



REQUEST FOR PROPOSALS

**REAL ESTATE BROKER SERVICES
1010 W. JEFFERSON STREET COMMERCIAL SPACE AND
PUBLIC PARKING FACILITY**

SUBMITTALS DUE: June 24, 2026 by 3 P.M. local time

June 10, 2026

Dear Respondent:

Capital City Development Corporation (CCDC) is developing a mixed-use, six-story public parking garage at 1010 W. Jefferson Street that includes ground floor commercial condominium units and 446 parking stalls. Groundbreaking is planned for July 2026, pending final approvals, with an anticipated opening in November 2027. The Agency will own and operate the public garage as part of the ParkBOI parking system and intends to dispose of the five ground-floor commercial condominium units.

The Agency seeks proposals from qualified real estate brokers to assist with the disposition of commercial condominium units beginning immediately with the intention of completing disposition during construction.

Proposals must be delivered electronically prior to **3:00 p.m. local time, June 24, 2026** to kwanner@ccdcb Boise.com. A selection committee will evaluate the submittals on the bases specified in this RFP and may interview the top ranked respondents. Agency Board review and final approval of the selected respondent is required.

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



Kathy Wanner
CCDC Contracts Manager



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208-384-4264 WWW.CCDCBOISE.COM

Real Estate Broker Services
1010 W. Jefferson Street Commercial Space and Public Parking
Facility
REQUEST FOR PROPOSALS:
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Background

CCDC is Boise, Idaho's urban renewal agency and a special purpose unit of local government. CCDC partners with other local governments and private developers to reinvest tax increment revenue generated by five urban renewal districts into public improvements in those districts.

CCDC invests in public infrastructure including public parking to attract development and to lower barriers to private investment in its districts. CCDC owns and operates six parking garages under the "ParkBOI" name that are located throughout the downtown area and that help encourage real estate and economic development.

In November 2024 CCDC began work to redevelop 1010 W. Jefferson Street into a public parking facility with active uses on the ground floor (the "1010 W. Jefferson Street Commercial Space and Public Parking Facility" or "1010 Jefferson").

In November 2025 the CCDC Board of Commissioners approved the Real Property Disposition Policy Specific to the 1010 W. Jefferson Street Commercial Space and Public Parking Facility for disposition of commercial condominiums. Following this policy, CCDC issued a request for proposals for condominium purchasers and did not receive any responsive bids by the proposal deadline. The policy allows CCDC to now hire a broker to assist with disposition of the condominiums.

Property Overview

CCDC plans to begin construction of 1010 Jefferson in July 2026 with completion by November 2027. The building will be divided into multiple condominiums including:

- Five ground floor commercial condominiums ranging in size from approximately 1,200 to 2,500 square feet in a cold, dark shell condition. CCDC is seeking real estate broker services for the disposition of these condominiums. Four of the units are possible to combine into two larger units approximately 4,000 square feet each. See Attachment B for additional information and depictions of each unit.
- 10th & Jefferson Garage, with 446 parking stalls on levels 2 through 6. The garage will be owned by CCDC and operated by ParkBOI with monthly and hourly parking available to the public for purchase on a first-come, first-served basis.
- The YMCA Kissler Family Early Education Center, an approximately 12,070 square foot unit on the ground floor. This condominium will be owned by the YMCA and is designed to provide childcare service to approximately 124 children ages six weeks to five years. Services will be offered to employer co-op members supporting their workforce with near-site childcare as well as the public. Disposition of this

condominium is not included in this RFP for real estate broker services. Through prior development agreements, disposition is being handled separately.

The project also features a plaza on 11th Street with family-friendly amenities, comfortable pedestrian links between the ground floor condominiums, parking stair towers, and the new CapEd Downtown YMCA adjacent to the project. The project's design incorporates sustainability with engagement of the 11th Street Bikeway, including a secure public bicycle parking facility ("BikeBOI"), meeting the City of Boise's Green Building Code, and using the City of Boise's geothermal system.

Additional information and project details can be found at www.ccdcboise.com/1010-jefferson

Project Objectives

Through the disposition of the commercial condominiums, CCDC has two primary objectives:

1. Activate the neighborhood and encourage additional private investment. CCDC desires owners and users who:
 - Generate consistent pedestrian activity throughout the day and week.
 - Create synergies with anchor owners (CCDC and YMCA) and businesses in and adjacent to the project.
 - Offer goods and services that respond to the daily needs of nearby residents, downtown workers, Boise High School students and staff, and YMCA visitors and staff, and/or visitors to downtown Boise.
 - Fill gaps in goods, services, or experiences not currently available in the Westside District and blocks surrounding the project site
 - Create enduring economic value and employ locally oriented business practices and workforce investment with a long-term commitment to the property.
2. Recover costs of development of the condominiums by disposing of the condominiums at fair market value.

Scope of Services

The selected broker will provide services specific to this transaction, including, but not limited to:

1. Market and Pricing Analysis & Strategy
 - Provide a Broker Opinion of Value (BOV)
 - Recommend pricing strategy
 - Identify and develop a pool of target buyers and users
 - Develop a tailored marketing plan
 - Prepare listing materials
 - Implement targeted outreach to developers and investors (not just MLS exposure)
2. Buyer Solicitation & Screening
 - Respond to inquiries and coordinate site tours as necessary
 - Identify and engage qualified buyers
 - Assist in evaluating buyer qualifications and development capacity
3. Managing Offers & Negotiations
 - Consult Agency in evaluating offers

- Successfully negotiate key terms of purchase and sale agreements on Agency's behalf
 - Coordinate with Agency staff, legal counsel, and selected buyers in preparation of agreements
4. Transaction Management
 - Support due diligence processes
 - Coordinate with title, escrow, and other parties
 - Assist through closing
 5. Public Process Support
 - Attend public meetings and assist with presentations to the Agency Board

Minimum Qualifications

Respondents must:

- Hold an active real estate broker license in the State of Idaho
- Demonstrate experience with commercial condominium property transactions in the Boise market, preferably in Downtown Boise
- Have experience marketing commercial condominiums while under development
- Demonstrate familiarity with CCDC and/or public sector real estate transactions

Schedule

Work by consultant is expected to begin immediately upon execution of a professional services agreement by July 2026. CCDC desires to have buyers for condominiums identified with reservation or other similar agreements by project completion in Fall 2027.

Request for Clarification or Questions

Any respondent who wishes to request clarification or ask a question related to the RFP may submit a written notification to: Kathy Wanner, Contracts Manager at kwanner@ccdcoise.com. The request must be received in writing prior to 5:00 pm local time June 17, 2026.

Addenda

In the event it becomes necessary to revise any part of this RFP, addenda will be issued. It is the respondent's responsibility to check for addenda prior to submitting their proposal.

Submission Requirements

Please submit your response as one (1) pdf document as outlined below to kwanner@ccdcoise.com no later than 3:00 p.m. (local time) on June 24, 2026. Late submissions will not be considered.

To be considered responsive to this RFP, the submission shall be organized per the outline given below. Please ensure that the submittal cover sheet, cover letter, and project team qualifications accompany the proposal. A minimum 11-point font size shall be used throughout all submission materials.

A. Submittal Cover Sheet and Waiver and Release Form {Pass/Fail}

Complete and sign Attachment A

B. Cover Letter {Pass/Fail}

Page limit: Two (2) pages

Provide a signed cover letter with introductory information. This letter should reference the RFP by name, provide a concise summary of the respondent's organization, identify the key individual who will be the listing agent (including their phone number, physical address and email address) and their relevant experience, and generally introduce CCDC to the capabilities of the individual or firm. Acknowledge any addenda issued for the RFP.

C. Project Team Qualifications {15 pts}

Page limit: Two (2) pages per resume

Please provide resumes for the lead broker and any supporting team members. Include professional licenses, credentials, designations, number and value of commercial transactions, and highlight local market expertise. Explain both the lead broker and firm's availability and capacity.

D. Proposal {85 total pts}

Page limit: Six (6) pages

Your proposal should address the following information in a clear and concise manner, as it will be used to determine the best qualified respondent for this project.

a. Relevant Experience {20 pts}

Describe similar projects marketed and sold. Provide transaction values and timelines. Describe challenges encountered and how they were resolved. Describe your experience supporting downtown and mixed-use street-level activation with local examples if available.

b. Marketing and Disposition Strategy {20 pts}

How will you help create a vibrant ground-floor commercial environment? How will you establish fair market value? What is your recommended pricing strategy and general marketing plan or outreach strategy? What is your firm's recommended timeline for disposition?

c. Ability to Attract Active Business Users {20 pts}

What strategies will be employed for attracting businesses aligned with project objectives? What is your experience recruiting retail and service businesses?

d. Public Agency Experience {10 pts}

Describe projects completed for public agencies. Explain your experience with transparency requirements and experience working under procurement rules. Relevant experience may include urban renewal agencies, economic development agencies, municipal projects, etc.

e. Pricing and Fee Structure {10 pts}

Please propose your desired commission structure. Detail any additional reimbursable expenses. Describe your proposed contract terms desired for the broker services agreement with CCDC.

f. References and Past Performance {5 pts}

Please provide three references from similar public or mixed-use projects, preferably in the Boise or greater Boise area. CCDC will contact references to evaluate respondent's responsiveness, ability to meet schedule, achievement of pricing goals, and quality of reporting.

Evaluation of Proposals

Proposals will be evaluated based on review of the respondent's submissions and qualifications by a selection committee that may include CCDC employees and consultants. Before a respondent is selected, CCDC may conduct reference investigations or contact respondents to receive further information. CCDC may interview one or more of the top ranked respondents to evaluate and determine their performance record and ability to perform the anticipated work and to determine the quality of the services being offered. By submitting a proposal, the respondent authorizes CCDC to conduct reference investigations as needed and to conduct interviews where the respondents will be evaluated based on the information described in this RFP.

GENERAL CONDITIONS

Compliance with Regulations

Respondents shall be responsible for complying with all applicable provisions of the Idaho Code, local, state, and federal laws and regulations as related to submittals of this project or provision of the services.

Reserved Rights

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

Public Records

CCDC is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Idaho Code § 74-101 through § 74-126. The Public Records Act contains certain exemptions – one of which that is potentially applicable to part of your response is an exemption for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to and not being readily ascertainable by proper means by other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. Prices quoted in a proposal are not trade secrets.

If any respondent claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the respondent must: 1.) Indicate by marking the pertinent document "CONFIDENTIAL"; and, 2.) Include the specific basis for the position that it be treated as

exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored.

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

Attachments to this RFP:

- A. Submittal Cover Sheet and Waiver and Release Form
- B. Unit Depictions

ATTACHMENT A

**RFP: REAL ESTATE BROKER SERVICES
1010 W. JEFFERSON STREET COMMERCIAL SPACE AND PUBLIC PARKING FACILITY
SUBMITTAL COVER SHEET & WAIVER AND RELEASE FORM
(REQUIRED FOR SUBMISSION)**

The undersigned has read this waiver and release and fully accepts the Capital City Development Corporation's (CCDC) discretion and non-liability as stipulated herein, and expressly for, but not limited to, CCDC's decision to select a company to supply broker services to CCDC.

A. Discretion of CCDC: The Respondent submitting a response to this RFP agrees that CCDC has the right to, unless contrary to applicable state law:

- 1) Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the services RFP;
- 2) Obtain further information from any person, entity, or group regarding the Respondent, and to ascertain the depth of Respondent's capability and experience for supplying the services and in any and all other respects to meet with and consult with any Respondent or any other person, entity, or group;
- 3) Waive any formalities or defects as to form, procedure, or content with respect to CCDC's RFP to select broker services and any response by any Respondent thereto;
- 4) Accept or reject any proposal received in response to the RFP, including any proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
- 5) Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.

B. Non-Liability of CCDC:

- 1) The undersigned agrees that CCDC shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of CCDC as identified above.
- 2) The undersigned, including all team members, have carefully and thoroughly reviewed the RFP and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Respondent or Company Name: _____

Address: _____

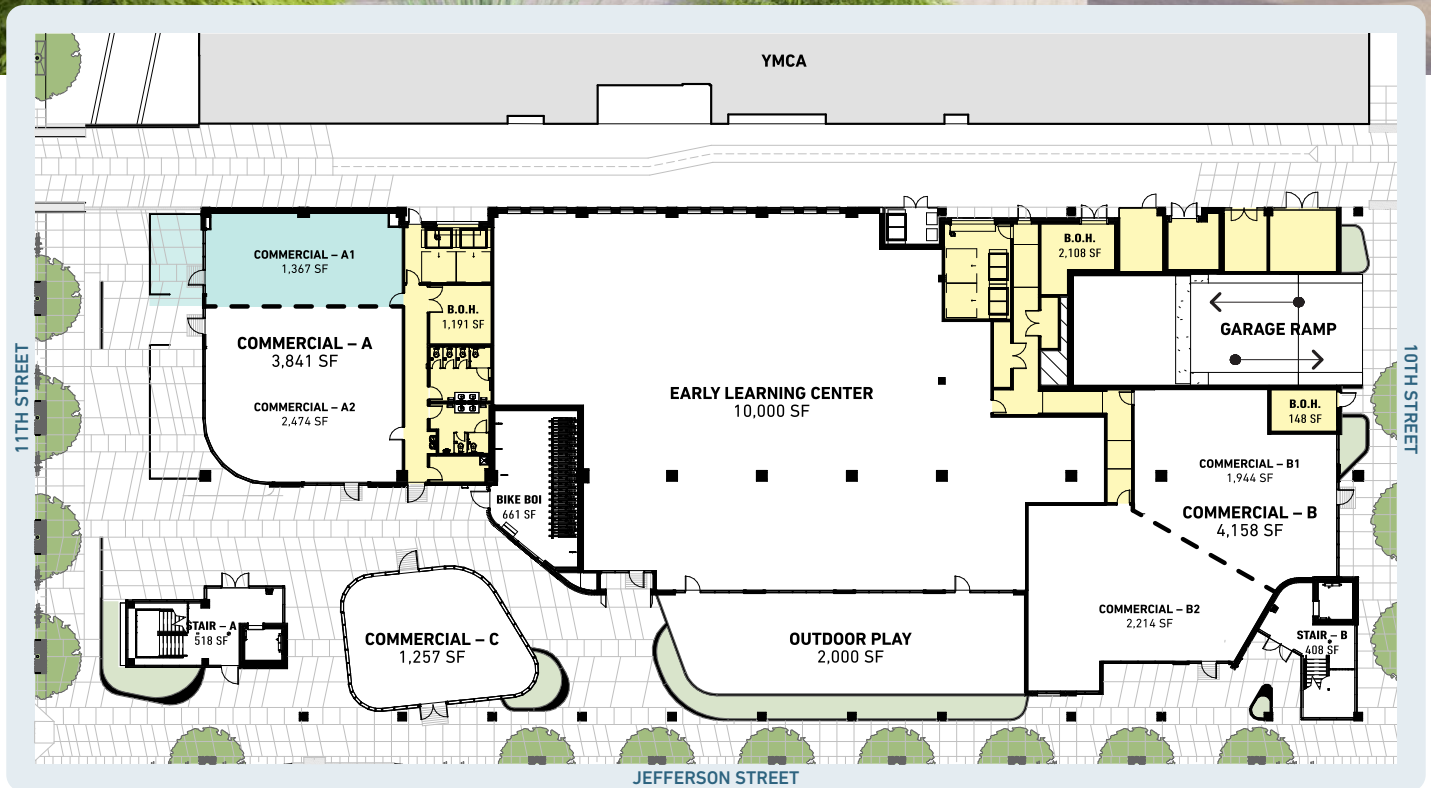
Telephone: _____ E-mail Address: _____

Company officer responsible to CCDC for services contemplated by this RFP:

SIGNATURE: **X** _____

Print Name and Title: _____

COMMERCIAL – A1



INCLUDES 242 SQUARE FEET OF PATIO SEATING/OUTDOOR AREA



1,367 total square feet


FRONTS THE 11TH STREET PLAZA AND ABUTS THE ALLEY ADJACENT TO THE YMCA

SHARED RESTROOMS IN LIMITED COMMON AREA AVAILABLE FOR OCCUPANT'S USE

INDOOR SPACE: 1,125 SQUARE FEET
PATIO SEATING/OUTDOOR AREA: 242 SQUARE FEET

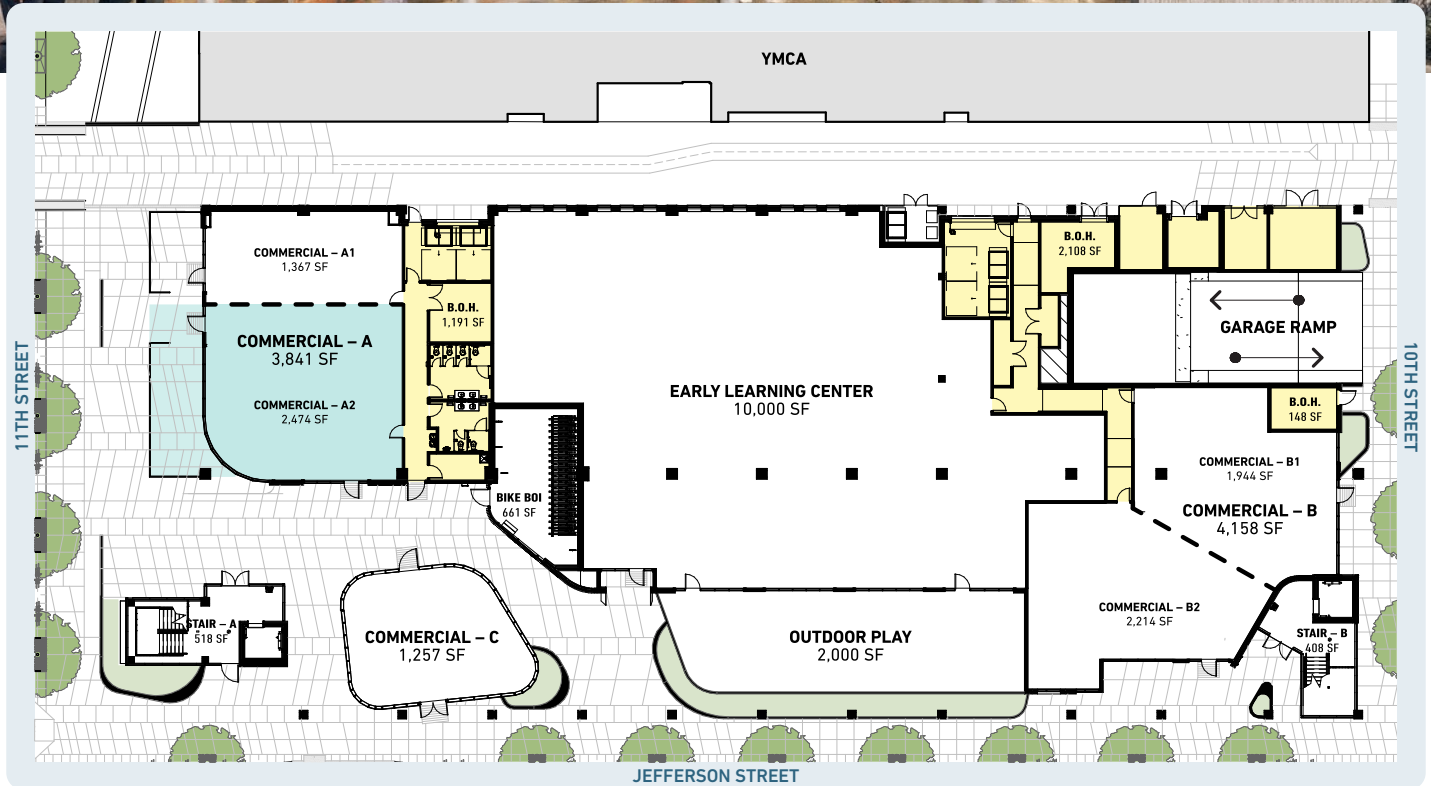
ACCESS TO SHARED GREASE INTERCEPTOR

MAY BE COMBINED WITH COMMERCIAL – A2

 INCLUDES OWNERSHIP IN INTERIOR AND EXTERIOR COMMON AREAS AND LIMITED COMMON AREAS (SEE [EXHIBIT F](#))

CEILING AREA RESERVED FOR HOOD VENTING

COMMERCIAL – A2



OPTION TO UPGRADE GLAZING TO INCLUDE FOLDING NANAWALL OR SIMILAR FOR PATIO DINING



2,474 total square feet


FRONTS THE 11TH STREET PLAZA AND IS ACCESSIBLE VIA THE BREEZEWAY

SHARED RESTROOMS IN LIMITED COMMON AREA AVAILABLE FOR OCCUPANT'S USE

INDOOR SPACE: 1,891 SQUARE FEET
PATIO SEATING/OUTDOOR AREA: 583 SQUARE FEET

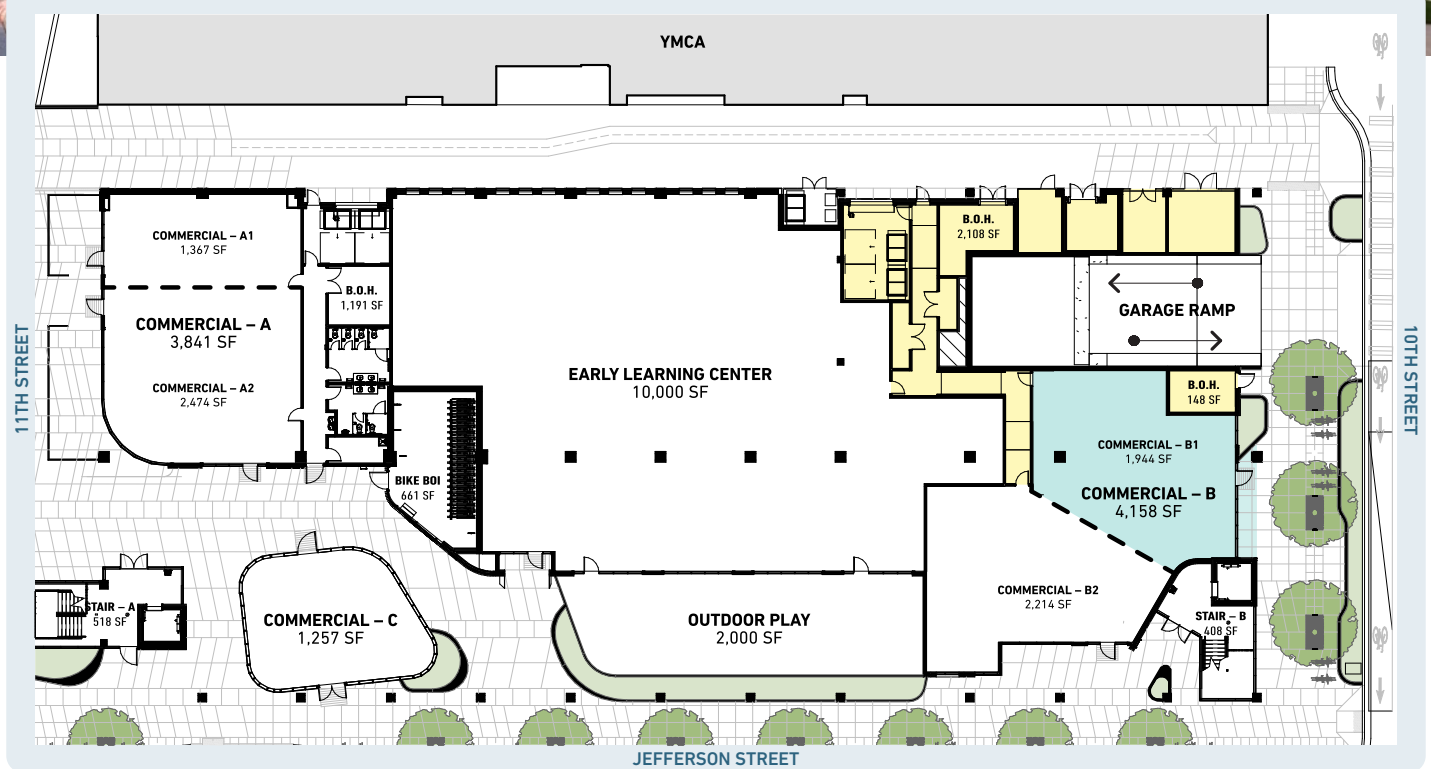
ACCESS TO SHARED GREASE INTERCEPTOR

MAY BE COMBINED WITH COMMERCIAL – A1

 INCLUDES OWNERSHIP IN INTERIOR AND EXTERIOR COMMON AREAS AND LIMITED COMMON AREAS (SEE [EXHIBIT F](#))

CEILING AREA RESERVED FOR HOOD VENTING

COMMERCIAL – B1



INCLUDES 112 SQUARE FEET OF PATIO SEATING/OUTDOOR AREA

OWNER RESPONSIBLE FOR BUILDING RESTROOMS WITHIN THE SPACE

MAY BE COMBINED WITH COMMERCIAL – B2



1,944 total square feet

INDOOR SPACE: 1,832 SQUARE FEET
PATIO SEATING/OUTDOOR AREA: 112 SQUARE FEET

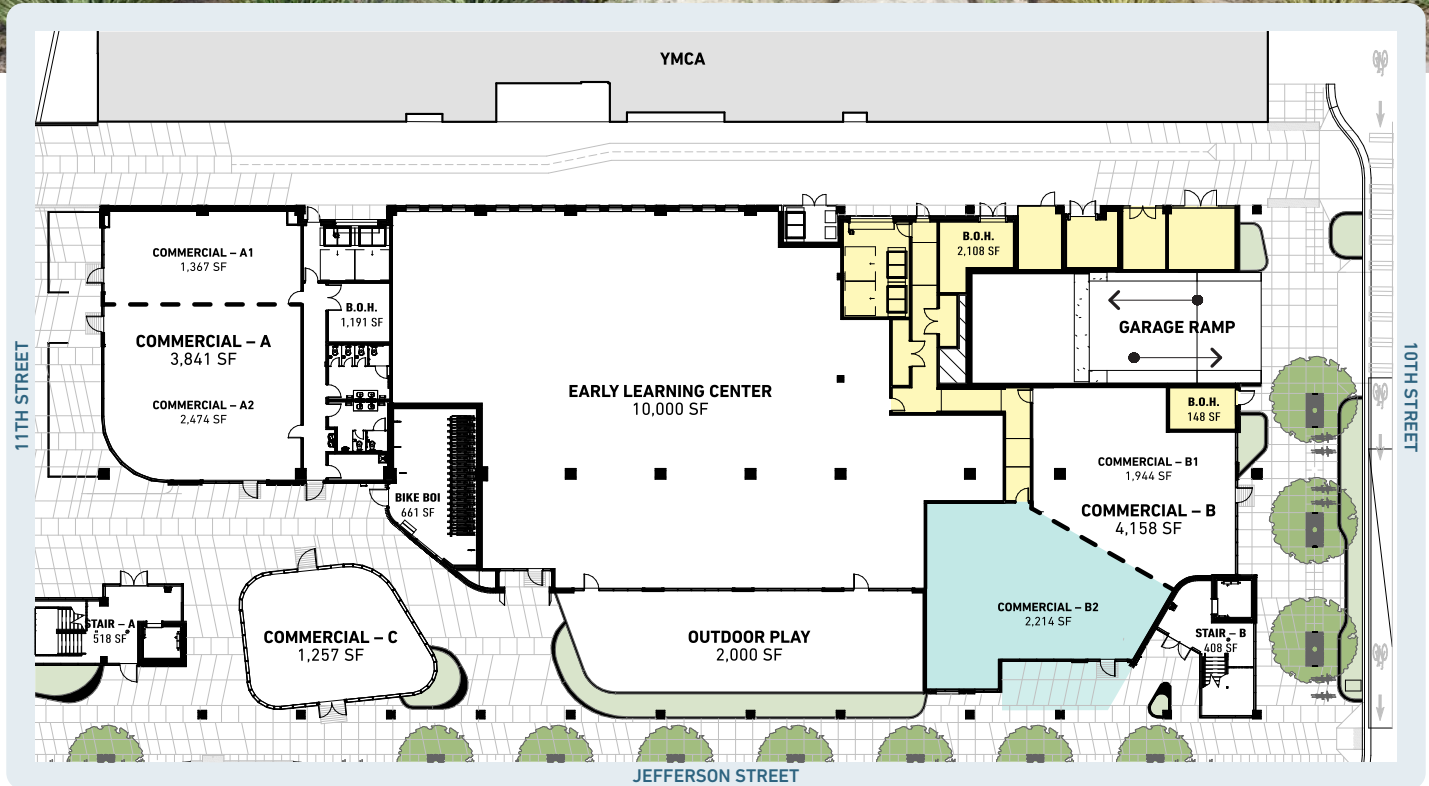
INCLUDES OWNERSHIP IN INTERIOR AND EXTERIOR COMMON AREAS AND LIMITED COMMON AREAS (SEE [EXHIBIT F](#))

FRONTS 10TH STREET AND IS HIGHLY VISIBLE FROM THE GARAGE VEHICLE ENTRANCE

ACCESS TO SHARED GREASE INTERCEPTOR

CEILING AREA RESERVED FOR HOOD VENTING

COMMERCIAL – B2



OPTION TO UPGRADE GLAZING TO INCLUDE FOLDING NANAWALL OR SIMILAR FOR PATIO DINING

OWNER RESPONSIBLE FOR BUILDING RESTROOMS WITHIN THE SPACE

MAY BE COMBINED WITH COMMERCIAL – B1



2,214 total square feet

INDOOR SPACE: 1,874 SQUARE FEET
PATIO SEATING/OUTDOOR AREA: 340 SQUARE FEET

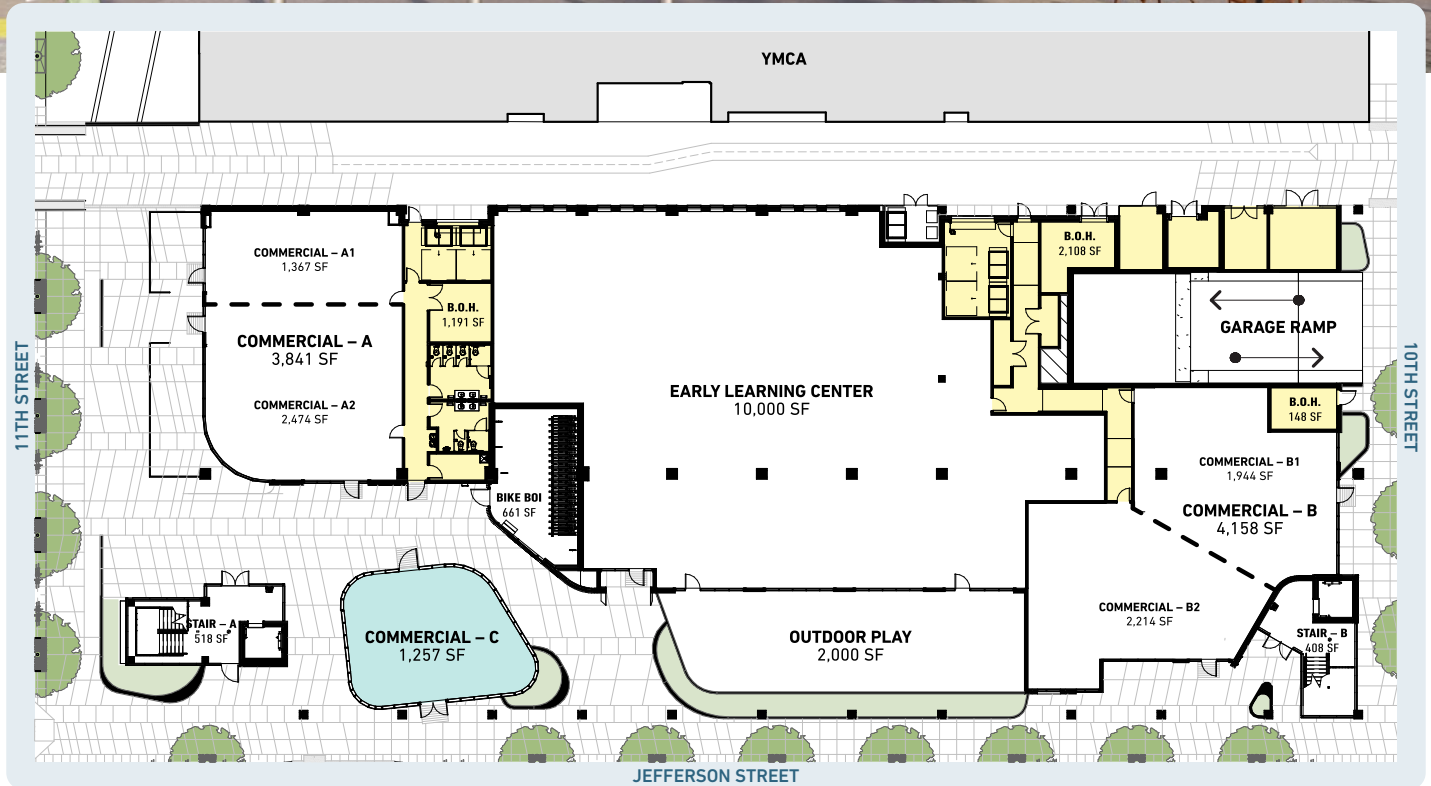
INCLUDES OWNERSHIP IN INTERIOR AND EXTERIOR COMMON AREAS AND LIMITED COMMON AREAS (SEE [EXHIBIT F](#))

FRONTS JEFFERSON STREET AND IS HIGHLY VISIBLE FROM THE GARAGE ELEVATOR AND STAIRWELL AT 10TH AND JEFFERSON CORNER

ACCESS TO SHARED GREASE INTERCEPTOR

CEILING AREA RESERVED FOR HOOD VENTING

COMMERCIAL – C



UNIQUE ARCHITECTURAL SPACE
ENCLOSED BY CURTAINWALL
GLASS ON ALL SIDES

SHARED RESTROOMS IN LIMITED
COMMON AREA AVAILABLE
FOR OCCUPANT'S USE

CEILING AREA RESERVED
FOR VENTING
(ADEQUATE FOR A HEATING KITCHEN BUT
NOT COMPATIBLE WITH A GAS RANGE)



1,257 total square feet



INCLUDES OWNERSHIP IN INTERIOR AND
EXTERIOR COMMON AREAS AND LIMITED
COMMON AREAS (SEE [EXHIBIT F](#))

FRONTS JEFFERSON STREET
AND IS ACCESSIBLE VIA THE
BREEZEWAY. HIGHLY VISIBLE
FROM THE YMCA KISSLER
FAMILY EARLY EDUCATION
CENTER ENTRANCE

ACCESS TO SHARED
GREASE INTERCEPTOR

CONCRETE SLAB ON GRADE