

**CHUBBUCK DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS (RFP)
CITY HALL – WEST, 260 EAST LINDEN AVENUE**

The Chubbuck Development Authority (“CDA”) is pleased to request proposals from interested parties to develop the property located at approximately 260 E. Linden Avenue (City Hall – West) in the City of Chubbuck, Idaho. Responsive proposals to this request must demonstrate the ability to remove deteriorated or underdeveloped conditions and for redevelopment of the property in a manner that enhances economic growth, construction, and redevelopment consistent with Chubbuck’s vision for its urban core. The Preferred Developer will demonstrate that their proposal and redevelopment of the property will add to the vitality and momentum of Chubbuck’s downtown redevelopment efforts.

This RFP is a competitive process in accordance with Idaho Code section 50-2011. After reviewing the responses to this RFP and potentially interviewing parties who have submitted responses (“Developers”), the CDA anticipates selecting one responding party (“Preferred Developer”). The process and criteria that will be used to make the selection are described below.

Upon selection, the CDA and Preferred Developer will enter into an Agreement to Negotiate Exclusively (“ANE”). The CDA and Preferred Developer will negotiate in good faith to reach agreement on and execute a Disposition and Development Agreement (“DDA”) that sets out the terms as well as the process by which the CDA will convey ownership of the property to Preferred Developer and Preferred Developer will develop the property. The DDA will define the parties’ respective roles and responsibilities, set out pre-development activities, establish timeframes, and provide key terms and conditions of the sale and development of the property. It is expected that the sale will close within 90 days of DDA signing.

1. DEADLINE FOR SUBMISSION: July 01, 2026, at 5:00 PM

2. PROJECT SUMMARY:

- Site Description: The site is flat and roughly 1.06 acres in size. The property has Fort Hall Irrigation Project easements along the west and the north property line, but the Agency believes that it remains developable. The site is Lot 3 Block 3 of the Chubbuck City Hall subdivision at approximately 260 E. Linden Ave., Chubbuck, ID.
- History: The property was purchased in 2018 by the Agency in coordination with the City of Chubbuck as part of the City’s new City Hall project. The Agency purchased property to develop into pad sites to redevelopment in accordance with the City’s downtown vision and plan. The property was platted in 2021 and utilities stubbed into the lot.
- Current Use: The land is vacant.
- Current Zoning: City of Chubbuck, V, Village.
- Ownership: Chubbuck Development Authority.

- Urban Renewal District: Yellowstone Corridor, established in 2025.
- Intended Uses: Uses congruent with the City of Chubbuck’s downtown area vision and City codes found in Chapter 18.19 Chubbuck Village Criteria; the code is form-based and allows for a variety of mixed use. Lot is shovel ready.
- Development Timeline: Flexible depending on proposals but projects which can be completed in a shorter time are preferred.
- Price: To be negotiated, but in no case less than the fair re-use value as determined by a fair use appraisal. Provided, however, if the Fair Re-Use Value is negative, the property will be sold for zero dollars (\$0.00).

3. BACKGROUND:

The area now identified as the downtown area, formally called “Chubbuck Village,” sits between I-86 on the south, Chubbuck Road on the north, the Union Pacific railroad tracks on the east, and Yellowstone Avenue on the west, and has been an area of fluctuating mixed uses for several decades, largely containing a mix of retail, restaurant, professional, light industrial, and residential properties. In the past 20 years, the downtown area has seen several properties redevelop to now include the Idaho Central Credit Union corporate headquarters on Central Way and the new Chubbuck City Hall property at the intersection of Burley Drive and East Linden Ave.

Chubbuck has developed a strategic plan for redevelopment of this area into a downtown hub based on input from the public and stakeholders. Since 2018, the CDA and Chubbuck have acquired approximately 10 acres of property in the downtown area to assist with implementation of the vision, and Chubbuck decided to locate its new City Hall in the downtown area. In Spring 2022, Chubbuck comprehensive plan and zoning ordinances were formally modified to designate the area as Chubbuck Village and to establish zoning standards. In the Fall of 2025, the Yellowstone Corridor Urban Renewal District was established.

4. ABOUT THE PROPERTY:

- Access: The subject property is accessed by Chubbuck Road and Scout Mountain Way.
- Surrounding Uses/Zoning:
 - *West:* The property is bordered to the west by mature single-family dwelling lots, and an underdeveloped pasture lot, all of which are zoned V, Village.
 - *East:* The property is bordered to the east by a lot adjacent to City Hall which is going to be developed as an urban park; the lot is zoned V, Village.
 - *South:* Across from E. Linden Ave. mature single-family dwelling lots, which are zoned V, Village.
 - *North:* Property is bordered to the north by a 2-acre, undeveloped parcel which is zoned V, Village.

- Infrastructure and Utilities: City water and sewer are available. Electricity, fiber optic, telephone, cable, and natural gas are available; interested developers should contact the representative providers for specific information.
- Zoning and Land Use Entitlement: The City of Chubbuck’s regulations apply for this Project. The subject property is currently zoned V (Village) and lies wholly within the Chubbuck City Limits. A broad range of mixed uses are allowed in the Village zoning district, and this district is form-based. Development and construction on the site will require approvals from the Building Division for demolition, building, electrical, plumbing, HVAC, etc. permits, from Development Services Division for development improvement plans, and approvals from the Design Review Committee for technical clearances. The Agency has no authority over zoning or development regulations for the Property and interested developers should contact the City of Chubbuck’s Community Services Department, specifically the Planning Division and Development Services Division, for more information.

5. **SELECTION CRITERIA:** The CDA will select the preferred development proposal based on the following scoring matrix:

CITY HALL – WEST - SCORING MATRIX		POINTS
1	Development Experience - Track Record (40-points) - Evidence of Financial Capacity to Perform in a Timely Manner (40-points) - References (20-points)	100
2	Vision - Conceptual Vision of Uses and Development Timelines	60
3	CDA Project Committee Ranking	15
TOTAL POINTS		175

6. SELECTION PROCESS:

- a. Proposals will be considered by the CDA Project Committee for completeness and will be reviewed based on the merits of their proposal and scoring criteria. Proposals will be distributed to the CDA board with recommendations. Recommendations may include to reject all proposals or to begin negotiations with the top ranked proposer. Respondents may have an opportunity to present their proposals to the CDA board.
- b. The CDA may consider input from Chubbuck's staff in selecting the Preferred Developer and negotiating terms of an Agreement to Negotiate Exclusively ("ANE") and the DDA. If the CDA and Preferred Developer are unable to reach a satisfactory agreement, the CDA may terminate negotiations and commence negotiations with the next highest ranked Developer and, or, in its sole discretion, determine not to enter a DDA with any of the Developers and terminate the process.
- c. The CDA will determine, from the information submitted in the responses, the most qualified proposal to meet the stated duties as evaluated under the criteria set forth herein. The CDA will make the final selection.

7. SUBMITTAL REQUIREMENTS:

Each proposer shall submit:

- **Developer Information:**
 - Name, address, telephone number, and email address of Developer.
 - Name, address, telephone number, and email of Developer's representative submitting the proposal.
 - Identify business partners, principals, design professionals, and other development team members, highlighting relevant project experience and past successful development projects.
 - Webpage address, if any, of Developer.
- **Support for Chubbuck Village vision:** A statement that the Developer has read the vision for Chubbuck Village as found in the Comprehensive Plan and is committed to fulfilling that vision through development of the property.
- **Support for the Yellowstone Corridor Urban Renewal Specific Plan:** A statement that the Developer has read the vision for the Yellowstone Corridor Specific Plan for the Urban Renewal District and is committed to fulfilling that vision through development of the property.
- **Development Plan.** A narrative statement explaining Developer's plan for removal of deteriorated conditions and blight and development of the property, including a projected timeline for development. Developer may, but is not required to, submit photos or drawings from other developments, whether done by Developer

or not, to demonstrate concepts which they're considering for the property's development.

- **Financial Information:** Developer's financial capacity, track record, and anticipated funding sources for the project.
- **Professional References:** Three (3) professional references that speak to the quality of work on current or past developments. Contact information should include the name, title, entity, telephone number, email address, and relationship to your firm.
- **Additional Information:** The CDA reserves the right to request additional information during the review period.
- **Number of Copies:** One electronic copy submitted in PDF format. Please combine all files into one PDF.
- **Deadline: Responses must be received by email no later than 5:00 PM on July 01, 2026.** It is the responsibility of each Developer to see that its submission is received by the date and time stated in this RFP.
- **Proposals must be submitted to:**
Ashley Squyres, Executive Director at the following email address: chubbuckura@gmail.com.
- **Questions due via email by May 29, 2026:** All questions must be put in writing by May 29, 2026, and emailed to Ashley Squyres at chubbuckura@gmail.com. Staff will respond to questions as quickly as possible in writing and will post responses on the CDA's webpage. Other updates will also be posted on the webpage and emailed, if staff have been notified of your interest in submitting a proposal and provided a contact email.

8. TARGET DATES:

- Notice published and RFP issued: April 03, 2026
- Proposals due: July 01, 2026, at 5:00 PM
- CDA Project Committee reviews proposals: July 06, 2026
- CDA considers proposals and identifies preferred developer: July 21, 2026, or a special meeting in August 2026
- Execution of ANE: 30-45 days after CDA selection of preferred developer
- Execution of DDA: September 15, 2026, or at a special meeting in October 2026.
- Closing: December 15, 2026, unless sooner designated in DDA

9. ADDITIONAL TERMS AND CONDITIONS:

- In the event an ANE cannot be finalized within 30 days, the CDA reserves the right, in its sole discretion, to enter negotiations with the next highest ranked Developer, call for new proposals, or discontinue this selection process.
- Any DDA resulting from this RFP shall be subject to final approval by the CDA.
- No respondent to this RFP shall offer any gratuities, favors, or anything of monetary value to any official or employee of the CDA or City of Chubbuck for the purpose of influencing consideration of this RFP.
- This RFP is not an offer, a contract, or a commitment of any kind by the CDA and does not commit the CDA to sell the property, enter a DDA or to pay any cost

incurred in the preparation of a proposal. The submission of a response to this RFP constitutes an invitation to negotiate with the CDA.

- All costs associated with the preparation of a proposal will be the responsibility of the Developer, including but not limited to costs of: delivery, express, parcel post, packing, cartage, insurance, license fees, permits, and bonds. The CDA shall not be liable for any costs incurred by respondents in the preparation or submission of a proposal or participation in the RFP process.
- Upon receipt by the CDA, all proposals, including all attachments to the proposals, will become the property of the CDA and subject to public disclosure. The CDA will have the right to copy, reproduce, or otherwise dispose of each proposal received. The CDA will be free to use as its own, without payment of any kind or liability therefore, any idea, scheme, technique, suggestion, layout, or plan received during the procurement process.
- Failure to provide any of the requested data within the specified submission period may cause the CDA, at its sole discretion, to reject the proposal or require the data to be promptly submitted.
- All facts and opinions stated in this RFP and in all supporting documents and data, are based on available information from a variety of sources. No representation or warranty is made with respect to this information.
- In the interest of a fair and equitable selection process, the CDA retains sole responsibility to determine the timing, arrangement and method for any presentations during the selection process. Prospective respondents and members of their team are cautioned not to undertake any activities or actions to promote or advertise their qualifications except during Agency sponsored presentations.
- The CDA has no responsibility for any expenses incurred by a Developer while responding and/or presenting this or subsequent proposals.
- The CDA may terminate the RFP process at any time, for any reason, with no requirement to disclose its reasoning.
- The CDA also reserves the right to reject any RFP response at any time, or to terminate any negotiations implied in this RFP or initiated after it.
- The CDA may accept such proposal as it deems to be in the public interest and furtherance of the purposes of the Idaho Urban Renewal Law, the Plan, it may proceed with further selection processes, or it may reject any or all submissions.
- The CDA may change any part of the RFP process at any time for any reason.
- Developer's participation in this RFP and any communications of any kind, by any individual, at any phase of the RFP process, should not be relied upon or construed as binding unless it is expressly incorporated into a DDA that is fully executed by the parties.
- While every effort will be made to ensure accurate information in this RFP, neither the CDA, the City of Chubbuck, nor any other public participant or partner, civic group or individual, nor any of their elected officials, officers, agents, employees or consultants, shall be responsible for the accuracy of any information provided to any person as part of this RFP process. All Developers are encouraged to independently verify the accuracy of any information

provided. The use of any of this information in the preparation of a response to this request is at the sole risk of the Developer.

10. CONFIDENTIALITY AND PUBLIC RECORDS LAWS:

This RFP is a public process. Therefore, information and materials collected under the RFP are public records. The information that is received by the CDA may be subject to disclosure under the Idaho Public Records Act, Title 74, chapter 1. With the potential exception of some credit data, proprietary information or trade secrets (identified as such by the Developer in the response), it is anticipated that submissions to this RFP will contain little or no material that is exempt from disclosure under the Idaho Public Records Act. Any questions regarding the applicability of the Public Records Law should be addressed by your own legal counsel PRIOR TO SUBMISSION. The CDA will not provide any opinion or guidance on whether any information or materials submitted in response to this RFP would be considered exempt from disclosure under Idaho's Public Records Act. Any proprietary or otherwise sensitive information contained in or with any proposals may be subject to potential disclosure.

Accordingly, Developers should take the following steps with respect to any information believed to be exempt from disclosure or confidential. Developer shall segregate any proprietary information or trade secrets and provide an explanation as to why such information should not be deemed a public record, citing the applicable portion of the Idaho Public Records Act. On any items submitted with the RFP that the Developer believes are exempt from disclosure under the Idaho Public Records Act, clearly mark the upper right corner of each page of any such document or material with the word "Exempt". This alone does not mean the document is in fact exempt from disclosure, but the CDA will evaluate any request for exemption and keep the information confidential if permitted by Idaho law.

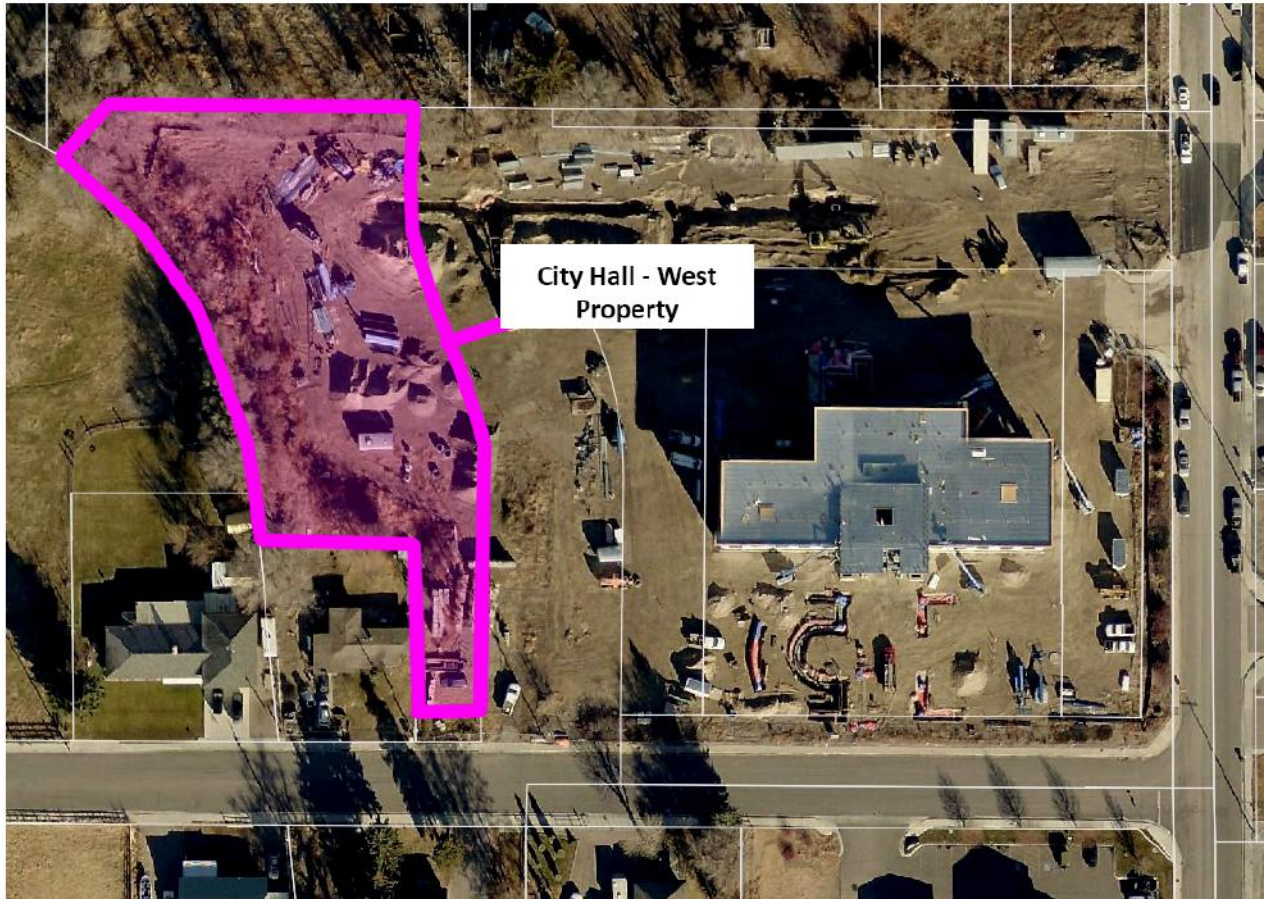
The CDA's disclosure of documents, or any portion of a document, submitted and marked as exempt from disclosure under the Idaho Public Records Act may depend upon official or judicial determinations, made pursuant to the Idaho Public Records Act. Developers, by replying to this RFP, agree to release and hold Agency harmless from all liability for disclosing any material or documents included in any proposals submitted to Agency.

11. ABOUT THE CDA: The CDA is the urban renewal agency formed by the City of Chubbuck, Idaho. Since the creation of its first urban renewal plan in 1992, the CDA has been committed to preventing and arresting deterioration of properties, creating a high-quality urban environment, strengthening the tax base by encouraging private development and investment, and planning and developing adequate facilities for parks, open space, and pedestrian and vehicular circulation. The CDA is governed by a seven-member Board of Commissioners which is currently comprised of one Chubbuck City

Councilor, one Bannock County Commissioner, five community members. The CDA operates under urban renewal regulations of Idaho Code and in accordance with its adopted urban renewal plans. The subject property is in the City's Yellowstone Corridor Urban Renewal District. A copy of the plan is on file with the Idaho State Tax Commission and is available on the CDA's website: <https://cityofchubbuck.us/wp-content/uploads/2025/09/PH-1-Yellowstone-Corridor-Plan-1.pdf>

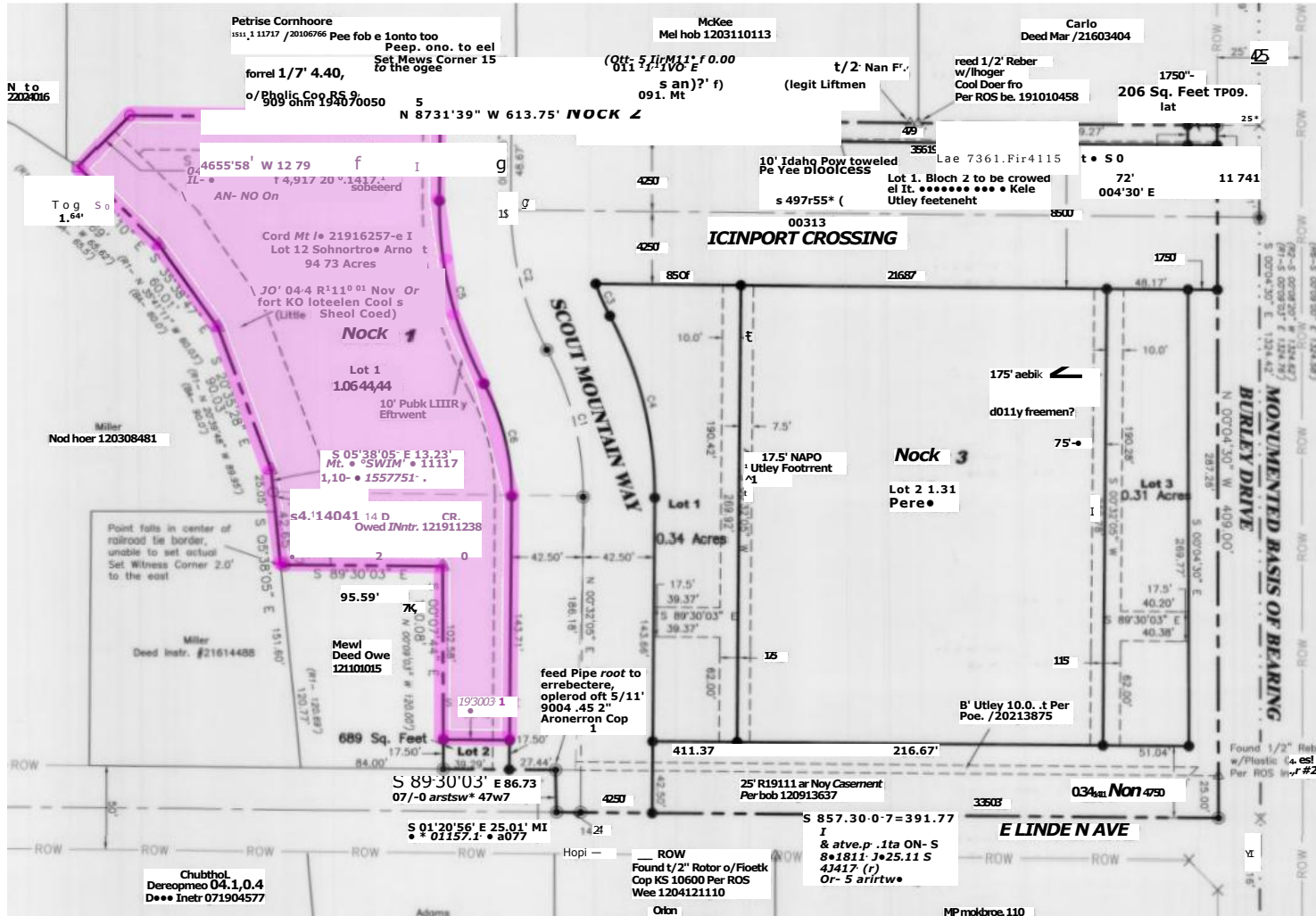
EXHIBIT A: Legal Description of Subject Property
Lot 1 Block 1 of Chubbuck City Hall Subdivision

Exhibit B: Parcel Boundary per Bannock County Parcel Viewer



(Property outlined in pink)

EXHIBIT C: Subdivision Plat



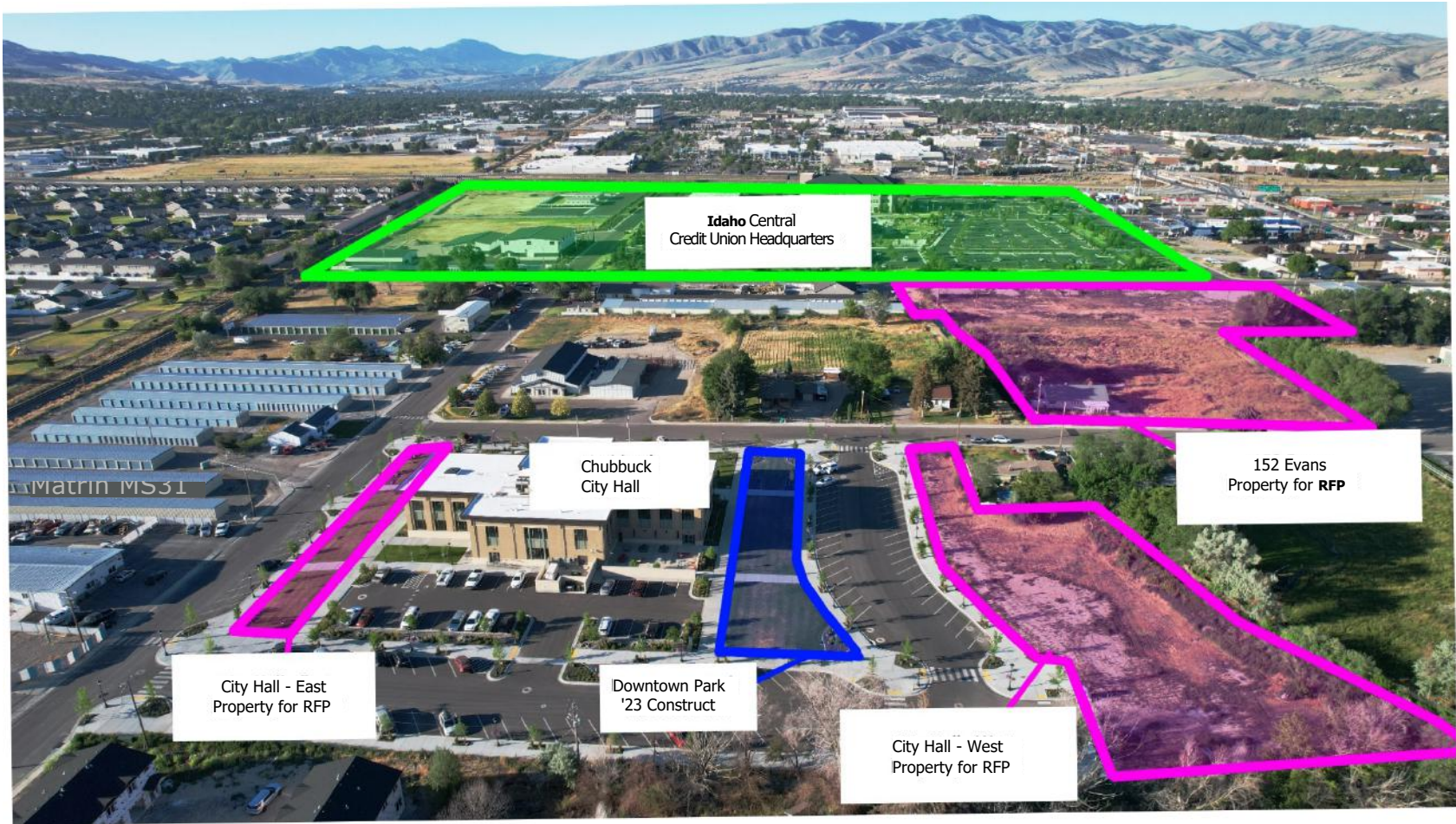
(Property shown in pink)

<https://maps.bannockcounty.us/subdivisions/Chubuck City Hall.pdf>

EXHIBIT D: Depictions of property taken July 12, 2022



(Looking north from the south)



(Vicinity aerial looking south)

EXHIBIT E: Vicinity Map



(Star symbol represents the location of the property)

Exhibit F: Chubbuck Village Resources

1. City Council Resolution Adopting the Chubbuck Village Comprehensive Plan Chapter Amendment, contains new Chapter and appendices:
<https://forms.cityofchubbuck.us/WebLink/DocView.aspx?id=795923&dbid=0&repo=chubbuck>
2. Complete Zoning Code for Chubbuck Village requirements found at following link:
https://codelibrary.amlegal.com/codes/chubbuckid/latest/chubbuck_id/0-0-0-12504
3. Property is subject to requirements of City Code, including but not limited to:
 - a. Chapter 16:
https://codelibrary.amlegal.com/codes/chubbuckid/latest/chubbuck_id/0-0-0-5656
 - b. Chapter 17:
https://codelibrary.amlegal.com/codes/chubbuckid/latest/chubbuck_id/0-0-0-5913
 - c. Chapter 18:
https://codelibrary.amlegal.com/codes/chubbuckid/latest/chubbuck_id/0-0-0-6874