



**Request for Proposal to Provide a
'Feasibility Analysis for the Development of Community Housing on
Publicly Owned Properties.'**

City of Ketchum

October 25, 2022

Contact:

Aly Swindley

aswindley@ketchumidaho.org

Telephone: (208) 727-5081

P.O. Box 2315

191 5th Street West

Ketchum, ID 83340

SUBMITTAL DEADLINE

The City of Ketchum, Idaho will accept proposals at City Hall, 191 5th Street West, Ketchum, Idaho, 83340, or electronically at aswindley@ketchumidaho.org until **November 18, 3:30 p.m. MST**.

QUESTIONS AND CONTACTS

Questions or requests for information should be submitted via email to Aly Swindley at aswindley@ketchumidaho.org. Proposers should refrain from approaching other City of Ketchum staff or elected officials. The City is interested in establishing a fair and transparent selection process where proposers have equal access to all the information about the project.

I. STATEMENT OF PURPOSE

The City of Ketchum (“City”) owns four vacant properties, and the Blaine County Housing Authority owns one underdeveloped property. Each is currently zoned to allow for the building of mixed-use/mixed-income/multi-family housing developments to combat the housing crisis. The City’s priority, per a housing needs analysis, is to provide income- and rent-restricted rentals for residents who earn under 120% of the area median income. See [Ketchum’s Housing Action Plan](#) for context.

The City is soliciting proposals from architectural/engineering or land-use firms; or separate resources, who can assemble a cross-functional team with proper experience and qualifications to provide a land-use feasibility analysis for each property. The selected firm or team will work with city staff to develop build-out scenarios and identify any key impediments to the development of each property.

This RFP is guided by Idaho Law for professional services, which are selected based on the most qualified versus lowest bid.

II. SUBMITTAL REQUIREMENTS

To be considered, please provide an electronic submittal to aswindley@ketchumidaho.org by **November 18, 2022, at 3:30pm MST**.

Proposals should include the following sections:

- Outline your proposed approach and timeframe to complete the scope of work
- Team composition, qualifications, and experience with similar projects
- Hourly rates of team members and initial budget estimate. This information will not be used in scoring or evaluating the proposals. A negotiation on costs and the contract will occur after the qualifications-based selection.
 - This estimate information is solely requested so the City can evaluate whether it is feasible within the City’s budget to even proceed on a potential contract.
- References

III. SCOPE OF WORK & TIMELINE

The City seeks to engage a professional firm or collection of resources (team) to submit a feasibility analysis for potential development scenarios for each property to its maximum potential. Significant public engagement will occur throughout the process with the City Council as the final approval body of the plan. City staff will lead public outreach efforts, but the design team will be required to participate as subject matter experts.

The following schedule and phased implementation approach has been established by the city:

- November/December 2022 – retain firm
- January 2022 – community and stakeholder engagement
- February/March – feasibility analysis completed

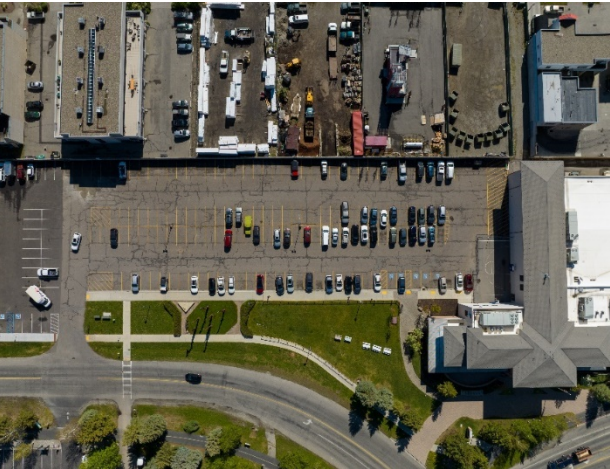
Overview of Properties

Below are the five in scope properties. The first three are city-owned lots, adjacent to the YMCA. Successful respondent will work cooperatively with the YMCA Board/staff and City to understand long-term building expansion plans and associated parking needs. A successful outcome would be to develop a concept plan that would meet the needs of the YMCA’s building expansion and allow a portion or all of one of the three lots to be developed into community housing.

1. YMCA North Lot

The City has a master lease and parking agreement with the YMCA. Currently, the North lot addresses the parking requirements.

Address	107 Saddle Road
Site Description	47,776 square feet / 1.1 acres
Location	Outside of the downtown core to the northwest. Corner of Warm Springs Road and Saddle Road. Adjacent to the Ketchum Fire Station (north) and the YMCA (south).



2. YMCA South Lot

The City has a master lease and parking agreement with the YMCA. Currently, the South lot addresses the parking requirements.

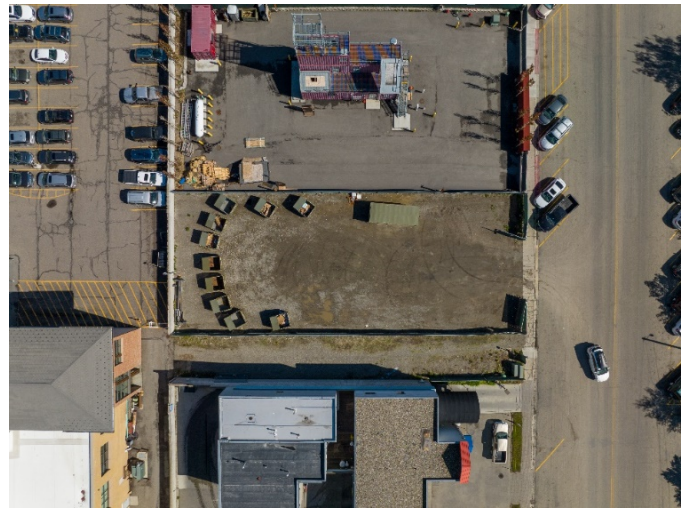
Address	107 Saddle Road
Site Description	28,840 square feet / .66 acres
Location	Outside of the downtown core to the northwest. Corner of Warm Springs Road and Saddle Road. South of the YMCA.



3. Lewis Street Lot

The lot owned by the City is currently being utilized for a community recycling center. The city is in the process of installing new recycling equipment which would enable 90% of the lot to be redeveloped.

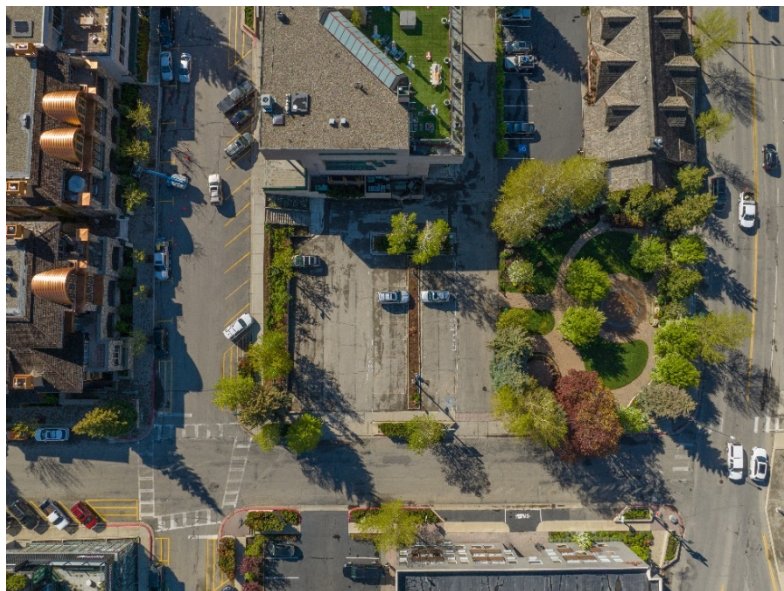
Address	215 Lewis Street
Site Description	12,060 square feet / 0.28 acres
Location	North of downtown core; light industrial zone



4. 6th & Leadville Lot

The lot owned by the City is currently being utilized as a public parking lot. Replacement of the 26 public parking spaces is a priority with redevelopment. These spaces may not be used to satisfy the parking needs for the on-site residential units.

Address	Southwest corner of Leadville Avenue and 6 th Street (no address)
Site Description	10,962 square feet / .25 acres
Location	Downtown core: Ketchum Lots 7 and 8, Block 6, Ketchum Townsite



5. Lift Tower Lodge

The lot is owned by the Blaine County Housing Authority and currently consists of 14 transitional housing units. The units need to be maintained in the proposed unit mix. There is also a historic building on the property in which would need to be integrated within the new development to respect the historic integrity. A portion of the parcel to the south of the existing housing is owned by the Sun Valley Company but is scheduled to be transferred to City of Ketchum ownership. The analysis will inform what amount of property is transferred to result in a successful housing development.

Address	703 S Main Street plus south parcel
Site Description	85,628 square feet / 1.97 acres
Location	South entrance to downtown



IV. ADDITIONAL INFORMATION

1. Any and all costs associated with the preparation of a response to this RFP are the responsibility of the parties responding to this RFP. City will not reimburse any parties responding to this RFP for any costs incurred prior to award.
2. City reserves the right to reject any or all offers and to negotiate final terms and conditions of the proposal and resulting agreement.
3. The selected firm must be current on all taxes and in compliance with all licensing requirements for operating a business in Ketchum, Idaho.
4. City shall not be bound by oral explanations or instructions given at any time during the competitive process or after award.
5. Only information which is received in response to this RFP will be evaluated. Reference to information previously submitted shall not be evaluated.
6. All responses, inquiries or correspondence relating to or in reference to the RFP, and all other reports, charts, displays, schedules, exhibits, and other documentation submitted by the parties responding to this RFP shall become the property of City when received.
7. Proposals will be evaluated according to the following criteria:
 - Recent and relevant project performance. Positive reference feedback regarding past project performance and the performance of individuals proposed for the project. Experience and availability of each of the members of the team and their qualifications.
 - Project schedule demonstrating clear understanding of the project, and which allows for City review of project deliverables.
 - Response to the requirements in the RFP and an approach that indicates understanding of the project scope and City's goals.
 - Meets proposed scope of work and timeline criteria set in Section III.
8. Parties responding to this RFP are cautioned that this is a Request for Proposals. It is not a request to contract, and City reserves the right to reject any and all offers when it is deemed to be in the best interest of the City.

V. INQUIRIES

Inquiries can be directed to Aly Swindley at aswindley@ketchumidaho.org.