



P.O. Box 2315, Ketchum, ID 83340  
208.726.3841

## REQUEST FOR PROPOSALS: LAND EXCHANGE

### STATEMENT OF PURPOSE

The Ketchum Urban Renewal Agency (KURA) was formed in 2006 by the city government to focus on downtown revitalization, community housing, and public and private investments. Like other urban renewal agencies around the country, the KURA is an independent organization with its own budget, by-laws and Board of Commissioners.

The 2010 Urban Renewal Plan outlines goals for the plans and projects that KURA may choose to undertake. Master Goal #h from that plan stipulates, “the opportunity for providing affordable housing within the Revenue Allocation Area of the Urban Renewal District.”

The Ketchum Urban Renewal Agency (KURA) is seeking proposals from landowners of property for a possible land exchange for the development of community affordable housing.

KURA would like to exchange the property described below for another piece of property within the Urban Renewal District Revenue Allocation Area suitable for development as community affordable housing.

### BACKGROUND

The KURA owns two city lots at 211 First Street East, with a total lot size of 11,000 square feet. (Attachment A, Site Plan). KURA purchased the property in 2006 with the intention of constructing community housing on the property.

The subject property is within the Community Core Zone of the City of Ketchum, Title 17.64. Ketchum Zoning Code can be viewed on the City’s web site: [http://www.sterlingcodifiers.com/codebook/index.php?book\\_id=344](http://www.sterlingcodifiers.com/codebook/index.php?book_id=344).

KURA is interested in exploring other parcels within the KURA District that may also be appropriate for community affordable housing.

## AGENCY CONTACT

Lisa Horowitz, Community and Economic Development Director  
Box 2315 Ketchum, ID 83340  
726-7801  
[lhorowitz@ketchumidaho.org](mailto:lhorowitz@ketchumidaho.org)

## SUBMITTAL DEADLINE

Proposals shall be delivered or mailed in a sealed envelope identified with the term "211 First Street East Land Exchange". Three (3) copies of the proposal are required. Proposals shall be marked to the attention of the Community and Economic Development Director at the above address. The proposal must be signed in the name of the owner or designated representative for the subject property.

No pre-bid conference has been scheduled. Questions can be directed to Lisa Horowitz, Community and Economic Development Director, 726-7801.

Any objections to the contents or terms of the specifications identified herein shall be raised five (5) days prior to the bid opening or it shall be determined to have been waived.

The deadline for receipts is Monday, July 8<sup>th</sup>, 2013 at 4:00 p.m. Mountain Standard Time.

## SUBMITTAL PARAMETERS

1. The property must be located within the Urban Renewal Agency Revenue Allocation Area as shown on the map at the following link: <http://ketchumura.org/facts/revenue-allocation-area-map/>.
2. The property must be 11,000 square feet or greater in size.
3. The property must be zoned for multifamily development, or have the ability to be rezoned as such.
4. Owners must agree to an appraisal, any title work and other due diligence associated with a property purchase. Easements and other title restrictions shall be fully disclosed.
5. Brokerage fees will be excluded from consideration by KURA. KURA will not incur any liability for brokerage or other real estate commissions resulting from this process.

6. The property shall be accessible to downtown Ketchum, pedestrian corridors, bus routes and area schools.

#### SUBMITTAL REQUIREMENTS

1. A Map of the subject property at a legible scale showing all surrounding streets.
2. Assessor's data base information including County Appraised Value, property size and ownership.
3. A cover letter describing the property and how it meets the criteria outlined in Submittal Parameters 1-5 above.
4. Descriptions of all easements and encumbrances.
5. While not required, if available, a current Title Report.

#### EVALUATION CRITERIA

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

- a. Feasibility for housing development. The property access, location, topography, infrastructure availability and other land development factors shall be favorable to the development of multifamily housing.
- b. Location. Accessibility to downtown Ketchum, pedestrian corridors, bus routes and area schools. Projects within walkable distance of downtown Ketchum will rank higher on this criteria factor.
- c. Land Value. The appraised value of the land shall be approximately equal or greater to the value of the KURA property as evidence by appraisals developed by a licensed appraiser. The appraisals shall be dated within six months of the date of this RFP.
- d. Development costs. Topography and other factors shall be suitable for redevelopment, and shall be conducive to competitive redevelopment costs.

#### OTHER REQUIREMENTS

1. Proposal Ranking. Proposals will be ranked, and negotiations will begin with representatives of the top-ranked proposal. If negotiations are successful, a purchase and sale agreement will be completed for KURA Board review, subject to item 2, below. If negotiations with the top-ranked proposal are not successful, negotiations will be opened with the second-rank proposal and so forth. KURA reserves the right to disqualify all proposals as unacceptable.
2. Public Information. All proposals submitted and information included therein or attached thereto shall become public records upon their delivery to the KURA. No bids

will be made public until a bid opening. Details of the purchase and sale agreement will be kept confidential until such time as the URA meeting packet is made available to the public, which shall be no less than three (3) days prior to the KURA meeting when such purchase and sale agreement will be considered.

3. RFP Calendar. The tentative timetable is as follows:
  - a. The Request for Proposal will be released on June 7, 2013.
  - b. The deadline for receipt is Monday, July 8, 2013 at 4:00 p.m.
  - c. Evaluation of proposals will commence the week of July 8. The Community and Economic Development 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 highest priced response.
  - e. A selection decision is expected the week of July 15, 2013.
  - f. All the above timelines are subject to change without notice.
4. 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.
5. Authority to Submit. Use corporate letterhead and submit with an authorized signature of the property owner.