



P.O. Box 2315 Ketchum, Idaho 83340 (208) 726-3841  
www.ketchumura.org

## **REQUEST FOR PROPOSALS VISITORS CENTER LEASE**

### **STATEMENT OF PURPOSE**

The Ketchum Urban Renewal Agency is seeking proposals for all uses that could be co-located inside the premises at 491 Sun Valley Road, also the location of the Ketchum/Sun Valley Visitors Center and Starbucks. This building is owned by the Ketchum Urban Renewal Agency (KURA).

All viable uses will be considered except the following:

- a coffee shop
- a restaurant which more than 20% of its sales are derived from the sale of coffee; or
- any business which competes with current tenants

The Agency is opening the proposal to all viable uses that would be compatible with the Visitors Center and Town Square.

### **BACKGROUND**

The available space is approximately 290 useable square feet is located on the second floor. The ground floor contains 3,977 gross square feet and includes common areas, the Ketchum/Sun Valley Visitors Center, and 1900 square feet leased to Starbucks. The Ketchum Urban Renewal Agency will maintain the balance of the space on the ground floor. The tenant will not be permitted to use the common space on the ground floor for their operations.

### **LOCATION OF SPACE**

The rentable area is shown on the attached floor plan.

### **RENTABLE SQUARE FOOTAGE**

290 rentable square feet, located on the second floor. Prospective tenants are advised that any use of the common areas for business purposes is prohibited. The proposed lease will read, "Tenant shall not solicit or engage members of the public for business purposes on the ground floor of the building."

### **LEASE TERM AND COMMENCEMENT**

The Ketchum Urban Renewal Agency will consider both a yearly or month-to-month lease. The Lease Commencement Date shall be no earlier than July 1, 2017.

## **RENTAL RATE**

The rental rate is \$2.82/square foot for a total of \$817 per month. The cost includes all common area maintenance (CAM) charges.

## **AGENCY CONTACT**

Micah Austin, Planning and Building Director  
Box 2315 Ketchum, ID 83340  
208-727-5084  
[maustin@ketchumidaho.org](mailto:maustin@ketchumidaho.org)

## **SUBMITTAL DEADLINE**

Proposals shall be delivered electronically via email or mailed to the Agency Contact and identified with the term "491 Sun Valley Road Proposal". Proposals shall be marked to the attention of the Planning and Building Director at the above address. The proposal must be signed in the name of organization in charge of proposed day to day activities.

Questions can be directed to Micah Austin, Planning and Building Director, at [maustin@ketchumidaho.org](mailto:maustin@ketchumidaho.org).

Any objections to the contents or terms of the specifications identified herein shall be raised five (5) days prior to the proposal submittal deadline.

The deadline for receipt is Wednesday, June 7, 2017 at 5:00 p.m. Mountain Standard Time.

## **SUBMITTAL PARAMETERS**

Tenant must be willing to enter into a lease agreement with the KURA subject to terms as deemed mutually acceptable by the parties. A standard lease form will be made available to interested parties. Standard language within the lease form will not be negotiable as determined by the Ketchum Urban Renewal Agency Attorney.

1. Tenant will pay the rental rate, which consists of all monthly utility costs including water, sewer, electric, gas, trash pickup, property taxes, outdoor maintenance on the Town Square and winter snow removal costs.
2. The lease term will be discussed and subject to terms negotiated by the parties.
3. Tenant will obtain a valid City of Ketchum Business License and any other necessary licenses.

## **EVALUATION CRITERIA**

Proposals will be evaluated by the following criteria (in random order):

1. History and experience as a tenant. The KURA may request credit information or require a credit report at the expense of the applicant, financial statements and/or an affidavit stating that the tenant is not in default in payment on any taxes, excises or license fees due. If the tenant is a partnership or corporation, tenant may be required to submit evidence that the

entity is authorized to do business in the State of Idaho. Tenant will be required to sign a personal guarantee.

2. Revenue benefits to the KURA in terms of monthly rent, value of tenant improvements, etc.
3. Creative solutions that address special requests by proposed tenant.
4. At least three (3) references from former or current landlords.

## **OTHER REQUIREMENTS**

1. Proposal Ranking. Proposals will be ranked, and lease negotiations will begin with representatives of the top-ranked proposal. If negotiations are successful, a draft lease will be completed for KURA Board review, subject to item 3, below. If negotiations with the top-ranked proposal are not successful, negotiations will be opened with the second-rank proposal and so forth until a suitable lease is obtained. The KURA reserves the right to disqualify all proposals as unacceptable.
2. Timetable. The proposal shall include a proposed lease commencement date.
3. Public Information. All proposals submitted and information included therein or attached thereto shall become public records upon their delivery to the KURA. Details of the lease negotiation will be kept confidential until such time as the KURA meeting packet is made available to the public, which shall be no less than seven (7) days prior to the KURA meeting when such lease will be considered.
4. RFP Calendar. The tentative timetable is as follows:
  - a. The Request for Proposal will be released on May 5, 2017.
  - b. The deadline for receipt is June 9, 2017, at 5:00 p.m. MST.
  - c. Evaluation of proposals will commence the following week. The Planning and Building Director and Executive Director shall make a recommendation to the KURA regarding the evaluation of the proposals based on the criteria herein.
  - d. The KURA reserves the right to reject any and all proposals to best serve its interests, to waive any and all informalities or immaterial irregularities and to request clarification of minor and non-substantial items. Acceptance of a response from an agent or agency does not place the KURA under any obligation to accept the response.
  - e. A selection decision is expected the week of June 19, 2017.
  - f. All the above timelines are subject to change without notice.
5. Termination. The KURA has the right to:
  - a. Reject any or all proposals, waive any irregularities or informalities and select the best proposal in the opinion of the KURA.
  - b. Reject unauthorized modifications of proposal specifications, forms or terms.
6. Authority to Submit. Use corporate letterhead and submit with an authorized signature.
7. Primary Location. State the location of the main office of the agency, individual or firm. Include other contact information such as mailing address, email address, phone and facsimile numbers.

8. Assigned Staff. List the staff assigned to this engagement, starting with the primary contact for the KURA. Include other contact information such as mailing address, email address, phone and facsimile numbers.
9. Equal Opportunity - Affirmative Action. The successful tenant shall comply in all aspects with the Equal Opportunity Act. Each tenant with fifteen (15) or more employees shall be required to have an Affirmative Action Plan which declares that the operator does not discriminate on the basis of race, color, religion, sex, national origin or age, and which specifies goals and target dates to assure the implementation of equal employment. Each operator with fewer than fifteen (15) employees shall be required to have a written equal opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin or age. Findings of non-compliance with applicable State and Federal equal opportunity laws and regulations could be sufficient reason for revocation or cancellation of this contract.
10. References. Please furnish up to three (3) references from other landlords.
11. Creative Solutions. This is the section of the RFP where tenants can apply their experience, knowledge and creative energy. Please propose additional ideas, programs and concepts for the KURA to consider.

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