



The urban renewal agency in the City of Chubbuck, Idaho

Located at Chubbuck City Hall
290 E. Linden Ave.
Chubbuck, ID 83202
208.237.2400

REQUEST FOR PROPOSALS

The Chubbuck Development Authority (CDA), the urban renewal agency in the City of Chubbuck pursuant to Idaho Code Title 50 Chapter 20, is seeking proposals from interested and qualified parties to serve as the contracted Administrator/Executive Director for the CDA. All proposals shall be in writing and must be submitted to and received on or before May 2, 2024 at 2 P.M. MDT. Proposals must be submitted in electronic form via email to the Attention of Devin Hillam, Administrator, via email to CDA@cityofchubbuck.us.

Proposals shall include at least a current resume, a narrative explaining their relevant qualifications, experience, and interest in the position. Proposals must also include the responder's proposed compensation for the services and at least three (3) references from individuals familiar with the responder's experience working with an urban renewal agency, or similar public or private entity.

CDA reserves the right to reject any or all proposals, any alternatives contained therein, to waive any informalities or irregularities, and/or to accept the proposal or alternative within a proposal deemed by the CDA to be in the best interest of the public and the CDA.

All proposals will be valid for sixty (60) days. Following selection of a successful proposal(s), CDA will commence negotiations with the selected proposer. If negotiations are not successful with the party selected initially, CDA may select another proposal and pursue negotiations with that party and if those negotiations are not successful, proceed similarly through the proposals until an agreement is negotiated or CDA determines it is not in the best interest of CDA to pursue further negotiations with any of the remaining proposals.

The CDA has 3 active urban renewal plans, and recently retired 1 plan and is operating under the termination plan to finish outstanding projects and to dispose of its properties purchased under the retired plan. The Agency meets regularly every other month on the 3rd Tuesday of the month, and in months without regular meetings, has authorized the Chair and Administrator to review and approve administrative and ministerial claims. Regular duties of the position currently comprise between 15-20 hours a week as the CDA finalizes its obligations under the terminated urban renewal plan and disposes of properties owned by the Agency. Once those obligations are fulfilled, however, it is estimated that Administrator position would require approximately 5 hours per week. Regular duties of the position include:

- Scheduling meetings and preparing agendas, reports, and analyses for CDA meetings;
- Providing information for annual audits;
- Preparing reports required by Idaho Code and CDA agreements/plans;
- Reviewing and approving requests for payment;
- Presenting information to the Chubbuck City Council such as annual reports;
- Administering the CDA's budget, including presenting a recommended budget, and any amendments thereafter, and communicating fund balance transfers with the CDA's bookkeeper.
- Responding to records requests; and
- Working with other CDA staff, including legal counsel, bookkeeping, and the City Clerk, and other entities such as the CDA's insurance company to administer the duties of the agency.

Less frequent duties include assisting the CDA with the creation of new plans, disposing of CDA properties, coordinating with insurance and appraisers, etc. As part of the termination plan for the recently expired district, the CDA is disposing to three properties, two of which have developers which have signed Agreements to Negotiate Exclusively or Development and Disposition Agreements, and one which was nearly disposed of until a fire destroyed the building, necessitating a need to commence the disposal process anew with a Request for Proposals. The CDA has been in discussions with a local developer to undergo the feasibility analysis related to possible small project.