

# Live Streaming and Audio Recording Now in Progress



# Board of Commissioners

November 3, 2025

# Agenda

- I. **Call to Order** ..... **Chair Haney Keith**
- II. **Action Item: Agenda Changes/Additions** ..... **Chair Haney Keith**
- III. **Action Item: Consent Agenda**
  - A. **Expenses**
    - 1. Approve Paid Invoice Report for September 2025
  - B. **Minutes and Reports**
    - 1. Approve Meeting Minutes for September 22, 2025
  - C. **Other**
    - 1. Approve 1949: 9th & Front ParkBOI Parking Garage, Stair Tower Enclosure and Elevator Modernization. Task Order 24-004 for Professional Design Services with Cushing Terrell
    - 2. Approve 1948: 170 S. 28th Street, Finch. Type 1 Participation Agreement with Finch I, LLC.

# Consent Agenda

Motion to Approve Consent Agenda

# Agenda

## IV. Action Item

**A. CONSIDER Resolution 1950: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Real Property Disposition Policy**

.....**Alexandra Monjar (15 min)**

**B. CONSIDER Resolution 1947: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Building Commissioning Services RFQ Ranking**

.....**Amy Fimbel (10 min)**

## V. Adjourn

# Consider: Resolution 1950



**1010 W. Jefferson Street Commercial Space and Public  
Parking Facility**

**Real Property Disposition Policy**

***Alexandra Monjar – Sr. Project Manager***

# 1010 W. Jefferson Street Commercial Space and Public Parking Facility

## Real Property Disposition Policy

*Alexandra Monjar – Sr. Project Manager*

# Commercial Disposition Units



# Unique Disposition Considerations

Idaho Code § 50-2011 allows CCDC to dispose of real property **“under such reasonable competitive bidding procedures as it shall prescribe.”**

- Primary purpose to develop parking
- Code requires active ground floor space
- Property is core & shell condominiums
- Intention to dispose at fair market value
- Approaching sunset of the Westside District



# Policy Components



## Request for Proposals will include:

- Disposition to the highest ranked proposer
- Selection criteria including purchase price
- No reimbursement or write-down

## Documents facilitating disposition:

- Letter of Intent
- Reservation Agreement
- Purchase and Sale Agreement
- Additional documents as needed

# Board Next Steps for Disposition

- ❑ **Now:** Real Property Disposition Policy for 1010 W. Jefferson Street
- ❑ December 2025: Work Session reviewing RFP criteria and timeline
- ❑ Spring 2026: Approve RFP response rankings
- ❑ Spring 2026: Approve Letters of Intent with selected proposers
- ❑ Summer 2026: Approve Reservation Agreements
- ❑ Fall 2027: Approve Purchase and Sale Agreements

# Consider: Resolution 1950



## *Suggested Motion:*

**I move to adopt Resolution 1950 approving and adopting the Real Property Disposition Policy Specific to the 1010 W. Jefferson Street Commercial Space and Public Parking Facility.**

# Agenda

## IV. Action Item

- A. CONSIDER R Resolution 1950: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Real Property Disposition Policy

.....Alexandra Monjar (15 min)

- B. **CONSIDER Resolution 1947: 1010 W. Jefferson Street Commercial Space and Public Parking Facility. Building Commissioning Services RFQ Ranking**

.....Amy Fimbel (10 min)

## V. Adjourn

# Consider: Resolution 1947



**1010 W. Jefferson Street Commercial Space and Public  
Parking Facility  
RFQ Ranking for Building Commissioning Agent Services**

***Amy Fimbel – Sr. Project Manager***

## 1. Systems to be commissioned on this project:

- HVAC
- Plumbing
- Electrical and lighting
- Emergency power
- Security
- Fire protection
- Elevators
- Renewable Energy: EV charging, solar panels, and geothermal
- Building envelope systems

## 2. Commissioning Agent Services

- Reviewing design documents
- Developing a commissioning plan
- Leading contractors in system testing
- Inspecting constructed systems
- Documenting compliance for Boise Green Building Code



## 3. Commissioning Agent Benefits

- Independent verification
- Avoid costly rework during construction
- Ensures proper system and equipment operation
- Lowers long-term operating costs and extends equipment life

# Qualification-Based Selection Process

## Idaho Code § 67-2320



### Commissioning Agent Selection Process Schedule

RFQ Issued

October 3, 2025

Public Notice

October 3 and October 10, 2025

Submissions Due

October 17, 2025 by 3:00 p.m.

Staff review for compliance and Evaluation Panel scoring per RFQ requirements

**CCDC Board Decision: November 3, 2025**

# Statements of Qualifications Received



- Blue Sky Consulting Services, LLC
- Musgrove Engineering, P.A.
- NorthWest Engineering Service, Inc.
- Resolut Cx



# RFQ Evaluation and Ranking

| Evaluation                     |     |
|--------------------------------|-----|
| Cover Sheet / Waiver & Release | 0   |
| Signed Cover Letter            | 5   |
| Firm Qualifications            | 20  |
| Project Team                   | 20  |
| Project Approach               | 20  |
| Relevant Project Experience    | 25  |
| Example Documentation          | 10  |
| Points / Evaluator             | 100 |
| Total Points (100 x 4) = 400   |     |

| Ranking                                    |            |
|--------------------------------------------|------------|
| <b>NorthWest Engineering Service, Inc.</b> | <b>334</b> |
| Musgrove Engineering, P.A.                 | 312        |
| Blue Sky Consulting Services, LLC          | 308        |
| Resolut Cx                                 | 284        |

# Commissioning Agent Scope of Services



- ✓ **Fall 2025: Design Development**
- ☐ **February 2026: Construction Documents**
  - Create commissioning plan
  - Detailed design reviews
- ☐ **Spring 2026: Permitting and Bidding**
- ☐ **Summer 2026: Start of Construction**
  - Ongoing site observations
  - Create and manage pre-functional checklists
  - Functional testing – system interaction and performance
- ☐ **Fall 2027: Construction Complete/Certificate of Occupancy**
  - O & M manual review
  - System training with facility's operators
  - Warranty phase support

# Consider: Resolution 1947



## *Suggested Motion:*

**I move to adopt Resolution 1947 approving the RFQ ranking and authorizing the Executive Director to negotiate and execute a professional services agreement with NorthWest Engineering Service, Inc. for building commissioning agent services for the 1010 W. Jefferson Street Commercial Space and Public Parking Facility.**

# 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).*

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