
 3. Technical specifications for the work authorized
 4. A bid proposal form

5. Contractor qualification form / references

PHASE 2 – BIDDING

- A. Attend a pre-bid meeting with representatives of the Client and the invited bidders.
- B. Respond to bidder inquiries regarding the specifications and issue addenda when necessary.
- C. Attend up to one virtual meeting with the Client to interview bidders whose proposals are viable and competitive.
- D. Issue a written recommendation for contract award based upon bid proposal review and contractor interviews.

PHASE 3 – SHOP DRAWING REVIEW

- A. Review vertical transportation shop drawings for compliance with the project specifications as well as applicable codes. Return a marked-up electronic copy in the standard turn-around period of ten (10) working days. VDA will not be responsible for expediting shop drawing submissions received from the Trade Contractor. Up to two (2) reviews are included for each submittal.

NOTE: If more than two (2) drawing resubmittals and/or if cab drawing reviews are required, they will be performed by VDA on a timecard basis and billed as an extra on contract.

PHASE 4 – CONSTRUCTION SERVICES VDA recommends a minimum of five (5) total visits/meetings)

- B. Conduct a maximum of three (3) job site visits during construction to evaluate work in progress by the Contractor. Subsequent to each such visit, issue a letter report on our findings. Progress payment application approval, if required, shall be made during these site visits only.
- C. Upon completion of all work, conduct a thorough examination to compile a deficiency punch list. Monitor systems operation and record pertinent operating performance data for comparison purposes. Upon completion of this audit issue a list of items which require corrective action by the contractor.
- D. Perform a follow-up visit to verify that all punch list items are addressed by the elevator contractor in a satisfactory manner. Upon verification that all items are corrected, provide notice of completion and VDA's recommendation to issue remaining contract balance including retainage.

IV. FEE

A. The fee for Phases 4-6 will be the lump sum of **\$37,750.00**, broken down as follows:

1. Task 4 – Construction Documents. (4/7/25 – 6/1/25) fee will be the lump sum of \$7,212.50.
2. Task 5 – Construction Documents (6/16/25–8/31/25) fee will be the lump sum of \$7,212.50.
3. Task 6 – Bidding and Construction Admin (9/1/25 – 9/6/26) – (5) Site Visits fee will be the lump sum of \$23,325.00, payable in installments. Invoices will be issued monthly as work is performed.

NOTE: Expenses, if applicable as outlined in Terms & Conditions, may be billed separately from the lump sum amount.

B. This proposal is based on this project being completed on or before 12/25/2027. Should this project's completion extend beyond this date for reasons that are beyond the Consultant's control, the fee for the remaining services will be adjusted using an annual escalation rate of five percent (5%).

IV. TERMS & CONDITIONS

Terms & Conditions can be found on the VDA website at www.vdassoc.com/terms-of-sale/.

EXECUTED this day and year below written

CLIENT:

Cushing Terrell

By: _____

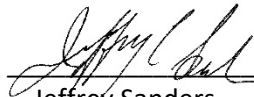
Title: _____

Date Signed/Accepted: _____

Address: PO Box 1439
Billings, Montana 59103

CONSULTANT:

vda, Inc. ("VDA")

By:  _____
Jeffrey Sanders

Title: Associate

Address: 50 West Broadway, Suite 300
Salt Lake City, UT 84101

ALL SIGNATURES ARE RECOGNIZED AS ORIGINALS

EXECUTION OF THIS SIGNATURE PAGE REPRESENTS THE ACCEPTANCE OF THE ENTIRE PROPOSAL

JS/jb
2025-89035



9th & Front Stair Tower Enclosure & Elevator Modernization

RFQ DUE: January 15, 2025 3pm

FIRM	Possible Points	CUSHING TERRELL			HUMMELL		
		1	2	3	1	2	3
Rater		1	2	3	1	2	3
Criteria							
Project Approach	25	19	18	22	19	22	18
Project Team	10	9	8	10	8	7	7
Question & Answer	30	25	24	25	23	23	25
Relevant Project Experience	35	28	28	35	28	28	30
Totals	100	81	78	92	78	80	80
		251			238		
		1	2	1	2	1	2
AVERAGE		84			79		
RANKING		1			2		

Project Approach

Cushing Terrell is proud to be among the go-to practices for the area's most significant and challenging projects. We present a team that is skilled at capturing our client's vision, actively entitles the desired direction, and captures a highly constructible solution. Our team presented from Cushing Terrell is knowledgeable of building and detailing in a high-rise environment. The following summarizes our fundamental approach to your request to enclose the 9th and Front stair towers:

Design/Vision

We view and understand this to be a significant project from an architectural and engineering design standpoint for downtown Boise. As we look upon the 9th and Front garage from our offices in the Zions Bank Building, we envision the "what ifs" to incorporate a design that works within the context of your garage and the Aspen Lofts. A solution that has minimal impact on the garage's operations and performance while being a responsible partner with the residents in the immediate vicinity.

Cushing Terrell understands the need for a coordinated design process. Given that the project involves both elevator modernization and stair tower enclosure, we will provide a well-coordinated approach that ensures complementary designs and effective project execution. This process will involve close collaboration and planning to align the CCDC's objectives for improved building functionality and safety.

Our process for this project begins with establishing efficient and open communication processes. Our best-in-class modeling and imaging tools will aid significantly in capturing your collective vision into a solution that can be presented to the City, the Aspen Lofts owners, and the community within the following estimated timeframes:

Task 1 – Current Conditions Survey (2 week duration)

Field evaluation work, including surveying, digital scans, and existing system evaluations.

Task 2 – Stair Tower Enclosure Feasibility Study and Alternatives Analysis (4-6 week duration)

Visualization of options, code considerations, investment prioritization considerations, opinion of costs. ***Should the enclosure move forward - City of Boise Design Submittal and Review (estimate 8 week duration)***

Task 3 – Stair Tower Concept Design (6-8 week duration)

With approval to proceed to this task level, we would transition the visualization modeling into Revit at this time. Our drafting tools and modeling allow for increasingly accurate take-offs and for detailing challenges to reveal the most appropriate solution.

Task 4 – Elevator Modernization Preliminary Design 50% (6-8 week duration)

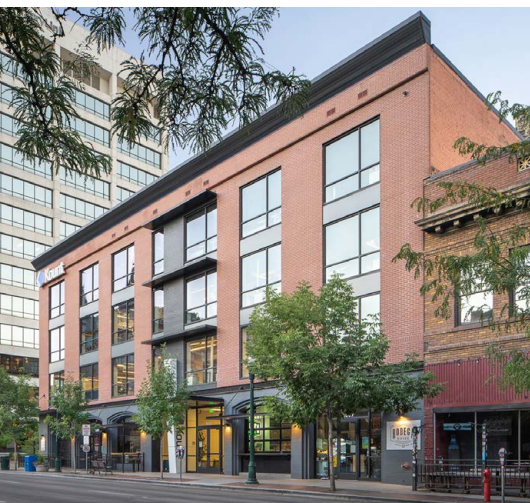
We suggest that this task level begin concurrently with Task 2. This would capture 50% of work by our elevator consultant VDA.

Task 5 – Elevator Modernization Construction Documents 100% (4-6 week duration)

This would capture 100% of the work by our elevator consultant VDA.

Task 6 – Elevator Modernization Project Bidding and Construction Administration Support Services (24 week duration)

City of Boise and State of Idaho DOPL Elevator Permit Submittal and Review (estimate 4 week duration). This Task 6 duration captures the bidding and support services as requested.



Project Approach *Continued...*

Entitlement

Cushing Terrell is presently engaged with many significant projects within the City of Boise. Each has its own unique entitlement process. Specific to your project, we believe that our team is the most skilled and best positioned to navigate the processes with the City of Boise Planning Department, ACHD, and ITD (Highway 26). We have successfully navigated recent entitlements for the 4th and Idaho towers, the Downtown YMCA on State Street, and the modernization of Capitol Terrace to the Main+Market.

Foundational to our approach is clearly modeled and defined architectural design solutions prior to submitting to authorities. It really takes the guesswork out of their interpretations and gives them confidence through their review and approvals.

Once documents are submitted for permit review, our team is active in stewarding the review process with the authorities through plan review approvals. We have partnered successfully within the City of Boise's Project Manager process on numerous occasions, which may benefit our project with CCDC.

Detailing

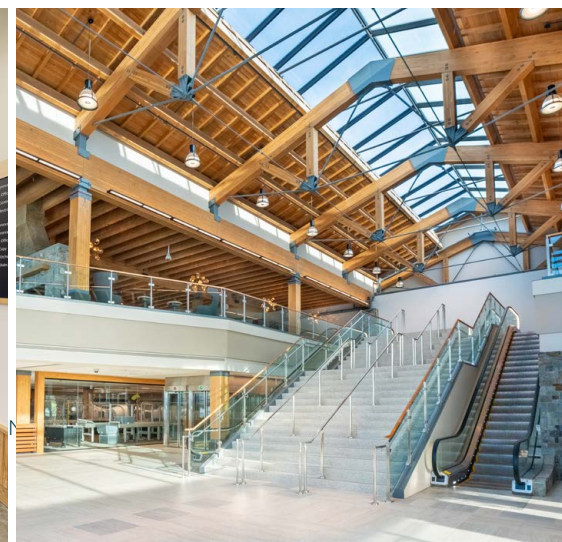
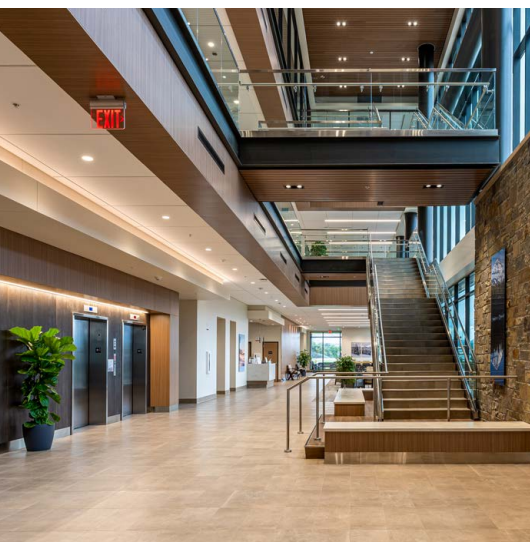
Upstream of permit submission, our plan review success is only as good as our detailing. Our documents provide direction to our construction partners, and we fully embrace their input into how we capture information for the sub-trade community.

Cushing Terrell is a fully integrated A/E practice that models all our work utilizing Revit. We have utilized Revit modeling for years, which allows for accurate material take-offs, conflict coordination, and modular design detailing. A modular (unitized) system which is fabricated

off-site will likely be the greatest benefit to your specific project. We understand our design and detailing will need to center around systems allowing for efficient build, lift, and place methods.

Cushing Terrell's Competitive Advantages: Your Ideal Partner for Project Success

- Proven Track Record of Elevator Modernizations & Retrofitting Existing Buildings
- Integrated Design Team of Architects, Structural Engineers, Mechanical Engineers, Electrical Engineers and Building Envelope
- Innovative Design Approach for Cost-Effective and Low-Maintenance Solutions
- Partnering with VDA, a National Elevator Consultant who performed the initial assessment
- Cushing Terrell has been retrofitting the existing fleet of CCDC parking structures for EV charging stations for the last 3 years.
- Cushing Terrell is a corporate member of Valley Regional Transit (VRT) CityGO program for 2025.
- Cushing Terrell is a corporate member of Boise Bicycle Project program for 2025.
- Cushing Terrell has been a platinum May in Motion recipient for 18 years running.
- Idaho Grow Smart awards for the following projects:
 - Kount Building, Boise
 - Mountain West Bank 16th and State, Boise
 - Artisans Wayfinding, Garden City
 - The Afton, Boise
 - Eighth & Main Building, Boise
 - 10 Barrel Brewing, Boise
 - Alpine Village, McCall



Project Team

Cushing Terrell

The **Cushing Terrell** Design Team is a multidisciplinary group that integrates architecture, engineering, and design to deliver innovative and sustainable solutions. Our diverse expertise allows us to assemble hand-picked teams tailored to the specific needs of each CCDC project, ensuring a collaborative and holistic approach to design and project delivery.



To round out our team, we are teaming up with VDA. **VDA** is the nation's leading elevator/escalator consulting firm. They provide comprehensive consulting services for vertical transportation systems in new and existing properties. From equipment evaluations, maintenance management, and code compliance to modernizations and new construction – their leading-edge solutions help save clients time and money. VDA has recently acquired Elevator Consulting Services (ECS), which performed the conditions assessment in 2024.

Organization Chart

Capital City Development Corporation CCDC

ParkBOI

City of Boise
Ada County Highway District (ACHD)
State of Idaho (ITD)



Jason Butler *AIA | LEED AP*
PRINCIPAL-IN-CHARGE
PRIMARY POINT OF CONTACT
Cushing Terrell

Jason, Principal and co-leader of the Commercial Design Studio at Cushing Terrell, brings extensive experience and expertise in planning, designing, and enhancing new and existing facilities. He excels at understanding client needs and leading Cushing Terrell's integrated teams in collaborative decision-making processes.

Jason's resume provided within prior On-Call response



Joshua Gregoire *RA*
PROJECT MANAGER
PRIMARY POINT OF CONTACT
Cushing Terrell

With 22 years of experience in managing projects, Josh has managed all phases, from schematic design to construction administration and project closeout. The projects have included remodels, additions, ADA upgrade projects, structural retrofits, and new constructions.



Bryan Hallowell *RA*
DESIGN ARCHITECT
Cushing Terrell

With over 20 years of experience, Bryan is an accomplished architect who leads design. He specializes in remodels and new building projects. His role will encompass design documentation drawings, quality control, specifications, cost coordination, and construction management. He has a strong technical background, in-depth knowledge of costs, and ample experience in life safety code and building code-related matters across different facility types. As a result, he ensures the project's consistent delivery of a high-quality end product.

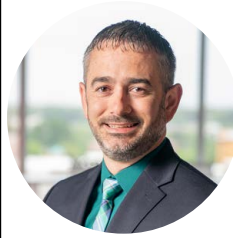
Bryan's resume provided within prior On-Call response



Bob Howard *RA*
BUILDING ENVELOPE
Cushing Terrell

Bob has spent over 20 years working on various project types and sizes, and most of his career has involved a mix of commercial office, medical office, recreation, and educational projects. His expertise in building envelope systems ensures that structures are not only aesthetically pleasing but also energy-efficient and durable. His notable projects include the ICCU Downtown Tower and the Slagle Development Targee Apartments, where his contributions to the building envelope were pivotal in achieving project success.

Bob's resume provided within prior On-Call response



Tyler Victorino *PE | LEED AP*
ELECTRICAL ENGINEER
Cushing Terrell

Tyler has over 18 years of experience in electrical engineering, including the design of large government, commercial, institutional, and educational buildings. He is responsible for all phases of electrical design and project management, including specification of electrical equipment, devices, and lighting. His notable work includes projects for major clients such as Google and Dell Technologies, where his innovative approach to retrofitting and modernization has consistently met and exceeded client expectations.

Tyler's resume provided within prior On-Call response



Laura Rankin *PE*
MECHANICAL ENGINEER
Cushing Terrell

Laura is a highly experienced mechanical engineer with over 30 years of expertise. She specializes in complete mechanical and plumbing design and production documents for various building types. Notable projects include HVAC upgrades for the Idaho Department of Corrections and the USGS Water Resources Center Building renovation, where her leadership in mechanical design significantly enhanced building performance and efficiency.

Laura's resume provided within prior On-Call response



Rolf Armstrong *SE*
STRUCTURAL ENGINEER
Cushing Terrell

Rolf is a seasoned structural engineer with over two decades of experience in the architecture, engineering, and construction industry. As the Director of Structural Engineering and an Associate Principal at Cushing Terrell, Rolf has demonstrated exceptional leadership and expertise in managing complex projects across educational, institutional, commercial, and residential sectors. Rolf's extensive experience includes retrofitting existing buildings and elevator modernizations, where he applies his deep understanding of structural integrity and safety standards to enhance building functionality and accessibility.



Jeff Sanders
ELEVATOR CONSULTANT
VDA

Jeff is a seasoned elevator consultant with a robust background in the vertical transportation industry. Since joining VDA, Jeff has been pivotal in providing expert consultation on major repairs, modernizations, and upgrades, as well as new construction design and equipment evaluations. His role extends to maintenance management and inspection services, ensuring the highest standards of safety and efficiency for vertical transportation systems.

Questions & Answers

1) *What are the most critical design and process elements CCDC should be aware of on this project and how do you plan to address them?*

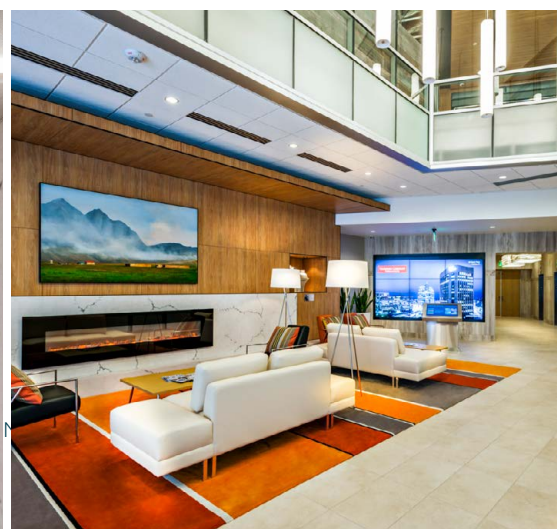
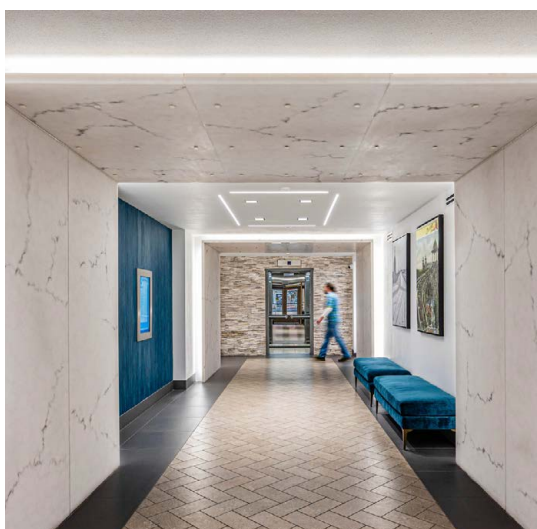
Rest assured, Cushing Terrell understands that numerous critical elements are needed to execute this project successfully. We believe the following are the most critical issues to address in the preliminary dialog.

The first fundamental item the full team will answer is whether the tower enclosure will be weather-tight (conditioned) or weather-protected (unconditioned). The second fundamental item is more specific to the capacity of the structure as it exists (both gravity and lateral systems). The third is circulation and access-related considerations.

In our opinion, creating weather-tight and conditioned tower enclosures deserves to be explored but it does come with impacts over unconditioned solutions. Certainly, the leading benefits of a weather-tight goal would be comfort, cleanliness, and protection of systems. Our team is skilled at promptly studying and evaluating the near-term and long-term cost benefits of such significant considerations. Cushing Terrell's in-house team of MEP engineers effectively considers upgrades to building systems which may be needed or not. Regardless of this design direction, our team is mindful of low-maintenance solutions. We are also fully aware of the importance of creating enclosure solutions that will deter suicide.

We are dealing with an existing structural system in a vertical high-rise configuration. Our structural team will make careful early consideration to the capacities of the existing elements to inform what the enclosure design can accommodate. One relevant downtown Boise example of an existing structure being improved and enhanced is our work modernizing the Kount building. If you recall, we were able to evaluate that existing structure with improvements to allow for the desired 5th floor. These structural considerations did inform and influence the architectural solutions used on floors 1 through 4. The building's elevator systems were fully modernized as part of the work as well.

Finally, the existing building and stairs will fall under current code conditions. The existing widths will be closely reviewed with an eye on strategically partnering with the City's code officials. Our initial reaction is to place enclosure improvements on the platform of each landing, but we may need to have an edged-clipped curtain type solution which is driven by egress width capacities.



Questions & Answers *Continued...*

2) Given that the elevator modernization and stair tower enclosure are separate projects, but closely related in terms of building functionality and safety, how would your team organize and coordinate these efforts to ensure they complement each other?

Within our Project Approach summary, we have suggested that Tasks 2 and 3 (enclosure of the towers) and Tasks 4 and 5 (modernization of the elevating systems) run concurrently. This is important for a couple of significant reasons. Firstly, it consolidates CCDC's and ParkBOI's valuable time during design while gaining the project schedule time. Second, it allows for comprehensive code evaluation and consideration between building and elevator codes. We are excited to partner with VDA, as an elevator consultant, where our Project Manager, Joshua Gregoire, and their project lead, Jeff Sanders, work and communicate seamlessly.

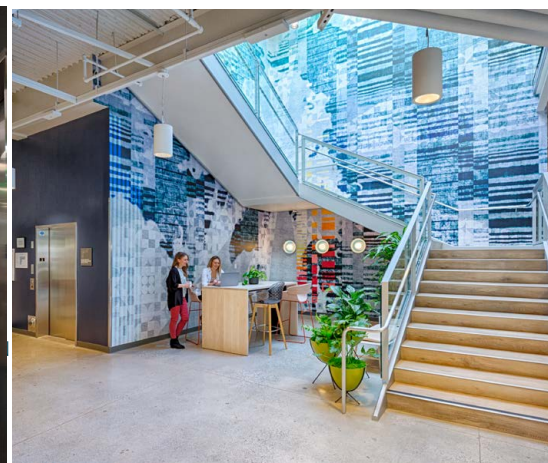
With a concurrent approach, the costs of the elevator upgrades can be estimated and closely budgeted for early in the process. Thus allowing for the anticipated project funds to be available to inform enclosure design directions. The enclosure project can certainly be realized in a variety of approaches and solutions.

Cushing Terrell would be the lead and coordination point for communication of both unique project component parts. Keeping in mind ingress/egress path planning options during construction, sequencing improvements between the two towers, and allowing access to elevator modernization ahead of enclosure of the towers.

3) Based on your experience with similar projects, what procurement or contract delivery method would you recommend for this project? Please explain your reasoning in terms of project coordination, cost control, and timeline efficiency.

We highly suggest a Construction Manager at Risk (CMaR) delivery approach. This is an inherently complex project to properly design, detail, and construct on Front Street. Cushing Terrell embraces our construction partners in the Treasure Valley for their input in detailing projects that can be efficiently built. We manage numerous projects of this scale where contractors are at the table early in design and have a voice.

The greatest impact to a project of this sophistication and having a CMaR is the benefit they bring in pre-construction estimating. Consideration of components that can be utilized, efficiently lifted, and promptly installed will be critical to its success. This dialog all centers around the economics of labor, crane use, and placement sequencing – and a CMaR is a valuable contributor within the process.



Relevant Experience

Cushing Terrell has demonstrated significant expertise in elevator modernization projects, particularly in the context of retrofitting existing buildings and enhancing accessibility. These projects reflect Cushing Terrell's ability to handle complex structural modifications and upgrades, ensuring that existing buildings meet modern standards of accessibility and safety while maintaining their operational integrity.

The table below represents some of Cushing Terrell's recent elevator modernization projects.

CLIENT	PROJECT NAME	CITY, STATE
Gardner Company	8th and Main	Boise, ID
Idaho Power Company	Elevator Addition to Boise Operation Center	Boise, ID
BVA Development	ICCU Downtown Tower, 13-story & 11-Story	Boise, ID
Bureau of Land Management	NIFC 300-JWH Elevator Shaft and Separation Repair	Boise, ID
Boise Independent School District	North Jr. High Gym addition, elevator and fire sprinkler	Boise, ID
Belgrade Public Schools	Belgrade School Middle school elevator	Belgrade, MT
Confidenital Tech Client	Everest Elevator Lobby	Bellevue, WA
Concern, Inc.	Big Sky Apartments Elevator Addition	Big Sky, MT
Montana Hospital Association	Pioneer Medical Center Elevator Installation	Big Timber, MT
Billings Clinic	Northwest Tower Elevator, Commons Elevator Addition	Billings, MT
City of Billings	Logan International Airport Elevator Replacement	Billings, MT
City of Billings	Building IP9 Elevator	Billings, MT
Ed Jones	Kastrop Dental - MEPS Support on Elevator Addition	Billings, MT
St. John's Lutheran Ministries	Mission Ridge Expansion - Elevator Relocation	Billings, MT
Montana State University Billings	MSUB Library ADA Ramps/Elevator/Lift Upgrades	Billings, MT
SCL Health Systems, Inc.	Otis St. Vincent Hospital Elevators 7 & 8	Billings, MT
St. Vincent Healthcare	SVB Elevator 7, 8, and 8 Modernization	Billings, MT
United Properties, Inc.	United Properties - Elevator Structural Calculations	Billings, MT
Yellowstone County	YCC Elevator Structural Consulting	Billings, MT
US Bank	US Bank Elevator Upgrades	Billings, MT
Montana State University - Bozeman	MSU Elevator Communication Systems	Bozeman, MT
Montana State University	MSUN Student Union Building Elevator	Bozeman, MT
Minnkota Power Cooperative Inc.	Code compliance Alimak-Hek rack/pinion elevator	Center, ND
Wildamere Capital Management	Elevator, Entry and Corridor Interior Design Documents	Edina, MN
City of Great Falls	City of Great Falls Elevator Modernization	Great Falls, MT
Holman Aviation	Holman Aviation Elevator Addition	Great Falls, MT
C3, LLC	Hot Springs National Park Elevator Rehabilitation	Hot Springs, AR
Flathead County	Flathead County Courthouse Elevator Lobby Addition	Kalispell, MT
Logan Health Medical Center	Logan Health - Admin Elevator Replacement	Kalispell, MT
Grande Ronde Hospital	Elevator Upgrade	LaGrande, OR
Green Water Energy	Libby Dam Elevator Shaft Platform	Libby, MT
Custom Industrial Parts	CIP - C-8512304B DC Elevator	Louisville, KY
Phillips County Courthouse	Improvements, New Elevator, Entry Stair Restoration	Malta, MT
Scentsy	Scentsy Office Elevator	Meridian, ID
General Services Administration	GSA Minot FB/CH Elevator Modernization	Minot, SD
General Services Administration	Replacement of Existing Elevator	Montana
Washington State University	Webster Building Elevator Replacement	Pullman, WA
Smartlam LLC	Raleigh Oaks Elevator Shaft	Raleigh, NC
Weingarten Realty Investors	240381 - 2200 Westlake Retail Elevator Replacement	Seattle, WA
Confidenital Tech Client	Amelia Elevator Lobby	Seattle, WA
Confidenital Tech Client	Houdini Elevator Fluid Containment	Seattle, WA
State of Wyoming Department of A&I	Sheridan Flouring Mills Grain Elevator Evaluation	Sheridan, WY
McKinstry	Verizon - Spokane Elevator Modernization	Spokane, WA
Target Corporation	Elevator and Escalator Pit Design	Wheaton, MD
National Park Service	NPS Replace Elevator in Bldg 34	Yellowstone Park

Project Experience *Continued...*

UM Clapp Building Renovation & Elevator Modernization

MISSOULA, MT

The Clapp Building at the University of Montana required significant renovations to address pressing health and life safety concerns. The State inspector has deemed the building's elevator unsafe, posing accessibility challenges for individuals needing to reach classes, offices, and labs. Cushing Terrell evaluated the building envelope, mechanical, plumbing, and electrical systems, as well as addressed life safety issues, current building codes, accessibility, and structure for seismic performance.

As part of this ongoing project, Cushing Terrell in partnership with VDA, provided services for the replacement of a 5 stop Hydraulic Elevator in the Clapp building. When unforeseen challenges arose mid-construction, specifically the inability to remove the existing casing, our team leveraged its expertise to devise an innovative solution. Once again, we took on the responsibility as the Architect and Engineer of Record, designing a machine room-less (MRL) elevator that effectively met the university's current needs.

Reference: Barbara Skeesick, Project Manager, University of Montana | 406.243.4180 | barbara.skeesick@mso.umt.edu

Relevant Experience: Retrofitting Existing Building, Structural Modifications, Elevator Modernization Upgrade

Cushing Terrell & VDA

BLM Administration Building Remodel & Elevator Shaft and Separation Repair

BOISE, ID

This project entails providing design services to repair and enhance the Administration Building at the National Interagency Fire Center (NIFC) campus. Cushing Terrell's objective is to create integrated design and construction documentation for the repair, replacement, abatement, and upgrades of the existing facility, with the capacity to accommodate 83 or more staff members. The scope focuses on designing in compliance with current codes and standards for the existing building, specifically meeting the requirements for an IEBC Level 3 Alteration.

The proposed concept includes various upgrades such as enhanced accessibility, an open office layout, a security/access control system, replacement and enlargement of the elevator shaft, relocation of HVAC systems to the roof, electrical upgrades, IT replacement, roof replacement, structural design, life safety updates (including repurposing of space within existing stair towers), the addition of two new exterior stair towers, and finish upgrades throughout the interior and exterior of the building.

Reference: Tanya E. Pardy, Project Manager, Bureau of Land Management | 208.373.3858 | tpardy@blm.gov

Relevant Experience: Full A/E services, Elevator Upgrades, Structural Seismic Upgrades

Flathead County

KALISPELL, MT

Courthouse Renovation - Originally constructed in 1903, this three-story facility was showing its age with sagging floors, leaking foundations, and numerous life safety concerns. Cushing Terrell guided Flathead County on a comprehensive analysis to better utilize the space, and convert the vault spaces into an egress stair and elevator shaft. This project included seismic upgrades, a fire sprinkler system, technology throughout, and restoring the grand staircase and public spaces to their original grandeur.

South Campus Building and Skybridge - This project involves the modernization of a county government building, focusing on upgrading the elevator system. The existing two-story structure is designed to accommodate a future third floor, a southern expansion upon acquiring adjacent property, and an urban skybridge over 11th Street to connect with the Earl Bennett Health Department building to the north. The interior upgrades included an entry atrium, elevator lobby, and stairs.

Reference: Peter Melnick, Flathead County | 406.758.5503

pmelnick@flathead.mt.gov

Relevant Experience: Elevator Modernization, Retrofitting Existing Building, Seismic Upgrades, Urban Skybridge



Appendix : Resumes





Joshua Gregorie

RA

PROJECT MANAGER | PRIMARY POINT OF CONTACT



Professional Registration

Architect / CA, ID



Education

Bachelor of Science, Computer Engineering,
Santa Clara University

With 22 years of experience in managing projects, Joshua has managed all phases, from schematic design to construction administration and project closeout. His portfolio includes a diverse range of projects such as remodels, additions, ADA upgrades, structural retrofits, and new constructions.

Joshua has overseen numerous municipal government projects, including community parks, centers, police and fire stations, transportation facilities, corporation yards, greenbelts, vehicle maintenance, and charging facilities. He has prepared accurate cost and engineering estimates for projects ranging from \$10 to \$50 million, and presenting budgets to school boards, planning commissions, city councils, and other public entities.

Relevant Experience

Elizabeth Ustach Middle School Modernization & ADA Upgrades; Modesto, CA*

Rosevelt Junior High School Modernization & ADA Upgrades; Modesto, CA*

Structural Retrofit and Hospital Conversion, Crestwood Behavioral Health; San Diego, CA*

Structural Retrofit and Hospital Conversion, Crestwood Behavioral Health; Fallbrook, CA*

City of Riverbank Police Station Tenant Improvement and Structural Retrofit, Riverbank, CA*

City of Boise Downtown Library Renovation; Boise, ID

City of Boise Whitney Pool; Boise, ID

**Completed prior to joining Cushing Terrell*



Rolf Armstrong

PE | SE

STRUCTURAL ENGINEER



Professional Registration

Engineer / AL, AK, AZ, AR, CA, CO, CT, DC, DE, FL, GA, HI, ID, KY, LA, ME, MD, MA, MI, MN, MS, MO, MT, NV, NJ, NM, NY, NC, ND, OK, OR, PA, RI, SC, TN, TX, UT, VT, VA, WA, WV, WY



Affiliations

Structural Engineers Association of Oregon (SEAO)



Education

Bachelor of Science in Civil Engineering, Montana State University

Rolf is a seasoned structural engineer with over two decades of experience in the architecture, engineering, and construction industry. As the Director of Structural Engineering and an Associate Principal at Cushing Terrell, Rolf has demonstrated exceptional leadership and expertise in managing complex projects across educational, institutional, commercial, and residential sectors. Rolf's extensive experience includes retrofitting existing buildings and elevator modernizations, where he applies his deep understanding of structural integrity and safety standards to enhance building functionality and accessibility.

Relevant Experience

Prineville Campus Modernization; Prineville, OR

Coos Bay Garnet Processing Plant Retrofit; Coos Bay, OR

Raleigh Oaks Elevator Shaft, Elementary School; Raleigh, NC

OSU Cascades Elevator Rail Anchors; Bend, OR

Brewery Blocks Modernization Commerce Street Buildings; Tacoma, WA



Jeff Sanders

ELEVATOR CONSULTANT



Affiliations

NAESA Qualified Elevator Inspector



Education

Brigham Young University, Western
Governors University

Jeff is a seasoned elevator consultant with a robust background in the vertical transportation industry. Since joining VDA, Jeff has been pivotal in providing expert consultation on major repairs, modernizations, upgrades, and new construction design and equipment evaluations. His role extends to maintenance management and inspection services, ensuring the highest standards of safety and efficiency for vertical transportation systems.

With 25 years of hands-on experience as a service and repair mechanic, Jeff brings a wealth of practical knowledge to his consultancy role. His 10 years of managerial experience as a supervisor and service operations manager with industry leaders Otis and Thyssenkrupp Elevator in the greater Los Angeles area further enhance his expertise. Notably, Jeff played a crucial role in the transition from construction to service operations at the Tom Bradley International Terminal at LAX, establishing the initial service agreement and setting a benchmark for operational excellence.

Relevant Experience

Boise Veterans Administration Hospital; Boise, ID

Team Disney Building; Burbank, CA

Watt Plaza Towers; Century City, CA

Salt Lake City Hilton; Salt Lake City, UT

Burbank Bob Hope Airport; Burbank, CA



VDA, incorporated December 30, 1980, as VDA, Inc., is the nation's leading elevator/escalator consulting and inspection firm. We provide a comprehensive suite of services for elevators, escalators, and other conveyance systems in new and existing properties.

Our professional services provide clients with leading-edge solutions that save them time and money. With offices nationwide, decades of industry expertise, and more than 43,000 projects in the US and across the globe, VDA Leads The Way in elevator/ escalator consulting and inspection services.

SERVICES WE OFFER

CONSULTING SERVICES

EQUIPMENT EVALUATIONS | MAINTENANCE MANAGEMENT SERVICES |
MODERNIZATION DESIGN SERVICES | CONSTRUCTION SERVICES

INSPECTION SERVICES

THIRD-PARTY INSPECTIONS | CERTIFICATE COMPLIANCE MANAGEMENT

EQUIPMENT EVALUATION SERVICES

VDA offers comprehensive Equipment Evaluations to assess maintenance quality, ensuring contract fulfillment and identifying opportunities for equipment upgrades or modernization. Our proprietary **Data Collection App (DCA)** guarantees a thorough and detailed evaluation of vertical transportation equipment, providing intelligent and insightful reports to our clients. [Click here to learn more.](#)

MAINTENANCE MANAGEMENT SERVICES

VDA offers a comprehensive suite of services to help you effectively manage your equipment throughout its life cycle. Our Maintenance Management services include performance reviews, unplanned repair management, invoice and proposal review, custom Maintenance Agreements, issuing RFPs for new maintenance providers, bid analysis, and capital planning. With VDA's **CARE™** Program, we handle these time-consuming tasks, allowing you to focus on more pressing matters. [Click here to learn more.](#)

INSPECTION SERVICES

VDA provides third-party inspection services and/or "witness" testing of mandated periodic and annual inspections, as state/ local law requires. Our services include inspections of all types of vertical transportation and ADA equipment, including elevators, escalators, dumbwaiters, and even specialty lifts found in theatres on stages and in wind turbines. [Click here to learn more.](#)

MODERNIZATION SERVICES

VDA's consultants are experts in vertical transportation equipment modernization and can help you efficiently navigate the entire modernization process. Modernization services can include feasibility studies, design development, specification, RFP prep, issuance and bid analysis, shop drawing review and approvals to final deployment. VDA's consultants can work with you to ensure your new equipment is state-of-the-art while meeting your short-and long-term financial goals. [Click here to learn more.](#)

DESIGN SERVICES

Vertical transportation systems can be costly and problematic if poorly designed. VDA's Design Team brings extensive experience to ensure efficient and cost-effective solutions. From conceptual design to final deployment, our experts handle every step, including specifications, RFPs, bid analysis, and site visits, ensuring your system meets all demands. [Click here to learn more.](#)

CONSTRUCTION SERVICES

Our construction services ensure every project phase is meticulously managed, from initial planning to final completion. We conduct regular site visits to monitor progress, address any issues promptly, and ensure adherence to design specifications and safety standards. These visits allow us to provide real-time updates and maintain the highest quality of work, ensuring your project stays on track and meets all expectations. [Click here to learn more.](#)





Request for Qualifications for Design Professional Services 9th & Front Stair Tower Enclosure and Elevator Modernization Project

Submissions Due: 3:00pm January 15, 2025

Background and Project Description

CCDC owns and operates six parking garages located throughout the downtown area and routinely assesses and studies each garage for general maintenance, enhanced user experience and improved security.

The 9th & Front ParkBOI parking garage, located at 312 S 9th Street, Boise, ID 83702, was originally built in 1998. The Garage operates 24/7, contains 574 parking stalls on 8 floors of parking, and services over 1000 vehicles daily. The garage exhibits two external stair towers with open-air designs, which has resulted in wear and tear. While CCDC has completed regular maintenance to preserve the structural integrity and safety of the towers, the Agency desires a effective solution which encloses the stair towers, protecting the structure from weather elements.

In early 2024, CCDC hired Elevator Consulting Services, LLC to conduct an elevator condition assessment at the 9th & Front garage (full report available upon request). This assessment determined that the three existing parking garage elevators are approaching the end of their service life and are in need of modernization. All three elevators are Otis Overhead Traction Elevators that service the first (ground) floor to the eighth (top) floor. They were installed during original construction of the Parking Garage in 2000.

This project will address both the design for the elevator modernization and provide an alternate analysis that compares multiple ways to enclose each stair tower at the 9th & Front garage. This project aims to protect and extend the lifespan of CCDC's assets, while improving the functionality of the property and ensuring a safe environment for all users.

Project Objectives

CCDC is seeking Statements of Qualifications (SOQ) from all five (5) of its prequalified architecture firms for a two-part project at the 9th & Front ParkBOI Parking Garage:

1. Stairtower Enclosure: Prepare a Concept Alternatives Design & Feasibility Analysis to compare multiple alternative strategies for enclosing two (2) stair towers and make recommendations on a preferred alternative. Enclosure options should take into consideration the following:
 - a. Enclosure fits the surrounding building aesthetic and context
 - b. Cost-Effective
 - c. Physically Constructable
 - d. Low Maintenance
 - e. Effectively prevents weather/elements from deteriorating the structure
 - f. Deterrence to suicide



Future phases of the project may involve full design development, permitting and construction administration services of the recommended stair tower enclosures.

2. Elevator Modernization: Develop full design, prepare bid documents, assist with permitting and provide full services during construction to modernize three (3) hydraulic elevators to extend the life of the elevators and provide years of reliable, efficient elevator operation.

Figure 1: 8th Street (East) Stair Tower

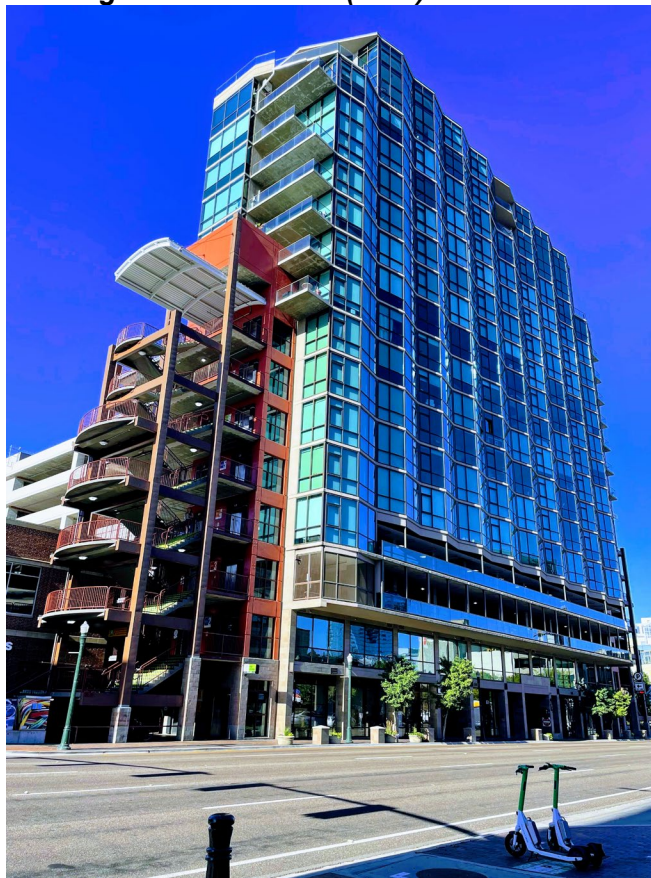




Figure 2: 9th Street (West) Stair Tower





Figure 3: Existing Elevator Data (ECS)

Elevator Type	Overhead Traction Elevators
ID Number	1,2,3
Year Installed	2000
Manufacturer	Otis
Control System	Otis
Controller/Selector	Otis
Machine	Overhead Traction
Door Equipment	Otis
Door Size	3'6 X 7'0"
Door Type	SSCO
Door Operation	Automatic
Landings/Openings	9 / 9
Floor Designation	*1,2,3,3R,4,5,6,7,8
Capacity	3000
Speed	350
Machine Room Location	Overhead
Disconnect (VAC)	480
Motor (HP/AMPS/VAC)	20/27/480



Figure 4: Existing Elevator Evaluation (ECS)

Client / Job Site: CCDC / 9th and Front										
Equipment: 3 Electric traction passenger elevators										
		Age	Code Compliance	Preventive Maintenance	Performance & Operation	Frequency of Use	Environmental Conditions	Energy Efficiency	Design & Installation	TOTAL
5	Extreme	5	5					5	5	20
4	High			4	4	4	4			16
3	Moderate									0
2	Low									
1	Minimal									
		= Critical Conditions								
		= Moderate Conditions						Profile Score =	36	
		= Acceptable Conditions								
Profile Score	Description									Time Frame to Replace
Greater than 30	Equipment condition is extreme. Major components expected to fail. Proper maintenance is difficult, and parts are, or will become, obsolete. Multiple safety and code concerns. Modernize immediately.									Immediately
25 – 30	Equipment is nearing end of expected life. Potential failure of major components. Proper maintenance is becoming difficult, and parts are becoming obsolete. Potential safety and code issues. Begin planning for modernization.									2 to 5 years
17 - 24	Equipment shows normal wear based on current age. Update and improve maintenance program. Include modernization in long term planning.									6 to 9 years
Less than 17	Equipment shows normal wear based on current age. Maintain existing maintenance program. Modernization should not be needed for 10+ years.									10 + years



Project Budget

Adequate budget to fund the following consultant tasks is available:

1. Concept Alternatives Design & Feasibility Analysis to enclose the stair towers.
2. Design, construction documents, permitting and construction administration services for elevator modernization.

Project Schedule

1. Alternative analysis, concept design and recommendation to enclose the stair towers shall be completed by September 30, 2025.
2. Design and Construction Bid Documents for the elevator modernization shall be completed by September 30, 2025.

Construction for the elevator modernization and any future construction for the stair tower enclosure is anticipated to begin in FY2026.

Project Approvals

The project approval list is included to provide a preliminary idea of the approvals the design team will need to achieve.

1. CCDC Board:
 - a. Work session to present findings of Concept Alternatives Design & Feasibility Analysis to enclose the stair towers and approval of a recommended alternative.
 - b. Bid award for construction of elevator modernization.
2. City of Boise:
 - a. Permitting for elevator modernization.
 - b. Design Review approval of preferred stair tower enclosure design.

Desired Services and Experience

CCDC desires an Architect of Record from its prequalified design professionals list to partner with an Idaho-licensed Structural Engineering firm and an elevator design subconsultant with experience in the process and requirements for structural modifications and elevator modernization.

Pre-Submittal Conference and Site Tour

A Pre-submittal Conference and Site Tour will be held on **December 19, 2024 at 10:00 am** local time, at the CCDC office located at 121 North 9th Street, Suite 501, Boise, Idaho. Attendance is highly encouraged.

Request for Clarification or Questions

Questions, requests for clarification, or additional information should be addressed in writing to: Kathy Wanner, Contracts Manager, at kwanner@ccdcboise.com. Only questions received in writing will receive a response and the responses/answers will be distributed to all firms. The request must be received in writing prior to 5:00 pm MST January 6, 2025.



Response Instructions

Please submit your Statement of Qualifications to Kathy Wanner, CCDC Contracts Manager, at kwanner@ccdcb Boise.com no later than **3:00 p.m. Wednesday, January 15, 2025**. Late submissions will not be considered.

SOQs cannot exceed eight (8) pages in length, including any attachments. A minimum font size of 11 shall be used. Do not attach cover pages or cover letters. The SOQ must include the following information as it will be used to determine the best qualified design team for this project. Please keep in mind that your company profile, resumes, and other general firm information was collected and reviewed during the On-Call Professionals RFQ process; therefore, it is not requested as part of this process. This information, however, is requested of any new or additional team members and sub-consultant partners. In accordance with state law, information concerning rates and fees will not be considered in ranking the SOQs.

Project Approach {25 pts, 2 pages maximum}

Describe how the design team will accomplish the complete Scope of Work to achieve the stated project objectives within the desired timeline. Highlight the competitive advantages that the Design Team offers. Show advantages that make this team the appropriate partner for the specifics of this project.

Project Team {10 pts, 2 pages maximum}

Provide basic information about the composition of the design team. Provide an Organizational Chart that depicts the design team members and the Design Team's relationship to CCDC and the authorities having jurisdiction (AHJ). Identify the individual(s) who will be primary point(s) of contact.

Question and Answer {30 pts total, 2 pages maximum}

Answer each of the following questions:

- 1) What are the most critical design and process elements CCDC should be aware of on this project and how do you plan to address them?
- 2) Given that the elevator modernization and stair tower enclosure are separate projects, but closely related in terms of building functionality and safety, how would your team organize and coordinate these efforts to ensure they complement each other?
- 3) Based on your experience with similar projects, what procurement or contract delivery method would you recommend for this project? Please explain your reasoning in terms of project coordination, cost control, and timeline efficiency.

Relevant Experience {35 pts, 2 pages maximum} Describe 2-3 projects (completed or in progress) that represent relevant experience. Include a client reference for each. Projects should highlight expertise in enclosing open-air structures, retrofitting existing buildings or similar structural modifications, as well as elevator modernization upgrades in existing buildings.



Evaluation of SOQs

SOQs will be evaluated based on the responses submitted. CCDC will create an Evaluation Team to evaluate the SOQs. The design team chosen as best qualified to provide the required services will be engaged under Task Orders in accordance with the firm's on-call contract with CCDC.

CCDC will not pay costs incurred in responding to this RFQ. CCDC may in its discretion cancel this process at any time without liability.

Thank you for your interest in meeting the needs of the agency and the citizens of Boise. We look forward to receiving your Statement of Qualifications.

Proposed Scope of Work follows on the next page.



Proposed Scope of Work

The following describes the likely scope of work for the selected Design Team. The final scope of work will be negotiated with the selected Design Team.

Task 1: Current Conditions Survey

Conduct a survey of the existing elevators and stair towers. The survey will document the existing conditions, code analysis, and other features pertinent to design. Prior to conducting the survey, CCDC will provide original construction drawings (in PDF).

Task 2: Stair Tower Enclosure Feasibility Study and Alternatives Analysis

The Design Team will provide 2-3 alternates for enclosing both stair towers. Provide the following information:

1. Concept Alternatives Design & Feasibility Analysis of improvements, including renderings of the proposed enclosed stair towers.
2. Conceptual Opinion of Probable Cost for each feasible alternate.
3. Provide CCDC with a recommendation on how to address suicide deterrence.
4. Provide CCDC with a recommendation for asset protection (stairwell, tower structure and elevators).
5. Present analysis and findings to the CCDC Board of Commissioners at a Board Meeting.

Task 3: Stair Tower Concept Design

Dependent of analysis findings and recommendation from the previous Task, including CCDC Board input, the design team shall develop a draft concept design of the preferred alternative. Concept design will be developed to a level sufficient to convey general plan-view layout and proposed features. The design team will develop typical sections and realistic renderings that accurately portray the draft concept. Renderings shall include multiple angles of both towers. Provide concept-level opinion of probable construction cost.

Task 4: Elevator Modernization Preliminary Design (50% Design)

The Design Team will work with CCDC to develop performance specifications and construction drawings, with emphasis on non-proprietary systems and ease of maintenance and consideration of all local, state and federal design requirements. The Design Team will also provide pricing and options for recommended work.

Task 5: Elevator Modernization Construction Documents (100% Design)

The Design Team will provide technical specifications and final construction documents for the Project, including but not limited to Architectural, Mechanical, Electrical and Elevator Modernization plans and details. CCDC will review and consult with the Design Team prior to permitting submittals. The Design Team shall prepare and submit final design documents to the City of Boise Building Department for approval.



Task 6: Elevator Modernization Project Bidding and Construction Administration Support Services

Bidding Services: The Design Team will provide assistance to CCDC to competitively bid the elevator modernization, including: assisting CCDC with a pre-bid meeting, fielding questions during bidding, preparing answers for any bid addenda, assisting CCDC staff in assessing bid proposals and providing standard bidding services as requested.

Construction Services: The Design Team shall provide support to CCDC during construction, including (but not limited to):

- Conduct a pre-construction conference with Contractor, Subcontractors and AHJ.
- Review and take appropriate action on material and product submittals, RFIs, substitution requests, and shop drawings.
- Regular on-site observation and monitoring of the contractor's progress and quality of construction to determine if the construction is proceeding in accordance with the Design Team's design intent and the construction documents; keep CCDC informed of the progress of construction.
- Prepare for and attend regular OAC Meetings, including taking and distributing meeting minutes.
- Render any interpretation or clarification necessary for the proper execution or progress of the construction.
- Document for CCDC all site visits and communications with the contractor.
- Provide substantial completion walk-through and prepare 'punch list' of items to be corrected and/or completed before the warranty period can commence.
- Analyze and approve change orders.
- Provide final completion observation and certification.
- Review Contractor pay requests and transmit to CCDC for final authorization and payment.
- Incorporate contractor markups into digital record drawings once the Project is complete.

Other potential work not listed above:

- Project Management/Administration, including regular project status/update meetings with CCDC staff and other agency representatives, preparation of monthly invoices and progress reports.
- Attending regular meetings and coordination with CCDC and AHJ.
- Coordinating with ParkBOI and other stakeholders as necessary throughout the duration of the project.

End of Scope of Work



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AGENDA BILL

Agenda Subject: Designate: 504 W. Main St., 5th & Main Streetscape Improvements. Type 1 One-Time Assistance with Pacific Commercial Property Management, LLC		Date: April 14, 2025
Staff Contact: Kassi Brown, Project Manager	Attachments: <ol style="list-style-type: none"> 1) Site Map 2) Current Conditions 3) Public Improvements 	
Action: Designate 5th & Main Streetscape Improvements as eligible for One Time Assistance and direct staff to negotiate a Type 1 Participation Agreement with Pacific Commercial Property Management, LLC for future board approval.		

Background:

As part of the Old Boise Historic District, the intersection of 5th & Main is home to bustling businesses such as Bandanna Running and Walking, Chip Cookies and the Veltex Building. The streetscape in front of 504 W. Main Street is one of the last to be upgraded per the City of Boise’s Downtown Streetscape Standards.

The Downtown Streetscape Standards identify this section of downtown as an Urban Brick streetscape, where significant attention is given to the aesthetic quality of the pedestrian environment. Plans from Pacific Commercial Property Management, LLC include replacing the landscaping area with dry laid brick pavers. The three existing trees will remain, with minor irrigation repairs to be made and metal edging & landscape rock to be added.

Type 1 projects are eligible for reimbursement of 100% of public improvement costs up to \$200,000, matched by developer investment and subject to Board approval. The total development costs are estimated to be \$63,541, equating to an eligible reimbursement of \$31,770. Construction of these improvements is anticipated to begin in April and be completed within one month, well in advance of the River Myrtle Old-Boise district sunset.

By aligning with other redevelopment efforts in the area, the 5th & Main Streetscape Improvements meets the requirements of the Participation Program as approved by the CCDC Board and promotes the objectives of the River-Myrtle-Old Boise District Plan.

Project Summary:

- 504 W Main Street
- Improvements will meet City of Boise Downtown Streetscape Standards
- Installation of 1,050 square feet of brick pavers
- Irrigation upgrades
- \$63,541 estimated total development costs
- \$31,770 estimated eligible expenses
- 12 Construction Jobs

Timeline:

- January 15, 2025 – ACHD Approval
- February 24, 2025 – Type 1 Application Received
- April 14, 2025 – Type 1 Designation
- May 12, 2025 – Type 1 Agreement Approval
- April 21, 2025 – Construction Starts
- May 21, 2025 – Construction Complete
- June 2025 – CCDC reimburses for Eligible Expenses

Fiscal Notes:

The project has estimated Eligible Expenses of \$31,770. The Agency's Five-Year Capital Improvement Plan includes sufficient funding for Type 1 grants in the River Myrtle Old Boise District in FY2025 to reimburse this project.

Staff Recommendation:

Direct staff to negotiate a Type 1 Participation Agreement with Pacific Commercial Property Management, LLC for future board approval.

Suggested Motion:

I move to direct staff to negotiate a final Type 1 Participation Agreement with Pacific Commercial Property Management, LLC for future board approval.

Attachment #1 – Site Map

Ada County Assessor

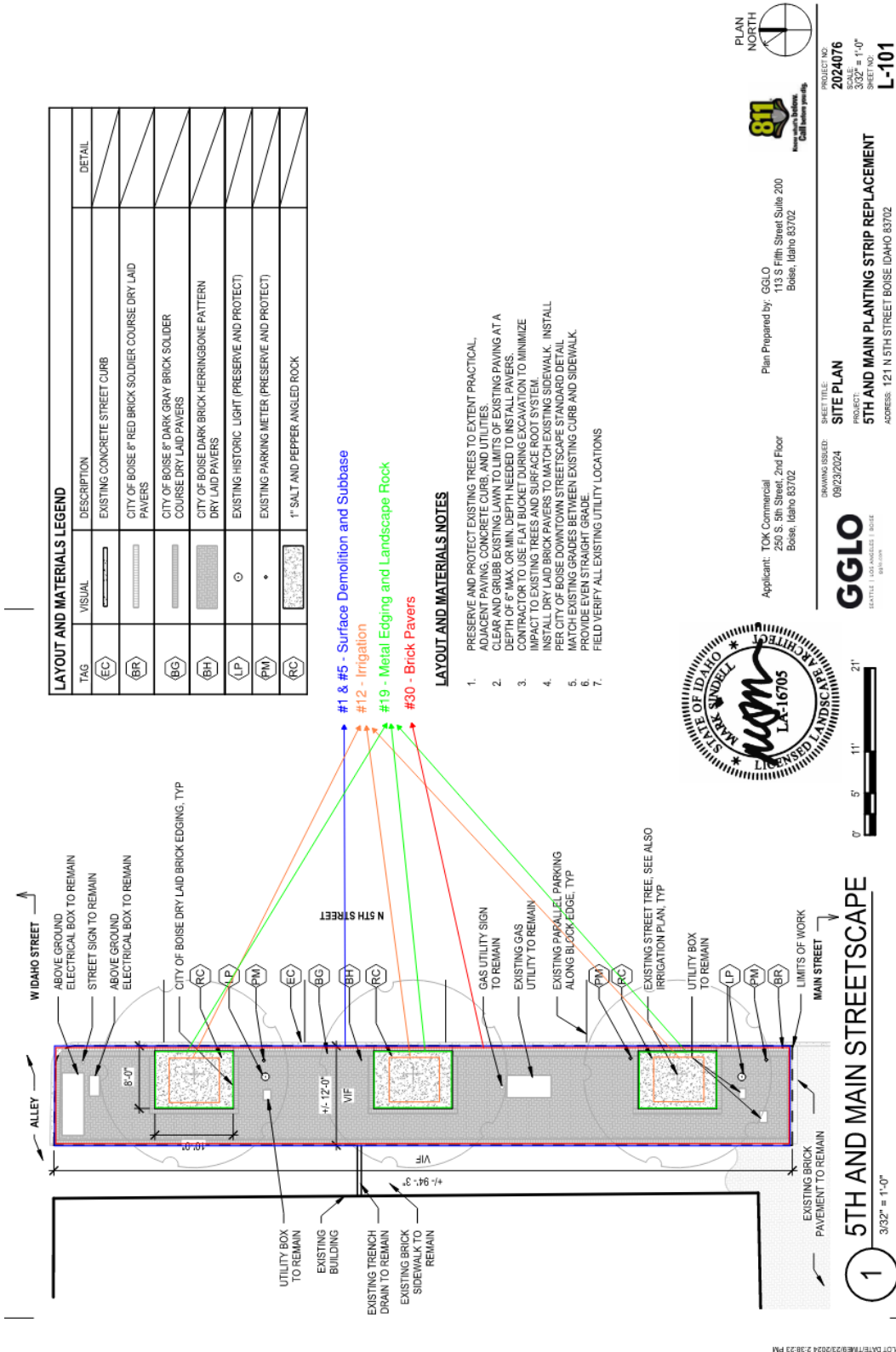
This map is a user generated static output from an Internet mapping site and is for general reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable. THIS MAP IS NOT TO BE USED FOR NAVIGATION OR LEGAL PURPOSES.



Attachment #2 – Current Conditions



Attachment #3 – Public Improvement Plan





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