

MEETING AGENDA
CITY OF POCA TELLO
POCA TELLO DEVELOPMENT AUTHORITY
APRIL 16, 2025 – 11:00 AM
COUNCIL CHAMBERS | 911 N 7TH AVENUE

In accordance with the Americans with Disabilities Act, it is the policy of the City of Pocatello to offer its public programs, services, and meetings in a manner that is readily accessible to everyone, including those with disabilities. If you are disabled and require an accommodation, please contact Skyler Beebe with two (2) business days' advance notice at sbeebe@pocatello.gov; 208.234.6248; or 5815 South 5th Avenue, Pocatello, Idaho. Advance notification within this guideline will enable the City to make reasonable arrangements to ensure accessibility.

In the event this meeting is still in progress at 12:00 p.m., a ten-minute recess may be called.

- 1. CALL TO ORDER, ROLL CALL, DISCLOSE CONFLICTS OF INTEREST AND ACKNOWLEDGMENT OF GUESTS.**
- 2. ACTION ITEM: MEETING MINUTES.** The Board may wish to waive the oral reading of the Board of Commissioners' meeting minutes held March 19, 2025, and approve the minutes as presented.
- 3. ACTION ITEM: MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS.** The Board may wish to approve the monthly financial report, expenses and reimbursements.
- 4. ACTION ITEM: TITAN CENTER URA DRAFT ELIGIBILITY STUDY.** The Board may wish to discuss, review and approve the RFQ for the New Titan Center URA Eligibility Study.
- 5. ACTION ITEM: MONARCH BUILDING DEMOLITION RFQ.** The Board may wish to discuss options for consideration to prepare the RFQ regarding the demolition of the Monarch Building.
- 6. CALENDAR REVIEW.** The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.
- 7. ADJOURN MEETING.**

Action Item 2

MEETING MINUTES
CITY OF POCATELLO
POCATELLO DEVELOPMENT AUTHORITY

MARCH 19, 2025 – 11:00 AM
POCATELLO CITY HALL | COUNCIL CHAMBERS | 911 NORTH 7TH AVENUE

1. CALL TO ORDER AND DISCLOSURE OF CONFLICTS OF INTEREST

Villarreal called the meeting to order at 11:00 AM.

Members present: Mayor Brian Blad (left at 11:52 AM), Jeff Hough, Fred Parrish, Nathan Richardson, and David Villarreal. No conflicts were disclosed.

Members excused/unexcused: UE Linda Leeuwrik, EX Kirk Lepchenske and Ruby Walsh.

Others present: Executive Director Brent McLane, Treasurer Thane Sparks, Secretary Aceline McCulla, City of Pocatello Development Engineer Merril Quayle, City of Pocatello Attorney Jared Johnson, City of Pocatello PW Director/City Engineer Jeff Mansfield, CEO MiaCate Kennedy of Bannock Development Corporation (BDC), and other visitors.

2. APPROVE MINUTES

The Board may wish to waive the oral reading of the meeting minutes held February 19, 2025, and approve the minutes as presented.

It was moved by **B. Blad** and seconded by **F. Parrish** to approve the meeting minutes with one correction to remove F. Parrish from agenda item 6 motion. held February 19, 2025. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. Those against: none. Unanimous. Motion carried.

3. MONTHLY FINANCIAL REPORT, EXPENSES AND REIMBURSEMENTS

The Board may wish to approve the monthly financial report, expenses and reimbursements.

It was moved by **B. Blad** and seconded by **N. Richardson** to include agenda item 6 expenses as it is included in the financial report and to approve the report, expenses and reimbursements as presented. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. Those against: none. Unanimous. Motion carried.

4. LETTER OF INTENT TO TERMINATE NAVAL ORDINANCE PLANT (NOP) TO TAX DISTRICTS.

The Board may wish to authorize the Chair and Executive Director to execute and send the letter.

McLane introduced PDA Counselor Meghan Conrad-Sullivan.

Meghan Conrad-Sullivan of Elam and Burke Attorneys at Law discussed the letter of intent to terminate the Naval Ordinance Plant (NOP) to the taxing districts. This required back end work to determine where the values go and how the overlapping taxing districts handle their FY26 budget process and increases that will fall out through this process. The letter is not a statutory requirement, it is intended as a best practice to advise our overlapping taxing districts that this is coming. The letter includes that the PDA may consider the resolution of intent to terminate in May or June and today's authorization to sign the letter may not come back before the PDA until May or June.

It was moved by **B. Blad** and seconded by **J. Hough** to approve and execute the letter of intent to terminate the Naval Ordinance Plant URA, and to allow the flexibility of May or June to present the letter to interested parties. Those in favor: B. Blad, J. Hough, F. Parrish, N. Richardson, and D. Villarreal. Those against: none. Unanimous. Motion carried.

5. AIRPORT URA – PRESENTATION OF THE CREST DEVELOPMENT PLAN AND AUTHORIZE AND EXECUTE AN MOU WITH BANNOCK DEVELOPMENT CORPORATION. The Board may wish to view a presentation of the CREST Development Plan. They Board may also wish to review and authorize Counsel to prepare a MOU, within the Airport URA, with Bannock Development Corporation to pay for the Financial Feasibility Study Development of a Multi-Use Complex Adjacent to Regional Airport papered by Pendulum Design LLC, and to authorize the Chair to sign the MOU.

McLane introduced MiaCate on the presentation of Crest Development Plan

MiaCate Kennedy CEO of Bannock Development Corporation stated the BDC does not collect administrative fees to bring businesses to Pocatello, BDC only facilitates projects. Kennedy continued with the PowerPoint presentation of the Crest Development Plan that lays within the Airport URA and is adjacent to the City of Pocatello Airport. Phase 1 will have a convention center for a range of sports, soccer, baseball and regulation ice hockey rink. The highlighted retail stores and hotel sites. The convention center will accommodate concerts and business events. The development is on airport property that must comply with FAA regulations.

Parrish asked if BDC signed and agreed to pay Pendulum and is bringing this to the PDA to pay for this after the fact. **McLane** stated due to the Nondisclosure Agreement BDC had with Pendulum, they could not bring this before the PDA prior to the feasibility study agreement. The Airport URA has funding and the feasibility study falls under reimbursement guidelines. Businesses that fall within an Urban Renewal Area may come to the PDA if and when they chose to request reimbursement for a project for qualifying expenses. Not all businesses utilize URA funding, so the PDA will not know about projects unless a request for financial assistance is submitted to the PDA for reimbursement. **Villarreal** asked who was involved in this project. **Kennedy** stated that if they are approached first, they do not disclose information. Discussion ensued among PDA members. **Villarreal** asked for the time line for study completion. **Kennedy** stated 60 days. **Hough** asked if this was being subcontracted out. **Kennedy** stated yes, it will be subcontracted to an expert for this project type.

It was moved by **B. Blad** and seconded by **J. Hough** to approve, authorize counsel to prepare the Memorandum of Understanding with Bannock Development Corporation and execute MOU, and to request a report be given within 30 days and the study completed in 60 days as presented by MiaCate Kennedy. Those in favor: B. Blad, J. Hough, N. Richardson, and D. Villarreal. Those against: none. Unanimous. Motion carried.

6. NORTHGATE URA - CITY OF POCATELLO REIMBURSEMENT REQUEST NO. 2.

The Board may wish to review, approve and execute the City of Pocatello's reimbursement request no. 2 from the North Gate URA. The reimbursement request no. 2 documents are included in the monthly finance report.

The reimbursement materials were included in agenda item 3 and approved for payment.

Blad left the meeting at 11:52AM. Due to a lack of quorum the meeting ended at 11:52 AM and no further discussion of the remaining agenda items.

7. MONARCH BUILDING DEMOLITION RFP.

The Board may wish to discuss the demolition process of the Monarch Building for creation of the Request for Proposal.

8. CALENDAR REVIEW

The Board may wish to take this opportunity to inform other Board members of upcoming meetings and events that should be called to their attention.

9. ADJOURN MEETING.

Submitted by:

Aceline McCulla, Secretary

Approved on:

Action Item 3

Pocatello Development Authority
Monthly Finance Report
April 16, 2025
Fiscal Year 2025

Expenditure Approvals:

Checks to be ratified:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>
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Checks to be approved:

<u>Vendor</u>	<u>Check #</u>	<u>Amount</u>
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Board Approval

ICCU VISA	dbt25-4	183.58	Costco (3.99) Porters (4.57) McKenzie River (175.02)
Thane Sparks	2061	1,500.00	April invoice
Kimley Horn	2062	22,540.00	Invoice #268816000-1124, 1224, 0125, 0225, 0325
Prospective Planning	2063	1,278.75	Task order 1 : Titan Center
SB Friedman Development	2604	23,065.75	Invoice 5, 6 URA Feasibility South 5th
Elam & Burke	2605	1,675.00	Invoice 214101

Cash Balances as of April 16, 2025

	General Fund		Naval Ordinance		North Portneuf		Airport		Northgate		Total	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Cash*	983,553.12		220,328.47		1,675,870.88		84,687.53		129,521.70		3,093,961.70	
Income												
Administrative fees	-	-	-	-	-	-	-	-	-	-	-	0.00
Property taxes	17,000	-	142,000	160,035.00	98,000	80,442.21	82,000	38,674.60	415,000	471,559.00	754,000	750,710.81
Interest income	100,000	66,628.00	-	-	-	-	-	-	-	-	100,000	66,628.00
Other (mou closure)	-	-	-	13,000.00	-	-	-	-	-	-	-	13,000.00
Total Income	117,000	66,628.00	142,000	173,035.00	98,000	80,442.21	82,000	38,674.60	415,000	471,559.00	854,000	830,338.81
Expense												
Administrative expense	-	-	-	-	-	-	-	-	-	-	-	0.00
Luncheon costs	2,500	1,307.82	-	-	-	-	-	-	-	-	2,500	1,307.82
Office expenses	500	4.57	-	-	-	-	-	-	-	-	500	4.57
Dues and memberships	-	-	-	-	-	-	-	-	-	-	-	0.00
Insurance	11,900	5,949.50	-	-	-	-	-	-	-	-	11,900	5,949.50
City admin charges	20,000	5,730.21	-	-	-	-	-	-	-	-	20,000	5,730.21
Professional services	85,000	27,260.00	-	-	75,000	-	-	-	-	-	160,000	27,260.00
New district/feasibility study	125,000	111,492.00	-	-	-	-	-	-	-	-	125,000	111,492.00
Reimbursement - district imp.	-	-	-	-	-	-	-	-	685,000	683,476.76	685,000	683,476.76
Planned development projects	-	-	-	-	450,000	174,640.00	-	-	-	-	450,000	174,640.00
Non-capital Infrastructure	979,100	-	172,000	-	843,000	-	84,100	-	-	-	2,078,200	0.00
Total Expense	1,224,000	151,744.10	172,000	0.00	1,368,000	174,640.00	84,100	0.00	685,000	683,476.76	3,533,100	1,009,860.86



Pocatello #1033

305 West Quinn Rd.

Pocatello, ID 83202

PG Member 111787715509

RESALE ON

E 782796 ***KSWTR40PK 3.99

RESALE TOTAL 3.99

NON RESALE TOTAL 0.00

SUBTOTAL 3.99

TAX 0.00

**** TOTAL 3.99

XXXXXXXXXXXX0272 CHIP Read

AID: 9000000031010

Seq# 2203 App#: 625876

Visa Resp: APPROVED

Tran ID#: 507900002203....

APPROVED - Purchase

AMOUNT: \$3.99

03/20/2025 15:40 1033 2 52 58

Visa 3.99

CHANGE 0.00

TOTAL NUMBER OF ITEMS SOLD = 1

03/20/2025 15:40 1033 2 52 58



21103300200522503201540

OP#: 58 Name: Cheyenne L. (FE)

Thank You!

Please Come Again

Whse:1033 Trn:2 Trn:52 OP:58

Items Sold: 1

PG 03/20/2025 15:40

Order Detail



1050 North 2nd East
Rexburg, ID 83440
Phone: (208) 356-4616 Fax: (208) 356-8901www.portersop.com
Customer Service (custservice@portersop.com)

Status:	Processed
Reference Number:	880822-0
Order Date:	4/2/2025
Account Number:	4551: POCATELLO, CITY OF
Department:	0120: PLANNING AND DEVELOPMENT SRVCS
Submitted By:	Aceline McCulla

Bill To:	Ship To:
POCATELLO, CITY OF P.O. BOX 4169 POCATELLO, ID 83205-4169	Attention: Aceline McCulla CITY OF POCATELLO 911 NORTH 7TH STREET PDS POCATELLO, ID 83205

#	SKU	Description And Comments	Qty	Unit	Price	Extended
1	AVE05868	Avery® Printable Gold Foil Notarial Seals - Round - 2" Diameter - Permanent - For Award, Certificate, Envelope, Legal Document - Gold - 44 / Pack	1	Pack	\$4.57	\$4.57
		PDA				

Items:	\$4.57
Shipping:	\$0.00
Subtotal:	\$4.57
Tax:	\$0.00
Total:	\$4.57

Payment method:
Visa ending in '0272'

Shipping Instructions:
Planning Dept. Aceline

Special Instructions:
PDA Order

Thank you.

PDA Luncheon for April 16, 2025

McKenzie River Pizza

4150 Pole Line Road, Pocatello, ID 83202

208-904-0700

Contact: Tracy

email order to: pocatello@mackpie.com

City of Pocatello Tax Exempt ID: 82-6000244

Have order ready for pickup by 11:00 a.m. on April 16, 2025. Call Aceline McCulla's mobile at 406.202.6444 with order questions. **Jim Anglesey will pick up.**

Items	Qty	Each Cost	Totals
Cobb, Small, <u>dressing on side</u>: Blue Cheese, leave egg whole	1	\$ 11.79	\$ 11.79
Spinich Salad, Large, <u>dressing on side</u>: 6 (2oz portions) house vinaigrette	2	\$ 12.39	\$ 24.78
House, Large, <u>dressings on side (2oz portions)</u>: 2 ranch, 2 blue cheese, 2 Rasp Vinaigrette	2	\$ 9.79	\$ 19.58
Thai Pie, Large, Thin: THAI PEANUT SAUCE, CHICK, MANDARIN ORANGES, SCALLIONS, RED PEPPERS, PEANUTS, MOZ CHEESE, FRESH CILANTRO	1	\$ 26.49	\$ 26.49
Flathead, Large, Original: ALFREDO SAUCE, CHICK, BACON, SPINACH, TOMS, MUSHROOMS, MOZ CHEESE	1	\$ 26.49	\$ 26.49
Good Ol' Boy, Large, Thin: TOM SAUCE, EXTRA PEPPERONI, MOZ CHEESE	1	\$ 21.99	\$ 21.99
Stockman, Large, Original: TOM SAUCE, STEAK, PEPPERONI, BACON, ITAL SAUS, MOZ & CHED CHEESE	1	\$ 27.99	\$ 27.99
TOTAL CHECK AMOUNT			\$ 159.11
Gratuuity 10% of food, staff must pickup, no delivery service			\$ 15.91
PAID with PDA Credit Card on 4.15.25			\$ 175.02

INVOICE

Thane Sparks

3506 E 126 N
Rigby, Idaho 83442
(208) 206-8457

DATE: April 16, 2025
INVOICE # 25-4
FOR: Professional Services

BILL TO:

Pocatello Development Authority
911 N 7th Avenue
Pocatello, Idaho 83201

DESCRIPTION			AMOUNT
Professional Services - April			\$ 1,500.00
		SUBTOTAL	\$ 1,500.00
		TAX RATE	
		SALES TAX	\$ -
		OTHER	
		TOTAL	\$ 1,500.00

Make all checks payable to .

Total due in 15 days. Overdue accounts subject to a service charge of 1% per month.

THANK YOU FOR YOUR BUSINESS!

Please remit payment electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
 Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
 Account Number: 2073089159554
 ABA#: 121000248
 Please send remittance information to: payments@kimley-horn.com

If paying by check, please remit to:

KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 856408
 MINNEAPOLIS, MN 55485-6408

POCATELLO DEVELOPMENT AUTHORITY
 ATTN: DAVID VILLARREAL
 911 N 7TH AVENUE
 POCATELLO, ID 83201

Federal Tax Id: 56-0885615
 For Services Rendered through Nov 30, 2024

Invoice Amount: \$1,500.00

Invoice No: 268816000-1124
 Invoice Date: Nov 30, 2024

Project No: 268816000
 Project Name: SOUTH 5TH URA - POCATELLO
 Project Manager: GROVE, DANIEL

Client Reference:

LUMP SUM

KH Ref # 268816000.1-30071810

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT KICKOFF	1,500.00	100.00%	1,500.00	0.00	1,500.00
STUDY AREA ANALYSIS	6,500.00	0.00%	0.00	0.00	0.00
INITIAL CAPACITY STUDY	14,000.00	0.00%	0.00	0.00	0.00
PLAN REFINEMENT	5,000.00	0.00%	0.00	0.00	0.00
COORDINATION	1,800.00	0.00%	0.00	0.00	0.00
Subtotal	28,800.00	5.21%	1,500.00	0.00	1,500.00
Total LUMP SUM					1,500.00

Total Invoice: \$1,500.00

Please remit payment electronically to: Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104 Account Number: 2073089159554 ABA#: 121000248 Please send remittance information to: payments@kimley-horn.com	If paying by check, please remit to: KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 856408 MINNEAPOLIS, MN 55485-6408
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POCATELLO DEVELOPMENT AUTHORITY
 ATTN: BRENT MCLANE
 911 N 7TH AVENUE
 POCATELLO, ID 83201

Federal Tax Id: 56-0885615
 For Services Rendered through Dec 31, 2024

Invoice Amount: \$6,680.00

Invoice No: 268816000-1224
 Invoice Date: Dec 31, 2024

Project No: 268816000
 Project Name: SOUTH 5TH URA - POCATELLO
 Project Manager: GROVE, DANIEL

Client Reference:

LUMP SUM

KH Ref # 268816000.1-30448790

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT KICKOFF	1,500.00	100.00%	1,500.00	1,500.00	0.00
STUDY AREA ANALYSIS	6,500.00	100.00%	6,500.00	0.00	6,500.00
INITIAL CAPACITY STUDY	14,000.00	0.00%	0.00	0.00	0.00
PLAN REFINEMENT	5,000.00	0.00%	0.00	0.00	0.00
COORDINATION	1,800.00	10.00%	180.00	0.00	180.00
Subtotal	28,800.00	28.40%	8,180.00	1,500.00	6,680.00
Total LUMP SUM					6,680.00

Total Invoice: \$6,680.00

Please remit payment electronically to: Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104 Account Number: 2073089159554 ABA#: 121000248 Please send remittance information to: payments@kimley-horn.com	If paying by check, please remit to: KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 856408 MINNEAPOLIS, MN 55485-6408
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POCATELLO DEVELOPMENT AUTHORITY
 ATTN: BRENT MCLANE
 911 N 7TH AVENUE
 POCATELLO, ID 83201

Federal Tax Id: 56-0885615
 For Services Rendered through Jan 31, 2025

Invoice Amount: \$6,660.00

Invoice No: 268816000-0125
 Invoice Date: Jan 31, 2025

Project No: 268816000
 Project Name: SOUTH 5TH URA - POCATELLO
 Project Manager: GROVE, DANIEL

Client Reference:

LUMP SUM

KH Ref # 268816000.1-30750692

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT KICKOFF	1,500.00	100.00%	1,500.00	1,500.00	0.00
STUDY AREA ANALYSIS	6,500.00	100.00%	6,500.00	6,500.00	0.00
INITIAL CAPACITY STUDY	14,000.00	45.00%	6,300.00	0.00	6,300.00
PLAN REFINEMENT	5,000.00	0.00%	0.00	0.00	0.00
COORDINATION	1,800.00	30.00%	540.00	180.00	360.00
Subtotal	28,800.00	51.53%	14,840.00	8,180.00	6,660.00
Total LUMP SUM					6,660.00

Total Invoice: \$6,660.00

Please remit payment electronically to:

Account Name: KIMLEY-HORN AND ASSOCIATES, INC.
 Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104
 Account Number: 2073089159554
 ABA#: 121000248
 Please send remittance information to: payments@kimley-horn.com

If paying by check, please remit to:

KIMLEY-HORN AND ASSOCIATES, INC.
 P.O. BOX 856408
 MINNEAPOLIS, MN 55485-6408

POCATELLO DEVELOPMENT AUTHORITY
 ATTN: DAVID VILLARREAL
 911 N 7TH AVENUE
 POCATELLO, ID 83201

Federal Tax Id: 56-0885615
 For Services Rendered through Feb 28, 2025

Invoice Amount: \$3,500.00

Invoice No: 268816000-0225
 Invoice Date: Feb 28, 2025

Project No: 268816000
 Project Name: SOUTH 5TH URA - POCATELLO
 Project Manager: GROVE, DANIEL

Client Reference:

LUMP SUM

KH Ref # 268816000.1-31061358

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT KICKOFF	1,500.00	100.00%	1,500.00	1,500.00	0.00
STUDY AREA ANALYSIS	6,500.00	100.00%	6,500.00	6,500.00	0.00
INITIAL CAPACITY STUDY	14,000.00	70.00%	9,800.00	6,300.00	3,500.00
PLAN REFINEMENT	5,000.00	0.00%	0.00	0.00	0.00
COORDINATION	1,800.00	30.00%	540.00	540.00	0.00
Subtotal	28,800.00	0.00%	18,340.00	14,840.00	3,500.00
Total LUMP SUM					3,500.00

Total Invoice: \$3,500.00

Please remit payment electronically to: Account Name: KIMLEY-HORN AND ASSOCIATES, INC. Bank Name and Address: WELLS FARGO BANK, N.A., SAN FRANCISCO, CA 94104 Account Number: 2073089159554 ABA#: 121000248 Please send remittance information to: payments@kimley-horn.com	If paying by check, please remit to: KIMLEY-HORN AND ASSOCIATES, INC. P.O. BOX 856408 MINNEAPOLIS, MN 55485-6408
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POCATELLO DEVELOPMENT AUTHORITY
 ATTN: BRENT MCLANE
 911 N 7TH AVENUE
 POCATELLO, ID 83201

Federal Tax Id: 56-0885615
 For Services Rendered through Mar 31, 2025

Invoice Amount: \$4,200.00

Invoice No: 268816000-0325
 Invoice Date: Mar 31, 2025

Project No: 268816000
 Project Name: SOUTH 5TH URA - POCATELLO
 Project Manager: GROVE, DANIEL

Client Reference:

LUMP SUM

KH Ref # 268816000.1-31312691

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT KICKOFF	1,500.00	100.00%	1,500.00	1,500.00	0.00
STUDY AREA ANALYSIS	6,500.00	100.00%	6,500.00	6,500.00	0.00
INITIAL CAPACITY STUDY	14,000.00	100.00%	14,000.00	9,800.00	4,200.00
PLAN REFINEMENT	5,000.00	0.00%	0.00	0.00	0.00
COORDINATION	1,800.00	30.00%	540.00	540.00	0.00
Subtotal	28,800.00	78.26%	22,540.00	18,340.00	4,200.00
Total LUMP SUM					4,200.00

Total Invoice: \$4,200.00

INVOICE

Perspective Planning and Consulting, LLC
1742 Avalon St
Idaho Falls, ID 83402-3054

brad@perspective-planning.com
+1 (208) 589-0020



PDA

Bill to
Pocatello Development Authority
911 N 7th
Pocatello, ID 83201

Ship to
Pocatello Development Authority
911 N 7th
Pocatello, ID 83201

Invoice details
Invoice no.: 1008
Terms: Net 30
Invoice date: 04/01/2025
Due date: 05/01/2025

#	Product or service	Description	Qty	Rate	Amount
1.	Professional Services	Task Order 1: Titan Center Eligibility Study	7.75	\$165.00	\$1,278.75

Total \$1,278.75

Note to customer
Thank you for your business!

SB Friedman Development Advisors, LLC
70 W. Madison St., Suite 3700
Chicago, IL 60602
312/424-4250 fax 312/424-4262

April 9, 2025
Invoice No: 5

Brent McLane
Pocatello Development Authority
P.O. Box 4169
Pocatello, ID 83205-4169

Project 00112.23 Pocatello – 3 URA Feasibility Studies
South 5th

Professional Services Rendered Re: Conduct market analysis, project demand for the URD, draft market assessment, internal and external coordination

October 26, 2024 to December 31, 2024

	Hours	Rate	Amount	
G. Dickinson, Senior Vice President	9.00	\$300.00	\$2,700.00	
E. Caminer, Project Manager	21.00	\$245.00	\$5,145.00	
A. Daniel, Senior Associate	55.00	\$205.00	\$11,275.00	
	85.00		\$19,120.00	
Total Professional Fees				\$19,120.00
			Total this Invoice	\$19,120.00

Thank you. We appreciate the opportunity to work with you.

Invoices are payable within 30 days.

SB Friedman Development Advisors, LLC
70 W. Madison St., Suite 3700
Chicago, IL 60602
312/424-4250 fax 312/424-4262

April 9, 2025
Invoice No: 6

Brent McLane
Pocatello Development Authority
P.O. Box 4169
Pocatello, ID 83205-4169

Project 00112.23 Pocatello – 3 URA Feasibility Studies
South 5th

Professional Services Rendered Re: Coordinate with KHA on sites susceptible to change, review proposed land use map from KHA, internal and external coordination

January 1, 2025 to March 28, 2025

	Hours	Rate	Amount
G. Dickinson, Senior Vice President	3.25	\$300.00	\$975.00
E. Caminer, Senior Project Manager	5.75	\$276.00	\$1,587.00
A. Daniel, Senior Associate	6.75	\$205.00	\$1,383.75
	<u>15.75</u>		<u>\$3,945.75</u>
Total Professional Fees			\$3,945.75
Total this Invoice			\$3,945.75

Thank you. We appreciate the opportunity to work with you.

Invoices are payable within 30 days.

251 E. Front Street, Suite 300
Boise, Idaho 83702
Tax ID No. 82-0451327
Telephone 208-343-5454
Fax 208-384-5844



March 31, 2025

Pocatello Development Authority
Attn: Brent McLane
City of Pocatello
P.O. Box 4169
Pocatello, ID 83205

Invoice No. 214101
Client No. 9212
Matter No. 3
Billing Attorney: MSC

INVOICE SUMMARY

For Professional Services Rendered from March 3, 2025 through March 31, 2025.

RE: Special Counsel General

Total Professional Services	\$ 1,675.00
Total Costs Advanced	<u> \$.00 </u>
TOTAL THIS INVOICE	\$ 1,675.00

REMITTANCE REPORT
From County Auditor of Bannock County

To: POCATELLO URBAN

Remittance No. 030
Date: March 25, 2025

SOURCE AND FUND	PREPAID 2025	CURRENT 2024	2023	2022	2021	2020	2019	2018	INTEREST	MISC	TOTAL COLLECTION
NORTH YELLOWSTONE (1-0013)											0.00
NAVAL ORDINANCE (1-0014)											0.00
NORTH PORTNEUF 801 (1-0016)											0.00
NORTHGATE (1-0017)		5,425.02									5,425.02
NORTHGATE (1-0018)											0.00
NORTHGATE (83-0000)											0.00
NORTHGATE (84-0000)											0.00
NORTH PORTNEUF 802 (82-0000)		45.21									45.21
PRSN PROPERTY RPLCMNT	\$	-									0.00
CIRCUIT BREAKER		-									0.00
HOMEOWNER TAX RELIEF		-									0.00
ADDITIONAL TAX RELIEF		-									0.00
											0.00
COLUMN TOTALS	0.00	5,470.23	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,470.23

Amount of Remittance 5,470.23

STATE OF IDAHO, }
 }ss.
COUNTY OF BANNOCK }

I, JASON C. DIXON, County Clerk in and for the County aforesaid, being duly sworn on oath, make the following statement:

Chapter 169, laws of 1925, by source and fund, of all monies paid into the treasury of said county and apportioned to the
since the 28TH DAY OF FEBRUARY the date of my last report. Subscribed and sworn to in duplicate before me on the

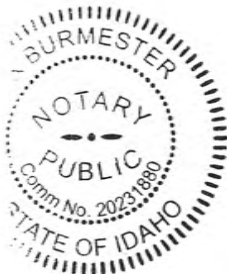
POCATELLO URBAN and included district
25TH DAY OF MARCH

 Notary Public of Bannock County.

County Clerk: JASON C. DIXON

N B. The Clerk will countersign the attached order and transmit same to the treasurer of the municipality or district
accompanied by a duplicate of this report.

By  Deputy Auditor



Action Item 4



PERSPECTIVE
PLANNING & CONSULTING



Titan Center Urban Renewal Area

ELIGIBILITY REPORT

PREPARED BY

Brad Cramer

Perspective Planning & Consulting LLC



Contents

01	EXECUTIVE SUMMARY
-----------	-------------------

05	BACKGROUND INFORMATION
-----------	---------------------------

07	HISTORY OF THE STUDY AREA
-----------	------------------------------

08	CURRENT CONDITIONS IN THE STUDY AREA
-----------	---

16	FINDINGS
-----------	----------

19	CONCLUSION
-----------	------------

22	APPENDIX A: <i>Additional Site Photos</i>
-----------	--

25	APPENDIX B: <i>Steps to Creating an Urban Renewal District</i>
-----------	---

27	APPENDIX C: <i>Open Lands Analysis</i>
-----------	---

Executive Summary

This report is a review of approximately 240 acres located south of Quinn Road, east of Pole Line Road, west of McKinley Road, and north of Eldredge Road to determine its eligibility to become an Urban Renewal Area (URA) under the Idaho Urban Renewal Law of 1965 and Local Economic Development Act, which are described in more detail in Appendix B. The proposed name for the new district is Titan Center but will be referred to in this report as the Study Area. The boundaries are shown on Map 1.

A significant portion of the Study Area is currently included in the exiting Naval Ordnance Plan Urban Renewal District. In order for those lands to be included within the proposed Titan Center Urban Renewal District, the existing district must be closed. This process has been authorized by the Pocatello Development

Authority (PDA) board of directors but is several months away from completion. Map 2 depicts the existing and proposed district boundaries.

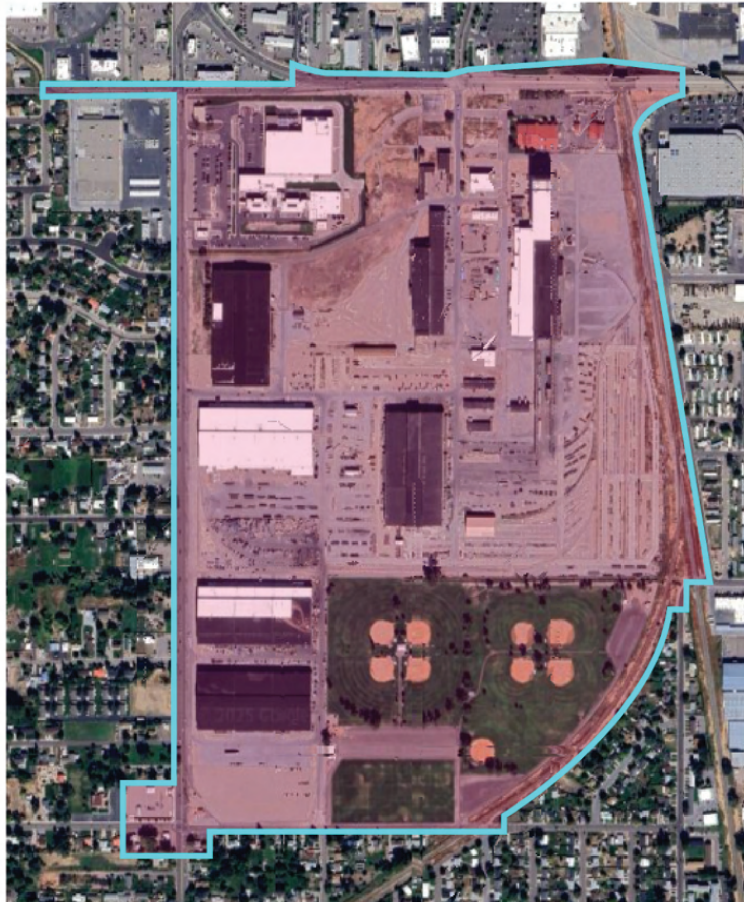
The Idaho Urban Renewal Law of 1965, which comprises Chapter 20, Title 50 as amended and the Local Economic Development Act, comprising Chapter 29, Title 50 of Idaho Code as amended, outline the statutory criteria for determining whether an area is eligible to become a URA. To be eligible, a site must be determined to be a deteriorating and/or deteriorated area by meeting at least one of these statutory criteria. The review of the study area determined that it meets at least one of the criteria and is, therefore, eligible to be an urban renewal project. A summary of the requirements and whether they are met is included below in Table 1. The full analysis of each criterion is included in the main body of the report.



STUDY AREA SITE

Map 1

Proposed Titan Center District Boundaries



Map 2

Existing and Proposed District Boundaries

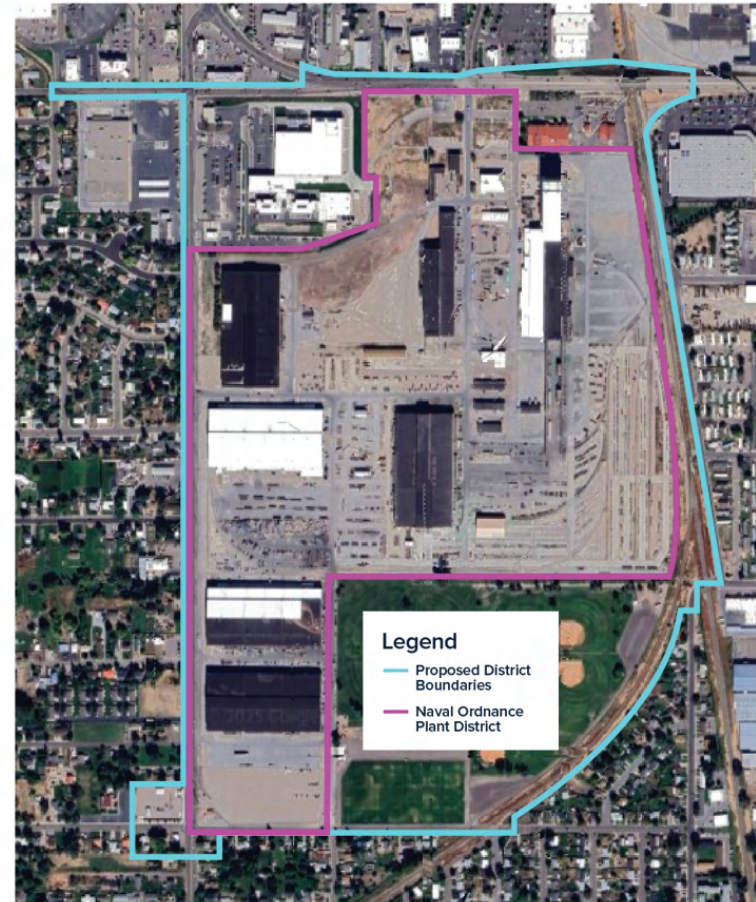


TABLE 1
Summary of Findings


CRITERION	CRITERION MET	CHARACTERISTICS SUPPORTING FINDING
Substantial Deterioration of Site		Structures are in poor-to-fair condition based on information provided by the property owner and conditions observed on a site visit.
Age or Obsolescence		Most buildings in the Study Area were built in the 1940's. There have been recent efforts to improve the facades and windows, but there are numerous structures that still need upgrades.
Predominance of Defective Street Layout or Inadequate Street Layout		Issues at the intersections of Pole Line and Eldredge, Pole Line and Quinn, and the merging of Quinn and Yellowstone demonstrate inadequate infrastructure. There is also a lack of consistent curb, gutter, and sidewalk on all streets in the Study Area.
Outmoded Street Patterns		Similar to the previous criterion, intersections in the Study Area need realignment and widening.
Need for Correlation of Area with Other Areas of by Streets and Modern Traffic Requirements		Intersections and right-of-way infrastructure have not kept up with growth in the area and now are in need of improvement.
Faulty Lot Layout		This criterion is only met for the northern portion of the NOP area where commercial development is anticipated to occur.
Unsuitable Topography		The Study Area is flat and there is no evidence of any underlying issues with soils that would hinder development or redevelopment.
Insanitary or Unsafe Conditions		Lack of sidewalk facilities and inadequate intersections are unsafe conditions. There are non-emergency issues that need to be addressed in the buildings within the Study Area to improve safety as well.
Diversity of Ownership		Most of the Study Area is under a single ownership. The remaining areas are already developed.

TABLE 1
Summary of Findings Cont.

CRITERION	CRITERION MET	CHARACTERISTICS SUPPORTING FINDING
Tax or Special Assessment Delinquency	✗	This was not evaluated for this report.
Defective or Unusual Conditions of Title	✗	This was not evaluated for this report.
Existence of Conditions Which Endanger Life or Property	✓	There are a few non-urgent needs to upgrade fire suppression systems within some of the buildings.
Impairs or Arrests the Sound Growth of a Municipality	✗	The Study Area is in the core of the city and the surrounding area has continued to grow.
Retards Development of the Area	✓	The aging infrastructure and need for street and intersection improvements has limited the ability of the area to redevelop.
Economic Underdevelopment and Economic Disuse	✓	See above.



DEBRIS ON STUDY AREA SITE



BUILDING DEMOLITION ON STUDY AREA SITE

Background Information

POCATELLO DEVELOPMENT AUTHORITY

The Pocatello Development Authority (PDA) is the urban renewal agency of the City of Pocatello. The Mayor, with the confirmation of the City Council, has appointed nine individuals to the PDA:

David Villarreal, Jr.-Chair

Jeff Hough-Vice-Chair & Bannock County Commissioner

Brian Blad-Pocatello Mayor

Jim Johnston-Councilwoman

Linda Leeuwrik

Kirk Lepchenske

Fred Parrish

Nathan Richardson

Ruby Walsh

The PDA was created in 1986 to address deteriorating areas in Pocatello. The PDA currently administers four urban renewal/revenue allocation areas: Naval

Ordinance Plant District (in process of closing at the time of this writing), North Portneuf District, Pocatello Regional Airport District, and the Northgate District. A potential fifth district in the South 5th Corridor is currently being evaluated for eligibility.

Brent McLane, Planning Director for the City of Pocatello, serves as the Executive Director of the PDA. Thane Sparks serves as Treasurer, Aceline McCulla serves as Secretary, and Merrill Quayle is the Public Works Development Engineer. Elam & Burke, P.A. is the legal counsel. Brad Cramer, has been engaged to prepare an eligibility report to determine if the Titan Center area meets the criteria for consideration as an urban renewal area (URA).

STRUCTURES IN STUDY AREA



URBAN RENEWAL BACKGROUND INFORMATION

In response to federal programs funding redevelopment of “blighted” urban areas in the mid- twentieth century, Idaho passed the Idaho Urban Renewal Law of 1965. The law authorized Idaho Municipalities to identify deteriorating areas within their communities and to use federal grant monies to improve and, if necessary, redevelop these areas. Support for such federal expenditures dissipated and eventually ended in the early 1970’s. With the loss of federal support, states needed another tool to assist cities to redevelop deteriorating areas and to participate in the economic vitality of their communities. Idaho cities have a significant financial challenge in responding to the infrastructure demands of growth along with the on-going need to maintain the existing physical plant in good repair. Idaho cities face stringent constitutional limitations and near total

dependence upon state legislative action to provide funding. An Idaho city’s access to funding sources and the ability to employ effective financing mechanisms such as general obligation bonding severely constrain capital investment strategies.

Tools available to cities in Idaho Code Title 50, Chapters 20 and 29, the Urban Renewal Law of 1965 and the Local Economic Development Act, respectively, are some of the few available to assist communities in their efforts to support economic vitality. New sources of State support are not likely to become available in the foreseeable future, thus the PDA’s on-going interest in exploring the potential for establishing additional urban renewal/revenue allocation areas is appropriate.

PURPOSE OF THE REPORT

The purpose of this report is to determine if the Study Area meets the criteria outlined in Idaho statutes, Idaho Code Sections 50-2018(8), (9), and 50-2903(8), for a URA. This report is the first step to assist the Pocatello City Council determine if there is a need for creating a URA in a portion or all of the Study Area. To be eligible, a proposed URA need only meet one of the criteria in the statute. A complete list of all steps required to create a URA, and list of eligibility criteria is included in Appendix B.



HISTORICAL AERIAL 1992

History of the Study Area

The Study Area includes approximately 240 acres and is bounded by McKinley Avenue on the east, Pole Line Road on the west, West Eldredge Road on the south, and West Quinn Road on the north. Most of the land is already included in the Naval Ordnance Plant district which is in process of closing, and should be concluded before the end of July. Uses within the Study Area are primarily industrial and manufacturing, but also include an FBI office Complex, an Armed Forces Reserve Center on the northeast corner, a public park, and other public infrastructure. The Study Area has historical significance not only to the city

and region, but also to the United States. The area known as the Naval Ordnance Plant (NOP) was built in 1942 as one of nine such plants developed to support the U.S. Navy during World War II. The Pocatello plant focused on the refurbishment of large-caliber naval guns to ensure accuracy and reliability after heavy use. These guns were then sent to the Arco Naval Proving Ground (now part of the Idaho National Laboratory site) for testing. The NOP was decommissioned in the 1950's and sold for private use. The site has continued to provide a unique opportunity for industrial and manufacturing uses with its large industrial buildings, ample storage and laydown areas, and access to rail and highways.

The areas surrounding the Study Area include a mix of uses. To the north is a major commercial center with a variety of retail, restaurant, and service uses. To the east there is retail, residential, and industrial uses. Residential makes up most of the land uses to the south and west of the Study Area although there is a storage unit facility on the west side as well. The area within the current Naval Ordnance Plant Urban Renewal District has maintained the historic industrial and manufacturing uses. According to the most recent PDA annual report, the owners have focused on rebranding the development, building façade improvements, and consideration of the development of a new commercial center on the north end. The proposed expanded boundaries are primarily intended to capture nearby intersections that are in need of improvements to improve safety and traffic flow as well as support the continued development and improvement within the NOP area.

As noted earlier, the existing Naval Ordnance Plant Urban Renewal District is in process of closing, although the original anticipated closing date was not until 2030. The PDA Board of Directors initiated this process in 2024 and should be completed before the end of July. For this report, all lands within the proposed boundary will be evaluated for eligibility to be included in the proposed Titan Center District. If the closeout does not occur, the PDA and the City Council may modify the boundary accordingly. This report will need to be adjusted to reflect eligibility of the remaining lands.

Current Conditions In The Study Area

TOPOGRAPHY & GEOLOGY

Map 3 is a surface terrain map of the Study Area. There is very little change in topography across the site, and what does exist is not a major barrier to development. In terms of soils, the area is composed of Urban land-Bahem-Broxon complex. This is a deep, well-drained soil that presents little risk to flooding or other barriers to development.

LAND USES & STRUCTURES

There are approximately 30 main buildings and several smaller structures within the Study Area. The uses and structures have largely remained unchanged for several decades. Tenants may have changed, but the uses have largely been industrial and manufacturing. As noted earlier, most of the buildings within the NOP area were built in the early

Map 3

Topography



1940's. Other structures were built in the 1950's and 60's after the site was sold for private use. A few of the structures on the northern portion of the Study Area were demolished over the last couple of years, but most of the rest of the NOP site has remained unchanged. The Bannock County GIS maps did not provide data on the construction year of the buildings surrounding the NOP area, but based on aerial photos, it appears the FBI complex and the park have been in place since at least the 1980's.

The structures in the NOP area do show signs of age, although recent efforts have been made to improve the buildings with new windows and paint. Information provided by the owners indicate while there are issues in the structures that will need to be addressed over time, there are few immediate needs. These include exterior needs such as continuation of the work to replace windows, paint buildings,

and address rusting siding, as well as masonry and roof work to prevent further deterioration. As expected for buildings that are approaching 100 years old, there are also sections that may not meet current building or fire codes. Buildings surrounding the NOP appear to be in good condition.

As noted in the history section of this report, uses within the NOP site are primarily industrial and manufacturing. The FBI has an office complex on the northwest side of the Study Area. The southern portion of Study Area includes more of the industrial uses as well as a city park which includes several baseball fields. The Study Area also includes rights-of-way and a lift station on the eastern side. Land uses around the Study Area include a commercial center to the north, residential to the west and south, and a mix of industrial, retail, and residential to the east.

STREETS

Within the Study Area, there are four public streets: Pole Line Road, West Quinn Road, West Eldredge Road, and McKinley Avenue. According to the Bannock Transportation Planning Organization (BTPO) Pole Line and Quinn are minor arterials, though where Quinn passes the FBI complex and merges with Yellowstone Avenue, it is identified as a principal arterial. McKinley and Eldredge are local roads. Pole Line is constructed as a 4-lane roadway but is lacking curb gutter and sidewalk in several sections. Quinn is a 2-lane roadway until it merges with Yellowstone at which point it widens to 5-lanes. Curb, gutter, and sidewalk exist on the north side of Quinn but not the south. McKinley and Eldredge are

MCKINLEY AVENUE



ENTRANCE TO NORTH SIDE OF NOP AVE.



INTERSECTION OF QUINN & POLE LINE





both 2-lane roads. Both have sections with curb and gutter on both sides but sidewalk on only one side of the road and both roads have sections with no additional infrastructure on either side.

One of the main reasons for expanding the boundaries from the current Naval Ordnance Plan Urban Renewal District is to capture the main intersections at several points on the arterial roads. The intersection of Eldredge and Pole Line is misaligned and Eldredge needs to be moved a few feet to the north. There is also a need for additional widening of Quinn at the intersection with Pole Line. Most problematic is the area where Yellowstone and Quinn merge. For eastbound traffic there is a merge lane which allows a smooth merger. However, for westbound traffic, the left-hand turn point is at an awkward angle due to the curve for Yellowstone to head north. This presents an unsafe situation which should be remedied.

There are internal private roads within the NOP area. These were not evaluated for

connectivity or safety for this report as they are not a part of the public street network. However, PDA staff identified the potential for the conversion of the north entrance road to a public street as commercial development occurs. This road would curve to the west just south of the FBI complex and connect with Pole Line Road just north of the intersection of Northgate Drive and Pole Line. This would provide increased connectivity both to the NOP area as well as the potential commercial development.

An additional potential project identified by PDA staff is the need to remove the railroad crossing at McKinley and Z Streets. If pursued, a cul-de-sac turnaround would be built on the east side of the railroad. Although McKinley is a local road, it does not currently connect directly to another public street on the northern end. Rather it directly enters the Costco parking lot. Thus the connection between McKinley and Z to Eldredge is not viewed as a critical connection within the street network.

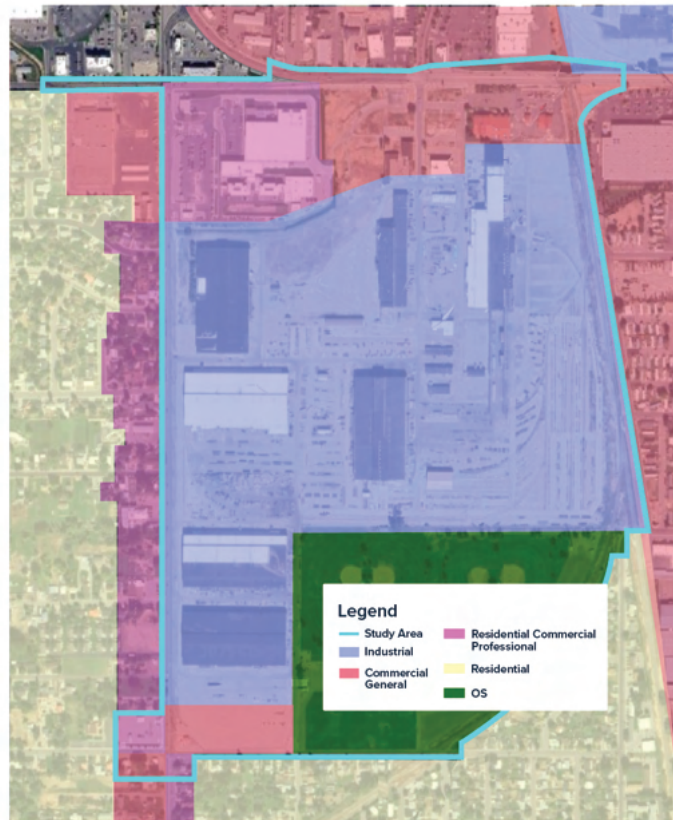


UTILITIES

The utility network is well developed in the Study Area. In conversations with staff there are no identified needs for main lines within the arterial roadways. There will likely be utility needs for new commercial development on the north end, but there is sufficient capacity from the adjacent mains. If the private road noted above becomes public, the only utility anticipated to be included within the right-of-way is a storm water line.

LOT LAYOUT

Perhaps the most notable deficiency in the current lot layout is that the parcels are not platted. However, because the NOP area is under a single ownership, this is not as relevant as it might be in another circumstance. Platting may be needed for the anticipated commercial development on the north end of the NOP site, especially if the current access is converted to a public road and if parcels will be sold rather than all retained by the current owner. The other lots in the Study Area are already developed and lot layout does not appear to be an issue.



Comprehensive Plan and Zoning

Our Valley Our Vision: Pocatello Comprehensive Plan 2040 identifies five future land use designations within and around the Study Area: Commercial, Industrial, Employment, Open Space, and Residential. The residential areas are outside, but immediately adjacent to the Study Area. These designations are shown on Map 4. The descriptions of each from the Comprehensive Plan are included below:

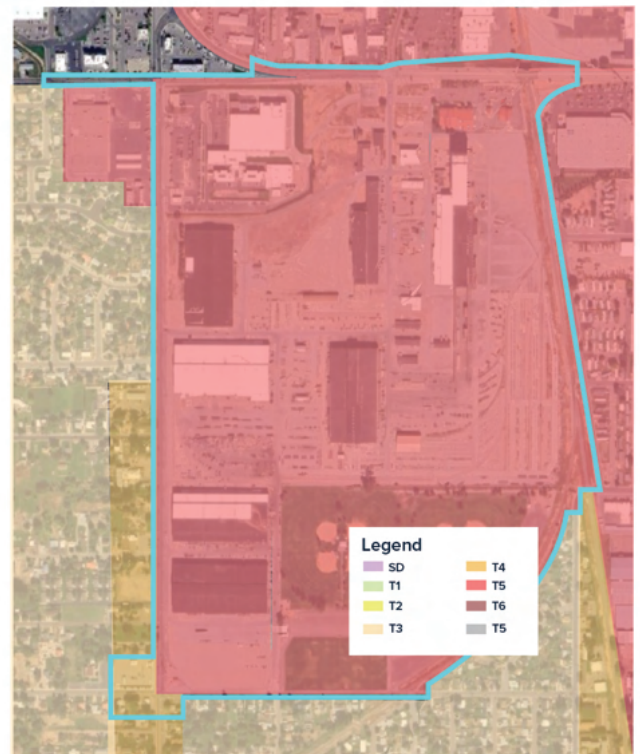
- Commercial:** This designation denotes projected or existing areas that allow commercial uses with upper-story residential uses.
- Industrial:** This designation denotes projected or existing areas that allow industrial and office park uses.
- Employment:** This designation denotes projected or existing areas that allow commercial and office park uses.
- Open Space:** This designation denotes projected or existing private, public or quasi-public open space areas. These areas may include Federal, State, City and/or privately-owned land, parks, cemeteries, golf courses, trails, river areas, nature/conservation areas, and/or agricultural land.
- Residential:** This designation denotes projected or existing residential areas of various densities and forms. These areas include a range of residential uses from suburban to urban neighborhoods.

The Pocatello plan also uses Smart Growth transects to describe the development pattern of an area. The Study Area is part of a Regional Center Development transect. This same transect exists to the north and east. The neighborhoods to the south and west are part of the Traditional Neighborhood Development transect. These are depicted on Map 5.

Current zoning in the Study Area is shown on Map 6. There are five different zones within the study area: Office Park (OP), Commercial General (CG), Industrial (I), Residential Medium Density Single Family (RMS), and a small area of Residential Commercial Professional (RCP) at the intersection of Pole Line and Eldredge. Because the Study Area is nearly fully developed, the zones reflect the existing uses on the parcels. The land at the north end of the NOP area in between the FBI complex and the Armed Forces Service Center where future commercial is planned is zoned CG which will support the intended future development.

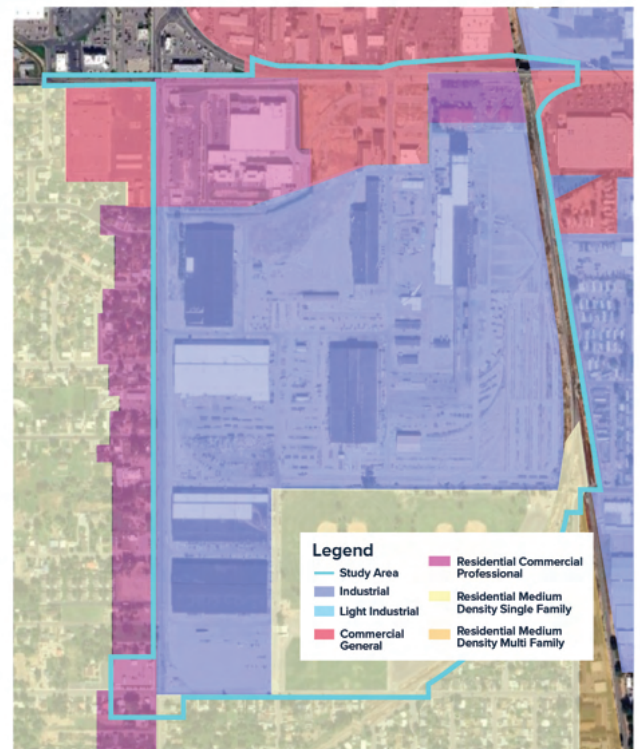
Map 5

Comprehensive Plan Transect Zones



Map 6

Zoning Map



STRUCTURES IN STUDY AREA



TEN PERCENT LIMITATION & ASSESSED VALUATION WITHIN REVENUE ALLOCATION AREA

In addition to the eligibility criteria discussed in this report, Idaho statutes limit the combined base assessment rolls of the existing and proposed Revenue Allocation Areas (RAAs) to ten percent of the current assessed valuation of all taxable property within the municipality. Idaho Code Section 50-2903(15) states:

“Revenue allocation area” means that portion of an urban renewal area...where the equalized assessed valuation (as shown on the taxable property assessment rolls) of which the local governing body has determined, on and as a part of the urban renewal plan, is likely to increase as a result of the initiation of an urban renewal project....The base assessment roll or rolls of revenue allocation area or areas shall not exceed at any time ten percent (10%) of the current assessed valuation of all taxable property within the municipality.”

The Data Processing Department of Bannock County provided the City of Pocatello assessed value as well as the adjusted base of the existing urban renewal areas, with the exception of the Pocatello Regional Airport District, which is located in Power County. Because the Naval Ordnance Plant is expected to be closed prior to the creation of the Titan Center District, there are several assumptions that are included in this evaluation. First, the evaluation assumed a \$0 base value for the Naval Ordnance Plant District because the entirety of the lands within its boundaries will be included in the proposed Titan Center District. The estimated base value for the proposed Titan Center District assumes a base reset for the lands previously included in the Naval Ordnance Plant District. Values for the Titan Center District were taken from the Bannock County Parcel Viewer.

TABLE 2

Statutory Ten Percent Limitation Analysis

AREA	ASSESSED VALUE	PERCENTAGE
City of Pocatello	\$5,128,009,996	
	ADJUSTED BASE	
Naval Ordnance Plant District*	\$0	
Pocatello Regional Airport District	\$22,023	
North Portneuf District	\$3,897,339	
Northgate District	\$6,700,551	
Proposed South 5th Avenue District (Estimated)**	\$148,000,000	
Proposed Titan Center District (Estimated)***	\$8,488,901	
TOTAL ASSESSED BASE URA'S	\$167,108,814	3.25%

SOURCE: Bannock County Assessor. PMB206, Urban Renewal by Tax Code Area, March.

*The \$0 value assumes the Naval Ordnance Plant District will be closed before the Titan Center District is created and therefore its value will not be included in the 10% base calculation.

**Value taken from a presentation by SB Friedman. Values are from 2023 and do not necessarily reflect the most current valuation of the potential district

***Estimated base value assumes a rest of values for lands currently within the Naval Ordnance Plant District.

The total combined adjusted base assessment rolls of the existing RAAs including the estimated base assessments for the South 5th Avenue District and Titan Center District will not exceed the estimated ten percent limit of \$512,800,999. The combined rolls are estimated to be 3.25% using the 2024 assessed values.

Findings

To find a study area is eligible for the creation of a URA and RAA, the Study Area must contain one or more of the statutory criteria spelled out in Idaho Code Sections 50-2018(8), (9), and 50-2903(8), and to the extent there is open land, the statutory criteria in Idaho Code Section 50-2903(8)(c). Below are the criteria and a brief discussion of the findings.

01 **The Presence of a Substantial Number of Deteriorated or Deteriorating Structures and Deterioration of the Site**

Most of the buildings within the Study Area are within the NOP area. As noted above, there has been significant effort recently to address deterioration in some of the buildings. There remain, however, several buildings that still show signs of deterioration that should be addressed. This includes point work in the masonry, rusty and loose metal siding, and older windows. In terms of site deterioration, most of the site appeared to be in at least fair condition. There are areas where the asphalt and concrete has begun to crack and a few areas where drainage appeared to be lacking leading to some pooling of water. However, these did not appear to be urgent issues at the time of this writing. This criterion is met.

02 **Age or Obsolescence**

As noted, most of the structures in the Study Areas were built in the 1940's, but many are occupied and in at least fair condition. It is unlikely, however, that they meet all current building and fire code standards. That the buildings are occupied indicates they are not obsolete. Due to the age of the buildings, this criterion is met.

03 **Predominance of Defective or Inadequate Street Layout**

The main issues with the street layout have to do with the intersections of main roads at the perimeter of the Study Area and the lack of complete right-of-way infrastructure. The two main intersections of concern are Pole Line and Eldredge where the east/west roads do not align and the area where Quinn merges with Yellowstone which creates an awkward and dangerous turning condition, especially for westbound traffic. On all streets with the Study Area there is a lack of complete curb, gutter, and sidewalk infrastructure. This creates significant gaps in the pedestrian and bicycle network. This criterion is met.

04 Outmoded Street Patterns

Similar to criterion #3, the need for improvements in the intersections show the street network and infrastructure has not kept up with growth in the area and is, therefore, outmoded for current usage. There is a need for realignment and widening of each of the main intersections within the Study Area. This criterion is met.

05 Need for Correlation of the Area with Other Areas of Municipality by Streets & Modern Traffic Requirements

In terms of the street network, the Study Area is well connected to other areas of the municipality and region. It is bordered by two minor arterials, one of which changes to a major arterial on the northeast side. These roads provide excellent access and connection to other parts of Pocatello, but also to neighboring Chubbuck as well as I-15 and I-86. The need for modern traffic requirements, however, is evidenced once again by the need for intersection improvement and development of pedestrian and bicycle infrastructure. This criterion is met.

06 Faulty Lot Layout in Relation to Size, Adequacy, Accessibility, or Usefulness; Obsolete Platting

Most of the Study Area is not platted. However, based on current ownership and development patterns, this does not appear to be a barrier to development or redevelopment. Platting may be needed if the anticipated commercial development occurs on the north portion of the NOP site, especially if the current access is converted to a public street or if lots are intended to be sold. In the northern portion of the NOP site. This criterion is met.

07 Unsuitable Topography

The topography within the Study Area is flat and does not pose a barrier to development or redevelopment. This criterion is not met.

08 Insanitary or Unsafe Conditions

There were no insanitary conditions observed. There are three unsafe conditions within the Study Area. First is the unsafe intersection where Quinn and Yellowstone merge. For westbound traffic, the location of the

08 turn from Yellowstone to Quinn is at a point where the road is curving to the north and is not easy to see. Also, for traffic turning left from Quinn to Yellowstone, the curvature of the road reduces visibility. The second unsafe condition is the lack of pedestrian and bicycle infrastructure. This is especially pronounced on Pole Line Road, which is a minor arterial and could be an excellent pedestrian connection from the surrounding neighborhoods to the retail center to the north. The third unsafe condition is generically related to the age of the buildings which were constructed prior to current building and fire codes. No specific, urgent issues were identified by documentation provided by the property owners, but there are identified improvements that should be made over time, especially related to fire suppression. This criterion is met.

09 Diversity of Ownership
Although there are several owners of property within the Study Area, because of the current development patterns, this does not provide a barrier to development. The only sites that are available for new development are under a single ownership. This criterion is not met.

10 Tax or Special Assessment Delinquency
Taxes and special assessments were not evaluated for this report. This criterion is not met.

11 Defective or Unusual Conditions of Title
Conditions of title were not evaluated for this report. This criterion is not met.

12 Existence of Conditions which Endanger Life or Property by Fire & Other Causes
As noted elsewhere, a third-party evaluation of the NOP site provided by the property owner identified long-term needs to improve the fire suppression systems in certain buildings. These issues were not identified as urgent but will need to be addressed over time. This criterion is met.

13**Substantially Impairs or Arrests the Sound Growth of Municipality**

Although there are some challenging conditions on the site, the Study Area is within the core of the city and is not blocking any paths to growth. In fact, there is evidence that the city has continued to grow in a logical pattern based on the surrounding commercial center. This criterion is not met.

**14
&
15****Conditions which Retard Development of the Area AND Results in Economic Underdevelopment of the Area and Economic Disuse**

There are developable areas within the Study Area, specifically within the NOP site. On the northern end adjacent to Quinn Road, in between the FBI complex and the Armed Forces Service Center there is land that could be developed and is anticipated to accommodate commercial development. Previously there were several buildings on this site that would have prevented new development. Most of these have been demolished and removed from the site. There are still at least three buildings that remain that would potentially hinder new development. There is also site remediation that would need to occur prior to construction. Given the growth in commercial uses to the north and northwest of the Study Area, there appears to be a market for uses other than the small scale industrial that would have previously been in the now demolished buildings; an evidence of economic underdevelopment and economic disuse. For the rest of the Study Area, the lands are developed, but several of the older buildings are in need of upgrades and façade improvements in order to stay viable. These criteria are met.

Conclusion

The Titan Center Study Area and proposed RAA meets one or more of the criteria for eligibility under Idaho Code Sections 50-2018(8) and (9) and 50-2903(8). The Study Area suffers from economic underdevelopment and economic disuse due to aging structures and infrastructure as well as a surrounding street network that is not keeping pace with growth in the area

and does not provide fully developed rights-of-way. Because the Study Area is nearly fully developed, it is difficult to use development alone to address these issues. Tax Increment Financing may be an appropriate tool to assist with the necessary improvements. Table 3, which is also included in the executive summary, summarizes the findings of the eligibility for the study area.

TABLE 3
Summary of Findings










CRITERION	CRITERION MET	CHARACTERISTICS SUPPORTING FINDING
Substantial Deterioration of Site		Structures are in poor-to-fair condition based on information provided by the property owner and conditions observed on a site visit.
Age or Obsolescence		Most buildings in the Study Area were built in the 1940's. There have been recent efforts to improve the facades and windows, but there are numerous structures that still need upgrades.
Predominance of Defective Street Layout or Inadequate Street Layout		Issues at the intersections of Pole Line and Eldredge, Pole Line and Quinn, and the merging of Quinn and Yellowstone demonstrate inadequate infrastructure. There is also a lack of consistent curb, gutter, and sidewalk on all streets in the Study Area.
Outmoded Street Patterns		Similar to the previous criterion, intersections in the Study Area need realignment and widening.
Need for Correlation of Area with Other Areas of by Streets and Modern Traffic Requirements		Intersections and right-of-way infrastructure have not kept up with growth in the area and now are in need of improvement.
Faulty Lot Layout		This criterion is only met for the northern portion of the NOP area where commercial development is anticipated to occur.
Unsuitable Topography		The Study Area is flat and there is no evidence of any underlying issues with soils that would hinder development or redevelopment.
Insanitary or Unsafe Conditions		Lack of sidewalk facilities and inadequate intersections are unsafe conditions. There are non-emergency issues that need to be addressed in the buildings within the Study Area to improve safety as well.
Diversity of Ownership		Most of the Study Area is under a single ownership. The remaining areas are already developed.

TABLE 1
Summary of Findings Cont.

CRITERION	CRITERION MET	CHARACTERISTICS SUPPORTING FINDING
Tax or Special Assessment Delinquency	✗	This was not evaluated for this report.
Defective or Unusual Conditions of Title	✗	This was not evaluated for this report.
Existence of Conditions Which Endanger Life or Property	✓	There are a few non-urgent needs to upgrade fire suppression systems within some of the buildings.
Impairs or Arrests the Sound Growth of a Municipality	✗	The Study Area is in the core of the city and the surrounding area has continued to grow.
Retards Development of the Area	✓	The aging infrastructure and need for street and intersection improvements has limited the ability of the area to redevelop.
Economic Underdevelopment and Economic Disuse	✓	See above.

MCKINLEY AVE



STRUCTURE IN STUDY AREA



APPENDIX A: **Additional Site Photos**



APPENDIX A:

Additional Site Photos Cont.



APPENDIX A:

Additional Site Photos Cont.



APPENDIX B:

Steps in Creating a URA & Revenue Allocation Area (RAA)

If an urban renewal agency is in existence in a community, the creation of an urban renewal area, including a revenue allocation area (required for use of tax increment financing), begins with an eligibility report for a designated area within the community. The central question for an eligibility report is whether the study area has at least one of the statutory characteristics which must be found to be considered eligible for urban renewal activities. These characteristics or criteria are:

1. The presence of a substantial number of deteriorated or deteriorating structures and deterioration of site [50-2018(9), 50-2903(8)(b) and (8)(c), and 50-2008(d)(4)(2)],
2. Age or obsolescence [50-2018(8) and 50-2903(8)(a)], .
3. Predominance of defective or inadequate street layout [50-2018(9) and 50-2903(8)(b)],
4. Outmoded street patterns [50-2008(d)(4)(2)],
5. Need for correlation of area with other areas of municipality by streets and modern traffic requirements [50-2008(d)(4)(2)],
6. Faulty lot layout in relation to size, adequacy, accessibility, or usefulness; obsolete platting [50-2018(9), 50-2903(8)(b) and (8)(c)], and 50-2008(d)(4)(2)]
7. Unsuitable topography [50-2008(d)(4)(2)],
8. Insanitary or unsafe conditions [50-2018(9), 50-2903(8)(b)],
9. Diversity of ownership [50-2018(9), 50-2903(8)(b) and (8)(c), and 50-2008(d)(4)(2)],
10. Tax or special assessment delinquency [50-2018(9), 50-2903(8)(b)], and 50-2008 (d)(4)(2)]
11. Defective or unusual conditions of title [50-2018(9), 50-2903(8)(b) and (8)(c), and 50-2008(d)(4)(2)],
12. Existence of conditions which endanger life or property by fire and other causes [50-2018(9), 50-2903(8)(b)],
13. Substantially impairs or arrests the sound growth of a municipality and is a menace to the public health, safety, morals or welfare [50-2018(9), 50-2903(8)(b) and 8(c)],
14. Conditions which retard development of the area [50-2008(d)(4)(2)], and
15. Results in economic underdevelopment of the area [50-2903(8)(b)] and economic disuse [50-2008(d)(4)(2)].

If it is determined the Study Area has characteristics which meet one or more of the statutory criteria listed above, the Agency may accept the eligibility report and request its consideration by the governing body. No URA can be formed unless the City Council adopts a resolution finding the area under consideration is deteriorated or deteriorating

due to such characteristics, the redevelopment of the area is necessary for the welfare of the residents, and the area is appropriate for an urban renewal project. The resolution approved by City Council authorizes the agency to prepare a plan for the proposed urban renewal area. The urban renewal area plan is to include the following with specificity:

1. A statement describing the total assessed valuation of the base assessment roll of the revenue allocation area and the total assessed valuation of all taxable property within the municipality;
2. A statement listing the kind, number, and location of all proposed public works or improvements within the revenue allocation area;
3. An economic feasibility study;
4. A detailed list of estimated project costs;
5. A fiscal impact statement showing the impact of the revenue allocation area, both until and after the bonds are repaid, upon all taxing districts levying taxes upon property on the revenue allocation area;
6. A description of the methods of financing all estimated project costs and the time when related costs or monetary obligations are to be incurred;
7. A termination date for the plan and revenue allocation area as provided for in section 50-2903(20), Idaho Code. In determining the termination date, the plan shall recognize that the agency shall receive allocation of revenues in the calendar year following the last year of the revenue allocation provision described in the urban renewal plan;
8. A description of the disposition or retention of any assets of the agency upon the termination date. Provided however, nothing herein shall prevent the agency from retaining assets or revenues generated from such assets as long as the agency shall have resources other than revenue allocation funds to operate and manage such assets;

Once the plan is prepared and approved by the agency, it is forwarded to the City Council. Prior to the public hearing before the City Council, the City Council forwards the plan to the City Planning and Zoning Commission for its determination that the plan conforms to the City's comprehensive plan. At least thirty (30) days prior to the public hearing, a copy of the notice and plan is distributed to the taxing entities overlapping the boundaries of the proposed district. After receiving the recommendation of the commission, and after notice fully published, the public hearing is held. The City Council must approve an urban renewal plan, including revenue allocation financing provisions, by an ordinance. If the ordinance is adopted by the City Council, a copy of the ordinance with legal description of the RAA is distributed to all the overlapping taxing entities, county officials and the State Tax Commission.

By state statute, following adoption of the ordinance, the RAA is effective January 1, of the year in which it is adopted. The RAA has a maximum life of twenty years under Idaho statutes. The urban renewal agency implements the plan adopted by the City Council.

APPENDIX C:

Open Lands Analysis

The Study Area has been subject to recent development. Portions of the Study Area could be considered a traditional “greenfield” area and does not include agricultural land. There are several parcels vacant and large enough for modern development.

Idaho Code Section 50-2903(8)(c) states: “Any area which is predominately open and which because of obsolete platting, diversity of ownership, deterioration of structures or improvements, or otherwise, results in economic underdevelopment of the area or substantially impairs or arrests the sound growth of a municipality. The provisions of section 50-2008(d), Idaho Code, shall apply to open areas.”⁸

The eligibility criteria set forth in Idaho Code Section 50-2903(8)(c) for predominantly open land areas mirror or are the same as those criteria set forth in Idaho Code Sections 50-2018(9) and 50-2903(8)(b). “Diversity of ownership” is the same, while “obsolete platting” appears to be equivalent to “faulty lot layout in relation to size, adequacy, accessibility, or usefulness.” “Deterioration of structures or improvements” is the same or similar to “a substantial number of deteriorated or deteriorating structures” and “deterioration of site or other improvements.” There is also an additional qualification that the provisions of Idaho Code Section 50-2008(d) shall apply to open areas.

Idaho Code Section 50-2008 primarily addresses the urban renewal plan approval process and Idaho Code Section 50-2008(d)(4) sets forth certain conditions and findings for agency acquisition of open land as follows:

The urban renewal plan will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the urban renewal area by private enterprise: provided, that if the urban renewal area consists of an area of open land to be acquired by the urban renewal agency, such area shall not be so acquired unless (1) if it is to be developed for residential uses, the local governing body shall determine that a shortage of housing of sound standards and design which is decent, safe and sanitary exists in the municipality; that the need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas; that the conditions of blight in the area and the shortage of decent, safe and sanitary housing cause or contribute to an increase in and spread of disease and crime and constitute a menace to the public health, safety, morals, or welfare; and that the acquisition of the area for residential uses is an integral part of and essential to the program of the municipality, or (2) if it is to be developed for nonresidential uses, the local

The urban renewal plan will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the urban renewal area by private enterprise: provided, that if the urban renewal area consists of an area of open land to be acquired by the urban renewal agency, such area shall not be so acquired unless (1) if it is to be developed for residential uses, the local governing body shall determine that a shortage of housing of sound standards and design which is decent, safe and sanitary exists in the municipality; that the need for housing accommodations has been or will be increased as a result of the clearance of slums in other areas; that the conditions of blight in the area and the shortage of decent, safe and sanitary housing cause or contribute to an

In sum, there is one set of findings if the area of open land is to be acquired and developed for residential uses and a separate set of findings if the land is to be acquired and developed for nonresidential uses.

Basically, open land areas may be acquired by an urban renewal agency and developed for nonresidential uses if such acquisition is necessary to solve various problems, associated with the land or the infrastructure, that have delayed the area's development. These problems include defective or usual conditions of title, diversity of ownership, tax delinquency, improper subdivisions, outmoded street patterns, deterioration of site, and faulty lot layout. All the stated conditions are included in one form or another in the definition of a deteriorated area and/or a deteriorating area set forth in Idaho Code Sections 50-2903(8)(b) and 50-2018(9). The conditions listed only in Section 50-2008(d)(4)(2) (the open land section) include economic disuse, unsuitable topography, and "the need for the correlation of the area with other areas of a municipality by streets and modern traffic requirements, or any combination of such factors or other conditions which retard development of the area."

The conclusion of this discussion concerning open land areas is that the area qualifies if any of the eligibility conditions set forth in Idaho Code Sections 50-2018(9) and 50-2903(8)(b) apply. Alternatively, the area under consideration qualifies if any of the conditions listed only in Idaho Code Section 50-2008(d)(4)(2) apply. As set forth in greater detail in the main body of the report, there are conditions of faulty lot layout and certain unsafe conditions within the Study Area.

Based on the above analysis, portions of the Study Area do appear to be "predominantly open land," which is not a defined term, and are "greenfield" or agricultural operations, therefore the open land condition is satisfied.

Action Item 5

Pocatello Development Authority

REQUEST FOR QUALIFICATIONS

for Demolition/Construction and Structural Engineering Services

Project Title: Monarch Building Demolition/Construction and Structural Engineering Services

RFQ Number: 2025-001: Pocatello Development Services

Due: May 30, 2025 at 11:00 AM MT

Awarding Authority: Pocatello Development Authority with a majority vote of the Pocatello Development Authority Board.

Contact:

Brent McLane, Executive Director, Pocatello Development Authority

911 N. 7th Ave.

Pocatello, Idaho 83201

bmclane@pocatello.gov

Telephone: (208) 234-6583

Table of contents

Section I. Introduction	3
Section II. Instructions & Submission Requirements	5
Section III: Terms and Conditions	8
Section IV: Project Overview & Scope of Work	10
Section V: Selection Process and Evaluation Criteria	12
Section VI. Contract Award	14

Appendices

A. Certificate of Non-Collusion	15
B. Certificate of Tax Compliance	16
C. Certification Regarding Lobbying	17

POCATELLO DEVELOPMENT AUTHORITY
REQUEST FOR QUALIFICATIONS (RFQ)
FOR MONARCH BUILDING DEMOLITION/CONSTRUCTION AND STRUCTURAL
ENGINEERING SERVICES

Section I. Introduction

The Pocatello Development Authority is seeking responses from qualified General Contractors (“Contractor”) to provide demolition/construction services and related engineering services in order to safely remove the Monarch Building located at 244 W. Center St., Pocatello, Idaho.

The Pocatello Development Authority invites interested parties to submit qualifications to assist with the demolition, removal of material, and securing of the site. The project involves the removal a historic building located in Downtown Pocatello that was destroyed by fire in 2014. The building was recently gifted to the PDA who is looking to prepare the site for redevelopment opportunities in Downtown. The building was constructed in 1909 of unreinforced masonry and shares common walls on both sides. The west side is to remain intact and the east side is to be removed to on the upper stories to the level of the shared wall of the neighboring building. The awarded Contractor must have substantive experience with building demolition in a downtown setting, building safety review, permitting processes, and the preparation of building documents that comply with local, state, and federal requirements. Contractors must have experience completing plans in accordance with the International Building Code (IBC), the International Fire Code (IFC), Americans with Disabilities Act (ADA) requirements, and any other local and state requirements for building demolition.

The Pocatello Development Authority is a municipal corporation located in Southeast, Idaho. The PDA is issuing this Request for Qualifications (“RFQ”) and anticipates selecting a Contractor that has extensive experience working in a local government setting. Only the Contractors responding to the RFQ will be considered. The PDA will evaluate responses to select a candidate to negotiate a contract. Once negotiated, the contract term will be valid for a 12-month period with mutually executable options to extend based on the availability of funding.

This solicitation is being conducted in accordance with the provisions of Idaho Code Title 67, Chapter 28 (Purchasing by Political Subdivisions), the Pocatello Development Authority Purchasing Policies, and other applicable requirements. Those provisions are hereby incorporated by reference into this RFQ. All contracts must be strictly awarded in accordance with the requirements of the RFQ. If it becomes necessary to revise any part of this RFQ or otherwise provide additional information, an addendum will be issued to all prospective Respondents who received copies of the original request.

Proposal Due Date: May 30, 2025 at 11:00 AM MT

Proposal Subject: Demolition/construction services and related engineering services in order to safely remove the Monarch Building located at 244 W. Center St., Pocatello, Idaho.

RFQ Title: Monarch Building Demolition/Construction and Structural Engineering and Services

RFQ Availability: RFQ information packets will be available beginning April 28, 2025 after 8:00AM MT through May 30, 2025 at 10:59AM MT by contacting Brent McLane, Executive Director, at 208-234-6583, or via email at bmclane@pocatello.gov.

Return RFQs to: Pocatello Development Agency (PDA)
Attn: Brent McLane
911 N. 7th Avenue
Pocatello, ID 83201

Any questions pertaining to the scope of services in this solicitation should be submitted in writing. All answers will be in the form of an addendum and sent to registered Respondents. All questions must be submitted in writing no later than 5:00 PM MT on May 19, 2025 to Brent McLane, Executive Director, at 208-234-6583, or via email at bmclane@pocatello.gov.

Please read this entire document before responding or submitting questions. Thank you for your interest.

RFQ Issuance	DATE	April 28, 2025 at 8:00AM MT
Questions Deadline	DATE	May 19, 2025 at 5:00PM MT
Proposals Due	DATE	May 30, 2025 at 11:00AM MT
Interviews, if necessary	DATE	June 4, 2025 and June 6, 2025
Anticipated Selection	Week of	June 9, 2025
Anticipated Contract Start	DATE	July 16, 2025

Section II. Instructions & Submission Requirements

A. Instructions

1. Time and Place for Submission

Proposals are to be submitted by mail or in person to Pocatello City Hall, Attn: Pocatello Development Authority, 911 N. 7th Avenue, Pocatello, ID 83201 by 11:00AM MT on **May 30, 2025**. Proposals will be considered on time if received by the Submission Deadline using the time on the clock located in the Pocatello Development Authority's Planning and Development Services Department at City Hall. Postmarks will not be considered. E-mail submissions will not be accepted. The PDA shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing service errors, etc. If, at the time that proposals are due, City Hall is closed due to uncontrolled events, proposals will be accepted until 11:00AM MT on the next day that City Hall is open. No individual extensions of this deadline will be granted. Late proposals will be deemed "non-responsive" and will not be opened. They may be picked up by the Respondent if so desired.

2. Idaho Code

Attention of all Respondents is directed to Title 67, Chapter 28 of the Idaho Statutes governing transactions involving requests for qualifications, and to all other applicable sections of the Idaho Code as most recently amended which govern the award of this contract.

3. Disclosure of Information

Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Idaho Public Records Law, Idaho Code §74, and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFQ shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to Idaho Code §74. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Idaho Public Record Law by contacting the RFQ contact person identified in this RFQ.

4. Reservation of Right

The Pocatello Development Authority may cancel this Request for Qualifications or may reject in whole or in part any and all responses or proposals when it is determined that said cancellation or rejection serves the best interests of the PDA. The PDA reserves the right to reject any or all proposals after determining if each response is responsive and responsible.

5. Non-Collusion

It is understood that the Respondent has submitted the proposal in good faith and has not colluded with any other individuals, Contractors, or corporations in creating the proposal to subvert the market process. See Certificate of Non-Collusion (**Appendix A**). Respondents are required to complete this form. Failure to do so will result in a rejection of the proposal.

6. Cost of Proposal

All costs involved in preparing the proposal will be borne by the Respondent. The PDA will not be liable for any costs associated with the creation of the proposal.

7. Incomplete or Conditional Proposals

Proposals, which are incomplete, conditional or obscure, may be rejected. No award will be made to any Respondent who cannot satisfy the awarding authority that they have sufficient ability and sufficient capital to enable them to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive, and binding.

B. Submission Requirements

8. One bound, single-sided original hard copy proposal is to be submitted, in a sealed envelope clearly marked with the words: “Monarch Building Demolition/Construction and Structural Engineering Services” as well as the Respondent’s name. Submission by email is not acceptable.
9. One electronic copy of the proposal should be submitted with the hard copy. Electronic copies should be submitted on properly labeled portable media and MUST mirror paper versions exactly. Electronic copies must be a single PDF file. Submission by email is not acceptable.
10. Failure to submit proposals in the format described herein may result in the rejection of the proposal.
11. The contract is scheduled to be awarded within sixty (60) days of this proposal opening. This RFQ as well as the successful Respondent’s proposal will become part of the contract.
12. By submitting a signed proposal, the Respondent acknowledges and agrees to the Pocatello Development Authority’s “Terms and Conditions” contained in Section III: Terms and Conditions.
13. If any changes are made to this RFQ, an addendum will be distributed to all Respondents who have received the RFQ.
14. A Respondent may correct, modify, or withdraw a proposal by written notice if received by the PDA prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled “Modification No. _.” Each modification must be numbered in sequence and must reference the original RFQ. After the proposal opening, a Respondent may not change any provision of the proposal in a manner prejudicial to the interests of the PDA or fair competition. Minor informalities will be waived or the Respondent will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct meaning. A Respondent may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct wording is not similarly evident.
15. Individuals are encouraged to submit proposals; individuals who submit proposals will not be subject to requirements that are only applicable to businesses such as authorized signatory and financial stability certifications. However, individuals will still be required to fill out those applicable portions of the required forms.
16. Proposals must also include the: Certificate of Non-Collusion, Certificate of Tax Compliance, and Certification Regarding Lobbying as provided in this RFQ. See Appendices for additional details.
17. All proposals must be signed by appropriate, authorized individual or individuals, e.g. if the Respondent is a partnership, by the name of the partnership, with the signature of each general partner. If the Respondent is a corporation, it must be signed by the authorized officer whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.
18. All questions and requests for clarification must be received in writing by 5:00PM MT on May 19, 2025.
19. Written addenda issued by the PDA will be e-mailed as necessary to all parties that the PDA is aware have requested documents using the contact information provided to the PDA. A copy of

any addendum as may be issued will be on file with the PDA. Absence of “failure” messages electronically transmitted from addressee’s site will serve as Contractation of delivery of addenda. Respondent should contact Brent McLane via e-mail or phone, if they believe an addendum has not been received. A copy of all addenda that are issued should be included in the proposal package and each addendum should be initialed in the bottom left corner of the first page of the document by the Respondent.

20. The Pocatello Development Authority is the awarding entity that will sign the contract and to whom invoices will be submitted/received and by whom the Respondent will be paid/submit payment.
21. All proposals will be reviewed by the Evaluation committee. A recommendation will be made by the Evaluation Committee to accept the proposal which is in the best interest of the PDA. The Evaluation Committee will, in turn, recommend to the Board for a vote to appropriate funding and award. The consideration of all proposals and subsequent selection of a successful Respondent shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin. The recommendation will be based on the evaluation criteria (Section V).
22. Failure to complete the enclosed forms, answer any questions, or provide the required documentation will result in the proposal being deemed non-responsive and the rejection of the proposal, unless the PDA determines that such failure constitutes a minor informality.

Section III. Terms & Conditions

1. General Terms and Conditions

The process of selecting organizations to provide consultation services for the PDA's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made for the implementation portion of this proposal.

The PDA reserves the right to accept or reject all proposals or portions thereof without stated cause. The PDA reserves the right to re-issue any RFQ or cancel the RFQ if none of the proposals are deemed satisfactory to the PDA. Upon selection of a finalist, the PDA by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the PDA, for any reason, is unable to reach a final agreement with this finalist the PDA then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The PDA may also elect to reject all proposals and re-issue a new RFQ.

Clarification of proposals: The PDA reserves the right to obtain clarification of any point in a Respondent's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFQ shall be in writing or email, and a response shall be provided within two business days. The PDA is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the PDA. The PDA reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the PDA. The PDA reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Respondent.

2. Conflict of Interest

By the submission of a proposal, the Respondent agrees to ensure that, at the time of contracting, the Respondent will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's obligations under the Agreement. The Respondent shall further covenant that, in the performance of the Agreement, the Respondent shall not employ any person, or subcontract with any entity, having any such known interest.

3. Public Information

Information supplied by the Respondent to the PDA may be subject to the Idaho Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFQ, the Respondent shall take reasonable steps to identify for the PDA what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the PDA will treat the information as public and release it upon request. In addition, the PDA reserves the right to make the final determination of whether data identified by the Respondent as not public falls within the exceptions within the statute.

4. Equal Employment Opportunity

The Respondent agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the PDA, the Respondent shall furnish a written Contractorative action plan.

Section IV. Project Overview and Scope of Work

1. Project Overview

The awarded Respondent shall assist with the demolition/construction services and related engineering services in order to safely remove the Monarch Building located at 244 W. Center St., Pocatello, Idaho. The project involves protecting and securing the adjacent buildings structural integrity and the removal of minimal amounts of asbestos. The project also includes the securing the site during and following the demolition in a manner that will leave the site prepared for future development.

2. Scope of Work

The Respondent shall provide a proposal that addresses the following items:

PART 1 GENERAL

1.1 SECTION INCLUDES

- A. Building demolition excluding removal of Asbestos Containing Materials (ACM).
- B. Abandonment and removal of existing utilities and utility structures.

1.2 RELATED REQUIREMENTS

- A. Section 01 74 00 - For removal and disposal of demolished materials.
- B. Section 02 82 00 - For removal and disposal of ACM.

1.3 DEFINITIONS

- A. Demolition: Dismantle, raze, destroy or wreck any building or structure or any part thereof.
- B. Remove: Detach or dismantle items from existing construction and dispose of them off site, unless items are indicated to be salvaged or reinstalled.

1.4 REFERENCE STANDARDS

- A. ANSI/ASSP A10.6 - Safety and Health Program Requirements for Demolition Operations; 2016 (R2016).
- B. 29 CFR 1926 - Safety and Health Regulations for Construction; Current Edition.
- C. ANSI/ASSP A10.6 - Safety and Health Program Requirements for Demolition Operations; 2006 (R2016).
- D. NFPA 241 - Standard for Safeguarding Construction, Alteration, and Demolition Operations; 2022, with Errata (2021).

1.5 SUBMITTALS

- A. Site Plan to indicate:
 - 1. Areas for temporary placement of Contractor equipment.

2. Areas for temporary placement of removed materials.
- B. Demolition Work Plan: Submit demolition plan for approval as required by local Authority Having Jurisdiction (AHJ) prior to the start of work.
1. Indicate extent of demolition, removal sequencing, temporary bracing and shoring, and location and construction of barricades and fences.
 2. Summary of safety procedures.
 3. Proposed Protection Measures: Submit report describing measures proposed for protecting individuals and property, for environmental protection, and for dust and noise control. Indicate proposed locations and construction of barriers.
- C. Demolition Schedule: Schedule of selective demolition activities showing start and end dates for each activity.
- D. Demolition Drawings:
1. Demolition Work Affecting Structural Elements: Submit structural design drawings, diagrams, details, and calculations for demolition and engineered shoring/supports, signed and stamped by professional engineer licensed to practice in jurisdiction where Project is located. This professional engineer shall act as the Engineer of Record for the project and shall be contracted directly to, and closely involved with, the demolition contractor during design and implementation of demolition activities. Include:
 - a. Temporary shoring plan showing configuration and spacing of temporary shoring and bracing at existing unreinforced masonry common walls on the east and west sides of the project site, which are to be left in place and protected during demolition.
 - b. Structural calculations for all engineered design.
 - c. Sequence of disassembly work and installation of supporting structures.
- E. Shop Drawings: Submit erection drawings, structural data, and calculations for shoring and bracing, signed and stamped by qualified professional engineer licensed to practice in jurisdiction where Project is located and reviewed and approved by the project Engineer of Record. Include the following, at a minimum:
1. Reference specifications, materials, and sizes for structural members.
 2. Dimensions, layout, and materials.
 3. Bracing and connection details
 4. Shoring, bracing, or strengthening of existing structures as required to protect them during demolition activities.

1.6 HAZARDOUS MATERIALS

- A. Hazardous Materials: If hazardous materials (other than ACM) are encountered during course of demolition, stop Work and notify the Owner or its agent immediately. Do not resume demolition work until Owner or Owners Agent has provided direction in writing.

1.7 TEMPORARY PROTECTION

- A. Perform demolition in such manner as to eliminate hazards to persons and property; to minimize interference with use of adjacent areas, utilities and structures or interruption of use of such utilities and structures; and to provide free passage to and from such adjacent areas of structures.
- B. Provide safeguards, including warning signs, barricades, temporary fences, warning lights, and other similar items that are required for protection of all personnel during demolition and removal operations.
- C. Provide enclosed dust chutes with control gates from each floor to carry debris to truck beds and govern flow of material into truck. Provide overhead bridges of tight board or prefabricated metal construction at dust chutes to protect persons and property from falling debris.
- D. Prevent spread of flying particles and dust. Sprinkle rubbish and debris with water to keep dust to a minimum. Do not use water if it results in hazardous or objectionable condition such as, but not limited to; ice, flooding, or pollution.
- E. No wall or part of wall to be permitted to fall outwardly from structures.
- F. Wherever a cutting torch or other equipment that might cause a fire is used, provide and maintain fire extinguishers nearby ready for immediate use. Instruct all possible users in use of fire extinguishers.
- G. Keep hydrants clear and accessible at all times. Prohibit debris from accumulating within a radius of 4500 mm (15 feet) of fire hydrants.
- H. Before beginning any demolition work, the Contractor is to survey the site and examine the drawings and specifications to determine the extent of the work.
 - 1. Take necessary precautions to avoid damages to adjacent properties; any damage to adjacent properties shall be repaired or replaced as approved by the Engineer of Record.
 - 2. Contractor to ensure that existing structural elements which are to remain are not overloaded and the contractor is responsible for increasing structural supports or adding new supports as may be required as a result of any cutting, removal, or demolition work performed under this contract. Structural replacement or repair shall be approved by the Engineer of Record.
- I. Temporary Shoring: Design, provide, and maintain shoring, bracing, and structural supports as required at adjacent building walls to preserve stability and prevent movement, settlement, or

collapse of construction and finishes to remain, and to prevent unexpected or uncontrolled movement or collapse of construction being demolished.

1. Temporary shoring must be designed and/or approved by the project Engineer of Record.
2. If safety of any structure is questionable, immediately cease operations, evacuate structure, and notify Engineer of Record. Do not proceed with demolition work until Engineer of Record has provided direction in writing.

1.8 UTILITIES

- A. Accurately record actual locations of capped and active utilities and subsurface construction.
- B. Contractor to coordinate with the building owner and city of Pocatello regarding any requirements for utilities.

1.9 QUALITY ASSURANCE

- A. Demolition Firm Qualifications: Company specializing in demolition of multi-story, partially collapsed buildings.
 1. Minimum of 5 years of documented experience working on similar projects to that described herein.

PART 2 PRODUCTS -- NOT USED

PART 3 EXECUTION

3.1 DEMOLITION

- A. Completely demolish the second-floor height wood roof framing over the approximately 8 foot wide alleyway which is supported by the north wall of the Monarch building and the building to the north of the Monarch building.
 1. Provide any and all temporary shoring as needed to provide stability and support to all structures related to this component of work. All temporary shoring shall be designed and/or approved by the project Engineer of Record.
- B. Completely demolish the north and south unreinforced masonry building walls and all interior structures and materials down to the street level leaving the existing interior concrete walls within the building footprint and perimeter stone walls in place and undemolished. Basement must be free of all debris at project conclusion.
 1. Protect and brace adjacent existing unreinforced masonry common walls, which are to remain on the east and west sides of the project, prior to beginning demolition. Bracing is to be installed from within the footprint of the demolished building and will require the contractor to take great care to work around the bracing (e.g., prevent damage from falling debris), and to remove and reinstall portions of bracing as directed by the Engineer of Record.

2. Sawcut the north and south unreinforced masonry walls for full height wherever they join and attach to the east and west unreinforced masonry walls of adjoining buildings which are to remain in place. This shall be done prior to demolition of the north and south walls.
3. Sawcut and demolish the east and west unreinforced masonry walls down to a height that matches the adjacent existing building parapets.
 - a. Cap parapets to protect from elements
4. Remove materials and immediately dispose off site.
 - a. Legally dispose of demolished materials in compliance with applicable federal, state and local permits, rules and regulations on a daily basis.
5. The existing basement is to be left unfilled; do not allow demolished materials to fall into or be stockpiled in the basement level.
6. Do not allow demolished materials to free-fall or come in contact with the existing walls on the east and west walls of the basement. Do not allow demolished materials to free-fall or be stock-piled on existing wood framed intermediate floors, which are themselves to be demolished under the scope herein.
7. Coordinate with Owner regarding dewatering of the basement area, if necessary.
- C. At the completion of work, install 6' protective fence at north and south perimeters of the building to prevent entrance into the unfilled basement.
 1. Fence type and materials to include chain link topped with three strands of barbed wire.

3.2 DEBRIS AND WASTE REMOVAL

- A. Remove debris, junk, and trash from site.
- B. Leave site in clean condition, ready for subsequent work.
- C. Clean up spillage and wind-blown debris from public and private lands.

Attached to this RFQ is an aerial photograph of the project site in order to give Respondents a better understanding of the scope of the project.

3. Proposed Schedule, Deliverables, and Budget

Respondent shall include detailed timeline and information showing how they will meet the project deliverables and deadlines as well as provide a detailed budget.

Section V. Selection Process and Evaluation Criteria

1. Selection Process

- I. Only those Respondents who submit all forms and materials as required and meet the Minimum Criteria will be considered responsive.
- II. Those Respondents who are considered responsive and are rated in the top three most advantageous Respondents after review of the Proposal Evaluation Criteria may participate in an interview with the Evaluation Committee on or about June 4-6, 2025. Interviews will be optional and the PDA reserves the right to conduct interviews or not based on the proposals received.
- III. The PDA has determined that the selection of the most advantageous offer for these services requires comparative judgement of factors (evaluation criteria). The proposals will be evaluated on a points basis with the highest score being deemed the most advantageous.
- IV. The contract award shall be made to the responsible Contractor whose proposal is determined most advantageous, considering all factors specified in the RFQ.

2. Minimum Criteria

- I. Respondent has experience demolishing historic buildings in a downtown setting.
- II. Respondent demonstrates experience and familiarity with the International Building Code (IBC), the International Fire Code (IFC), Americans with Disabilities Act (ADA) requirements, and any other local and state requirements for building demolition (or equivalent).
- III. Respondent provides a project proposal for completing the Scope of Work. Project proposals shall include information explaining how the Scope of Work requirements will be achieved.
- IV. Respondent provides at least three references.

3. Proposal Evaluation Criteria

Category	Maximum Points
Describe your Contractor's size, resources, philosophy of service, financial stability, and capability to undertake this project.	20
Describe your Contractor's experience with projects of similar size and scope.	20
List the names, titles, and relevant qualifications and experience of each member of your team, including subcontractors, that will be contributing on this project.	20
Describe the path your Contractor will take in order to complete the objectives, including your approach to communication, quality control, sustainability, practicality, and design review and edits.	10

Describe your familiarity with any and all city, state, and federal laws and regulations that may be applicable to this project and your Contractor's plan to comply with such.	10
Completion of Similar Work in Recent Years	10
Quality of Proposal	5
Interview (optional for up to top 3 respondents if necessary)	5

Section VI. Contract Award

The PDA intends to evaluate proposals and award a contract without discussions with Respondents (except for clarification purposes). The PDA reserves the right to reject any and all offers for any reason whatsoever in the PDA's sole discretion; to waive immaterial project requirements; and to pursue purchasing in a manner that is in the best interests of the PDA.

The Respondent deemed to be the most highly advantageous to provide the services required for the proposed project will be notified in writing through a notice of award. Once an agreement is reached with a preferred Respondent, the PDA will provide a service agreement with the Pocatello Development Authority for signature and full execution. A Notice to Proceed will be issued to formally begin work.

If after negotiation and consideration, the PDA is unable to reach an acceptable agreement with the Respondent, the PDA will terminate negotiations with the Respondent and, at its sole discretion, may enter into negotiations with the second most highly advantageous Respondent and/or withhold the award for any reason and/or elect not to proceed with any of the Respondent and/or re-solicit via a new RFQ.

Appendix A. Non-Collusion Affidavit

**NON-COLLUSION AFFIDAVIT
THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH
PROPOSAL.**

STATE OF _____)
:SS
COUNTY OF _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the (sole owner, partner, president, secretary, etc.) party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and further, that the Respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.

Signed: _____

Title: _____

Subscribed and sworn to before me

This _____ day of _____, 20____

(SEAL)

Notary Public in and for the

County of _____

State of _____

Residing at _____

My Commission expires _____

Appendix B: Affidavit of Payment or Securement of All Taxes

**AFFIDAVIT OF PAYMENT OR SECUREMENT OF ALL TAXES
THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH
PROPOSAL.**

STATE OF _____)
:SS
COUNTY OF _____)

_____, being first duly sworn, deposes and says that he or she
(Respondent)

_____ in conformance with Idaho Code 63-15-2; affiant states that _____
(is/is not) (Respondent)
has paid or secured to the satisfaction of the respective taxing units all taxes for which he or his
property is liable now due or delinquent including assessments, excises, and license fees levied
by the State of Idaho or any taxing unit within the State of Idaho or the taxing unit of the
applicable state within which the Respondent's business is located.

Dated this _____ day of _____, 20____.

Signed: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20____

State of _____

(SEAL)

County of _____

Notary Public in and for the

Residing at _____

My Commission expires _____

Appendix C: Certification Regarding Lobbying

CERTIFICATION REGARDING LOBBYING

Project Address: Pocatello Development Authority – 244 W Center St, Pocatello, Idaho

Applicable to: All Contractors and Subcontractors

The undersigned certifies, to the best of his/her knowledge and belief that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to report Lobbying" in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontractors, sub-grants and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Date: _____

Signed: _____

Printed Name: _____

Title: _____

DBA: _____

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 20__

Notary Public for
My Commission Expires: _____

DRAFT