

POCATELLO DEVELOPMENT AUTHORITY  
Board of Directors Meeting

City Hall  
902 East Sherman

March 9 , 1993  
11:00 a.m. to 12:00 p.m.

Call to Order and Introduction - John Carlson, Chairman  
Acknowledge Guests of the Board, if any  
Disclose Conflicts of Interest, if any  
Minutes - Motion to Approve and/or Amend  
Agenda - Add or Delete Action or Discussion Items

Action Items

Review Income for February, 1993, and Cash Budget  
for March through December, 1993

Review Successive Agreement to Acquire and Develop PDA Land at  
Main and Bonneville

Review Progress Regarding Proposed Improvements for Newtown Project  
And Proposed Sale of Bonds

Consider Proposal to Participate with Old Town Pocatello in the  
Proposed Creation of a Downtown TIF District

Consider Proposal to Reimburse Certain Expenses for Work in  
Gateway West Industrial District

Update Items

Newtown Urban Corridor Improvement Plan  
Downtown Business Improvement District  
Main and Bonneville Property

Discussion Items

Gateway West Industrial District (Dal-Tile Corp.)  
Old Kraft Road District (Domsea/Aqua Sea)  
Downtown Development District (Kress Building)  
New Proposals, if Any

Executive Session, if Requested

Pocatello Development Authority  
Cash Budget - 1993

	Actual January	Actual February	Estimate March	Estimate April	Estimate May	Estimate June	Estimate July	Estimate August	Estimate September	Estimate October	Estimate November	Estimate December	Total 1993
Beginning Balance	49,708.33	64,494.60	54,258.31	96,228.07	435,715.61	433,469.37	286,531.91	170,560.66	166,873.20	158,907.20	151,316.20	147,650.20	30,444.74
<b>SOURCES OF FUNDS</b>													
Gateway West District	0.00	0.00	32,191.22	2,000.00	32,191.22	1,500.00	32,191.21	50.00	0.00	0.00	0.00	0.00	100,123.65
Old Kraft Road District	0.00	0.00	1,832.15	1,832.15	1,832.15	1,832.15	1,832.15	1,832.15	0.00	0.00	0.00	0.00	10,992.90
Downtown Dev. District	2,293.15	0.00	1,389.07	1,389.07	1,389.07	1,389.07	1,389.07	1,389.07	0.00	0.00	0.00	0.00	10,627.57
Newtown Urban District	12,981.46	0.00	5,957.32	355,957.32 <b>B</b>	5,957.32	5,957.32	5,957.32	5,957.32	0.00	0.00	0.00	0.00	398,725.38
Main & Bonneville Prop	375.00	0.00	500.00 <b>C</b>	375.00	0.00	0.00	375.00	0.00	0.00	375.00	0.00	0.00	2,000.00
Interest Income	129.02	130.56	100.00	150.00	600.00	600.00	500.00	300.00	250.00	250.00	250.00	0.00	3,259.58
<b>TOTAL</b>	<b>15,778.63</b>	<b>130.56</b>	<b>41,969.76</b>	<b>361,703.54</b>	<b>41,969.76</b>	<b>11,278.54</b>	<b>42,244.75</b>	<b>9,528.54</b>	<b>250.00</b>	<b>625.00</b>	<b>250.00</b>	<b>0.00</b>	<b>525,729.08</b>
<b>CASH AVAILABLE</b>	<b>65,486.96</b>	<b>64,625.16</b>	<b>96,228.07</b>	<b>457,931.61</b>	<b>477,685.37</b>	<b>444,747.91</b>	<b>328,776.66</b>	<b>180,089.20</b>	<b>167,123.20</b>	<b>159,532.20</b>	<b>151,566.20</b>	<b>147,650.20</b>	<b>556,173.82</b>
<b>APPLICATION OF FUNDS</b>													
Gateway West District (A)	0.00	0.00	0.00	8,216.00	8,216.00	8,216.00	8,216.00	8,216.00	8,216.00	8,216.00	3,916.00	0.00	61,428.00
Old Kraft Road District	992.36	0.00 <b>A</b>	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	992.36
Downtown Dev. District	0.00	2,293.15	0.00	0.00	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	7,293.15
Newtown Urban District	0.00	8,073.70	0.00	14,000.00	36,000.00	150,000.00	150,000.00	0.00	0.00	0.00	0.00	0.00	358,073.70
Main & Bonneville Prop	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
<b>TOTAL</b>	<b>992.36</b>	<b>10,366.85</b>	<b>0.00</b>	<b>22,216.00</b>	<b>44,216.00</b>	<b>158,216.00</b>	<b>158,216.00</b>	<b>13,216.00</b>	<b>8,216.00</b>	<b>8,216.00</b>	<b>3,916.00</b>	<b>0.00</b>	<b>427,787.21</b>
Ending Balance	64,494.60	54,258.31	96,228.07	435,715.61	433,469.37	286,531.91	170,560.66	166,873.20	158,907.20	151,316.20	147,650.20	147,650.20	128,386.61

Notes: A. Due to insufficient funds in PDA's account, the monthly payments to the City of Pocatello and the semi-annual payments (Feb. and Aug.) were suspended during February, 1993.  
 B. Includes anticipated receipt of \$350,000 as proceeds from bond sale for Newtown Urban Improvement District.  
 C. \$500 - for an option to acquire PDA-owned land at Main & Bonneville.



DRAFT

February 15, 1993

**REQUEST FOR PROPOSALS**

TO: URBAN PLANNERS/ARCHITECTS/ENGINEERS

FROM: JAY M. SCHLINSOG, Executive Director  
Old Town Pocatello, Inc.

SUBJECT: URBAN RENEWAL PLAN & REVENUE ALLOCATION AREA  
Historic Downtown Business Improvement District  
Old Town Pocatello, Inc.  
Pocatello, Idaho

Proposals will be received at the City of Pocatello Community Development & Research office, 902 E. Sherman, Pocatello, Idaho, until March 15, 1993 at 5:00 p.m., for furnishing professional planning services to the City of Pocatello, Pocatello Development Authority and Old Town Pocatello, Inc.

Questions that arise as a result of this Request for Proposals should be addressed to:

Steve Ernst, CD&R Program & Grants Coordinator  
City of Pocatello  
902 E. Sherman  
P.O. Box 4169  
Pocatello, ID 83205-4169  
(208) 234-6188

-or-

Jay M. Schlinsog, Executive Director  
Old Town Pocatello, Inc.  
326 W. Center  
P.O. Box 222  
Pocatello, ID 83204-0222  
(208) 232-7545

Program clarification and additional data may be requested by appointment only, with Jay M. Schlinsog, Old Town Pocatello, Inc., (208) 232-7545.

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The planning of this project will be funded by ICDBG Program Income funds awarded Old Town Pocatello, Inc., as a sub-grantee of the City of Pocatello. Old Town Pocatello, Inc., will administer the project according to the terms and condition of the award, State laws and guidelines, and ICDBG Program compliance requirements. The URBAN PLANNER/ARCHITECT/ENGINEER (hereafter referred to as the PLANNING TEAM) will receive general instructions through Old Town Pocatello, Inc. The Old Town Pocatello, Inc., Executive Director will serve as the project manager and liaison between the Old Town Pocatello, Inc., ad-hoc Urban Renewal Plan Sub-Committee, the City of Pocatello, the Pocatello Development Authority and the PLANNING TEAM.

#### **DESCRIPTION OF PROJECT**

Old Town Pocatello, Inc., Pocatello Development Authority and the City of Pocatello desire to develop an Urban Renewal Plan and Revenue Allocation District for the Historic Downtown Business Improvement District (BID), comprised of approximately 25 city blocks located in the city center, to provide direction for the district's short-term and long-term revitalization and redevelopment. Old Town Pocatello is committed to providing an opportunity for rehabilitation and new construction of public infrastructure and planning for private enterprise facilities in a continuing effort to diversify and revitalize the district's economy, provide quality jobs and business opportunities for the citizens of the Southeast Idaho region, and to foster a sense of place for the district as a culturally dynamic and economically vibrant City Center.

A. Production of the Urban Renewal Plan will involve the development of an overall master plan with plans showing proposed street sections, building sites, utilities, lighting, sidewalks, pedestrian passageways, street hardware, plantings, foliage, site landscaping and amenities, public spaces, parking areas, etc. The Plan will also include a report addressing the following:

**1. Resource Inventory and Analysis.**

- a) Compile project legal boundaries.
- b) Evaluate building and infrastructure conditions.

**2. Review of Land Use.**

- a) Research applicable zoning requirements and define what limitations and restrictions are for new construction and/or adaptive re-use of existing structures and parking areas.
- b) Identify zoning of adjacent areas and discuss proposed use impact on surrounding property.

3. **Outline to Guide Orderly District Redevelopment.**
  - a) Define vehicular and pedestrian circulation systems.
  - b) Define site drainage maintenance and/or replacement requirements.
  - c) Define needs for utilities maintenance, replacement or movement.
  - d) Define landscaping and site amenities.

4. **Incorporation of Projects and Strategic Plans of the Downtown Pocatello Revitalization Action Plan, the Downtown Urban Renewal Area, the Newtown Urban Renewal Area, the Historic Downtown Business Improvement District and Idaho Community Development Block Grant 91-V-36-ED.**

- a) Work closely with the Old Town Pocatello, Inc., ad-hoc Urban Renewal Plan Sub-Committee to modify specific requirements if needed to coincide with the newly developed Urban Renewal Plan.
- b) Include any additional recommendations for the BID's future development and redevelopment.

B. Development of the Revenue Allocation Financing Area will involve the development of appropriate documentation integrated with the Urban Renewal Plan so as to contain a revenue allocation financing provision. The PLANNING TEAM shall complete the following tasks for the Urban Renewal Plan with Revenue Allocation Financing Area provision:

1. **Establish Revenue Allocation Area Boundaries Within Existing Urban Renewal Areas.**

- a) Review boundaries proposed by Old Town Pocatello, Inc., Pocatello Development Authority and the City of Pocatello; prepare assessed values database, development potential, and ownership of properties within the Area.

2. **Revenue Allocation Financing Provision.**

- a) Prepare legal text and appropriate attachments, including the maps and legal descriptions, of the Urban Renewal Plan. The Revenue Allocation Financing Provision shall conform to the requirements of the Local Economic Development Act; The last requirement includes:
  1. The kind, number, and location of all proposed public works or improvements within the revenue allocation district.
  2. An economic feasibility study.
  3. A detailed list of estimated project costs.

4. A fiscal impact statement showing the impact of the revenue allocation area, both until and after any bonds are re-paid, upon all taxing districts levying taxes upon property in the revenue allocation area.
5. A description of methods of financing all estimated project costs and the time when related costs or monetary obligations are to be incurred.

C. Production and of the Implementation Plan upon completion of items A (Urban Renewal Plan) and B (Revenue Allocation Financing Area), to include:\*

1. All Bid and Construction Documents for projects identified in the Urban Renewal Plan and Revenue Allocation Financing Area as Identified in Items A and B.
2. Schedule for Projects Development and Construction.
3. Execution of Financing Mechanism(s) as Identified and Concieved in the Revenue Allocation Financing Provision (Item B-2-5).

\* Because projects included in the production of the Implementation Plan will be determined throughout the course of producing the Urban Renewal Plan and developing the Revenue Allocation Financing Area, respondents to this Request for Proposals should address the Planning Team's capacity, capability and availability to produce the Implementation Plan.

#### **REQUIRED SERVICES**

The City of Pocatello, Pocatello Development Authority and Old Town Pocatello, Inc., are requesting proposals for professional planning services which will include all necessary consultants to develop an Urban Renewal Plan, Revenue Allocation Financing Area and Implementation Plan.

The PLANNING TEAM shall meet periodically with the Pocatello Development Authority and the Pocatello City Council.

The PLANNING TEAM will be required to meet monthly with the Old Town Pocatello, Inc., ad-hoc Urban Renewal Plan Subcommittee for the purpose of providing a verbal report regarding the previous month's progress. Such monthly

meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The PLANNING TEAM shall produce the following major written products for review by Old Town Pocatello, Inc., City of Pocatello and Pocatello Development Authority:

1. A **Preliminary Report** to Old Town Pocatello, Inc., City of Pocatello and Pocatello Development Authority after conceptual planning and subsequent master plan drawings have been completed.
2. A **Final Report** upon completion of the Urban Renewal Plan and Revenue Allocation Financing Area documents and supporting attachments to Old Town Pocatello, Inc., City of Pocatello and Pocatello Development Authority for any additional input and final acceptance.

The format of the final report will be a bound 8-1/2" x 11" document to include Urban Renewal Plan text and supporting documentation, reduced site plans, maps, conceptual drawings, etc. Full size copies of drawings and maps are also to be supplied to Old Town Pocatello, Inc., Pocatello Development Authority and City of Pocatello. Site drawings will be required to be on a CADD system compatible with AutoCad.

#### **PROPOSAL CONTENT**

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Old Town Pocatello, Inc., Pocatello Development Authority and the City of Pocatello reserve the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least five (5) projects, with brief descriptions which show ability to complete projects of this scope.

- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of program, public participation program and methods, alternative concepts and methods for consideration. Limit to two pages.
- D. **Past Performance:** Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable.
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, and specifications may be submitted as examples of your work.
- F. **Special Requirements:** Provide information regarding specific involvement with this project or a special expertise in this type of project.
- G. **Additional Information:** For rating purposes, indicate the location of the office where the services will be performed.
- H. **Format:** To assist evaluation it is desirable to format the proposal similar to the headings listed above. The proposals should be clear and to the point. Emphasis should be placed on the specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with the City of Pocatello and other clients is a highly important factor. Submit five (5) copies of the proposal and one (1) each of other data (i.e. examples of work).

## **EVALUATION**

The Old Town Pocatello, Inc., ad-hoc Urban Renewal Plan Sub-Committee, consisting of representatives from Old Town Pocatello, Inc., City of Pocatello and Pocatello Development Authority, will serve as the evaluation committee to rank the proposals, and at least two, but not more than five firms will be selected for personal interviews. Proposals will be ranked on the following criteria:

1. Experience of the respondent (the kind, size and number of similar projects managed) - 20%
2. Qualifications (experience of personnel directly involved in similar types of projects) - 40%
3. Completeness of proposal (has respondent addressed all the elements of the RFP) - 40%



After interviewing the selected candidates, the evaluation committee will re-rank the proposals to determine the semi-final point score.

To the semi-final score, adjustments will be made based on location and amount of previous work. For offices within 150 miles of the project no adjustment will be made. For offices located more than 150 miles from the project, 2 points will be deducted.

#### **AWARD**

Based on the results of the proposals and review of previous projects awarded to each firm, the evaluation committee will recommend a course of action to the Old Town Pocatello, Inc., Board of Directors at their next recent meeting.

If recommended, a notice of intent to negotiate will be issued by Old Town Pocatello, Inc., with Pocatello Development Authority and City of Pocatello, in accordance with prescribed procedures.

#### **PROPOSED DATES:**

Receive proposals	March 15, 1993
Oral Interviews	March 29, 1993
Review by Ad-Hoc Urban Renewal Plan Sub-Committee	April 14, 1993
Negotiate Contract	April 28, 1993
Preliminary Report	July 1, 1993
Final Report	August 12, 1993

#### **SELECTION**

Old Town Pocatello, Inc., on recommendation of the Old Town Pocatello, Inc., ad-hoc Urban Renewal Plan Sub-committee, will attempt to select a firm at the April 14, 1993 Board of Directors meeting. Upon selection of a firm, Old Town Pocatello, Inc., will issue a letter of intent. However, final award is contingent upon the successful negotiation of a contract.

The contents of the proposal may be used in a legal contract or agreement. Proposers should be aware that methods and procedures proposed could become contractual obligations.

Old Town Pocatello, Inc., reserves the right to reject any or all proposals received as a result of this request.

Old Town Pocatello, Inc., may also negotiate separately with any source in any manner necessary to serve the best interests of Old Town Pocatello, Inc., Pocatello Development Authority and the City of Pocatello. Awards will be made on the basis of proposals resulting from this request and subsequent interviews.