



# State of Idaho – State Leasing Program

## Department of Administration, Division of Public Works

*“We serve Idaho by promoting responsible government through expert customer support.”*

**BRAD LITTLE**  
Governor

**LORI WOLFF**  
Interim Director

**PAT DONALDSON**  
Administrator

### REQUEST FOR PROPOSALS – LAND ACQUISITION

TO: Commercial Real Estate Agents, Owners & Managers  
FROM: Richard Brien, State Leasing Manager  
DATE: September 1, 2023

**IN ADDITION TO SUBMITTING A LAYOUT OF THE PROPOSED SITE, A PROPOSAL FORM SHOULD BE FILLED OUT COMPLETELY IN ORDER FOR THE PROPOSAL TO BE CONSIDERED.**

The State of Idaho is seeking to purchase approximately **4 to 6 ACRES** of land for the Idaho State Police (the “Agency”). The site will ultimately be used for the Agency’s District 2 office which currently consists of 34 personnel including troopers, detectives, supervisors, and administrative staff and volunteers. Zoning must be appropriate for this type of use. The Agency will consider a fully developed site or a site readily available to be developed either with or without existing building(s) that could be retrofitted to fit the Agency’s needs. The State is seeking to take possession of property in early 2024 or as soon as available.

#### **LOCATION**

Land is being sought in proximity to the city of **Lewiston, Nez Perce County Idaho**. The ideal location would be North of the Snake/Clearwater River near State Highway 128, US Highway 95 and/or US Highway 12 with a preference to have direct access to one of the Highways. The top priority is avoiding areas that have high pedestrian traffic or otherwise that could impede emergency vehicle response. For example, property close to large housing developments or a shopping complex would prevent emergency vehicles from driving at high speeds in response to emergencies.

#### **DUE DATES**

Proposals are due by **October 12, 2022** at the Division of Public Works and may be:

- Mailed to 502 N. 4th Street 83702, PO Box 83720 Boise, ID 83720-0072;
- Hand-delivered to 502 N. 4th Street, Boise (office closes @ 5:00 PM - there is no mail slot);
- Emailed to [richard.brien@adm.idaho.gov](mailto:richard.brien@adm.idaho.gov); or
- Faxed to (208 334-4031).

For further information on the RFP process, contact Richard Brien, Statewide Leasing Manager, Department of Administration, Division of Public Works at (208) 332-1929.

#### **COST OF THE PROJECT INCLUDING LAND AND BUILDING IMPROVEMENTS**

The proposed purchase price of the land and building(s) will be at or below fair market value, which may be confirmed by a MAI appraisal or state market survey. The costs of the appraisal, environmental assessment, rezoning, title insurance and survey are to be paid by the Offeror. All other normal and customary closing costs will be divided equally between the State and the Offeror.

## **CONFIDENTIALITY**

All proposals will remain confidential until a contract has been consummated. Submitted proposals will become the property of the State of Idaho and will not be returned.

## **HOW TO MAKE A PROPOSAL**

All proposal information must be summarized on the Lease Proposal Form attached to this Request for Proposals. A pdf version of the form can be obtained by accessing the Division of Public Works web page at [Requests for Proposals \(RFPs\) | State Leasing Program \(idaho.gov\)](#). A copy can also be sent to you upon request by contacting Caitlin Ross at (208) 332-1933. **PLEASE PROVIDE AN ELECTRONIC COPY. ONE NON-BOUND HARD COPY IS ALSO PREFERRED. Incomplete items may cause the proposal to be disqualified.**

## **PROPOSAL ASSISTANCE**

The Agency is able to answer questions related to the Agency's usage of the proposed property and building(s) and the relationship between the programs occupying the property. More detailed information on facility requirements and use may be obtained by contacting the Agency's Building Coordinator/Project Manager Marc French at (208) 884-7010 or [marc.french@isp.idaho.gov](mailto:marc.french@isp.idaho.gov).

## **PROCESS OF SELECTION**

**INITIAL EVALUATION.** A committee will be chaired by the Leasing Manager of the Division of Public Works (or a designee) and contain at least two other members. The other committee members will be comprised of staff of the Idaho State Police and Division of Public Works. Each proposal will be evaluated based upon an established set of criteria and a weighted evaluation. Information provided in the proposals, together with an established set of criteria, is used to weigh proposals received. **Samples of the State's ranking system can be located in Exhibits A and B of this Request for Proposal. The Agency encourages review of these rating factors prior to Offeror making a proposal as these factors provide insight into the department's criteria for its facility selection.**

**INTERMEDIATE EVALUATION.** The committee may request clarification of the proposal during the initial or intermediate evaluation from one or more of the respondents. Some of the additional clarification may include a request to complete an affidavit indicating that Offeror is not in default in payment of any taxes, excises and license fees due to the State, its sub-divisions, municipal and quasi-municipal corporations. If Offeror is a partnership or a corporation, Offeror may be required to submit evidence that the entity is authorized to do business in the State of Idaho. The committee may elect to visit one or more of the proposed sites to evaluate location and future facility issues.

**FINAL EVALUATION.** Proposals will be ranked and negotiations will begin with the representatives of the top ranked proposal. If negotiations are successful, a contract will be drafted for signature by all parties. Should negotiations be unsuccessful with the top Offeror, negotiations will be opened with the second ranking Offeror and so forth until a suitable site is obtained. The State reserves the right to disqualify all proposals as unacceptable and to take any necessary action to obtain a suitable site.

## **GENERAL PROPERTY REQUIREMENTS**

**SITE:** The State is seeking to purchase either a fully developed site or a site which can readily be developed for the Agency's District 2 office. If site is not yet developed, all costs to accommodate State's intended use of the site must be identified. If the site has existing building(s), the State would prefer they are able to be retrofitted to accommodate the Agency's District 2 office requirements which may include office space and outbuilding.

**PROPERTY:** Property must be readily accessible. Easements and setback requirements must be such that they do not adversely impact the developable area of the site. Zoning must be conducive to intended uses. Intended use of the property shall not be impacted by restrictive covenants running with the land. Site drainage, topography, and soil conditions of the site shall not adversely impact the cost to develop the facility. Title to the property shall be conveyed via General Warranty Deed, free and clear of all liens and encumbrances. Provide all related professional reports and surveys. Recent updated reports and surveys may need to be completed prior to closing to understand the work and cost required to fulfil the Agency's intended use.

**UTILITIES:** It is preferred that all utilities shall be brought to the site by the Seller prior to the sale of the property. If utilities are not brought to the site, Offeror must indicate time frame for hook-up and estimated cost. Utilities would include:

- Water service to allow for the ISP district facility for approximately 35 total employees and occasional public visitors, and associated accommodations, including irrigation of landscaping, washing of state vehicles, and fire protection sprinklers. This facility would also include meeting rooms, administrative areas and secured access areas.
- If a larger land parcel or building is acquired, water and utility service to allow for facilities expansion and or axillary buildings.
- Sewer service to accommodate added load of proposed facility(ies).
- Electrical service – please indicate whether alternative power grids are available.
- Phone and related services, including fiber-optics, digital microwave and T-1 lines.
- Gas lines for standard use.

**FACILITY USE:** The proposed use is for a new combined ISP District 2 office. The new Facility will require a site of approximately 4 to 6 acres, ultimately with a building accommodating approximately 45 - 50 personnel, meeting spaces, training spaces, locker rooms, workspaces for troopers and detectives, office space for supervisors and administrative staff, and secure evidence storage. Space will also be required for physical training, personal hygiene, and accommodation for specialized K9 units. The new district facility will need to park 60 to 80 vehicles and will have a full perimeter security fence except where the general public would access the building.

**EXPANSION CAPABILITY:** If available, the State would like to have the right to purchase or lease adjacent land at a pre-determined price giving the Agency the capability to expand in the future.

**ENVIRONMENTAL ISSUES:** Previous and adjacent uses must not present an environmental risk to the State.

**BUILDING STANDARDS/CODES:** Buildings owned or maintained by any State government agency or entity, or constructed or renovated specifically for use or occupancy by any such agency or entity shall conform to all existing state codes. If any conflict arises between applicable codes, the more stringent code shall take precedence. Local governments have jurisdiction over privately owned buildings in the target area. The minimum building and safety codes adopted by the state of Idaho and the federal government may be amended by the Division of Occupational and Professional Licenses (Building Safety) - **DOPL**. An accurate listing of their codes can be located at [dbs.idaho.gov](https://dbs.idaho.gov).

**EXHIBIT A RATING FACTORS LAND SELECTION**

RATING Type of Factor	FACTOR	EXPLANATION OF FACTOR -
15% Cost	Site Cost per Acre or Sq Ft	Project budget for site and improvements which includes landscape, sidewalk, gutters, parking etc. is included in the total project. Total site costs in addition to purchase price should be considered if bringing utilities to the site, soil/rock condition, remediation, or other factor adding excessive cost to the site.
20% Cost	Total Cost	Total project budget for site, building(s) and all site, interior and exterior improvements, and associated equipment is \$9,975,000.
15% Construction	Site and Parking	Is zoning appropriate? Environmental or construction issues? Site drainage issues? Adequate utilities available at the site? Adequate parking?
10% Construction	Building Condition, Size, and Expansion	Interior, exterior, energy usage and security? Maintenance and condition of building? Size and usability of space? Configuration? Readily available to convert to Agency use? First right of refusal on adjacent space?
20% Location	Location and Access	Does the property have easy access to one of the highways? Concern about proximity to large residential, shopping or other heavy pedestrian traffic?
20% Timing	Overall Timeline and Agency Needs	How much time is anticipated to perform due diligence, close, perform design/engineering work, seek approvals and project go-live. Other Agency specific concerns.
TOTALS: 100		

**EXHIBIT B PROPOSAL RANKING SHEET LAND SELECTION**

**PROPOSALS TO REMAIN STRICTLY CONFIDENTIAL UNTIL A CONTRACT HAS BEEN SIGNED.**  
**AGENCY NAME:** \_\_\_\_\_ **PROPOSAL DUE DATE:** \_\_\_\_\_

Offeror Company Name & Phone Number							
Street Address of Property Location of Property							
Square Footage (Total) % of Buildable Land							
Cost/Sq Ft (Total Land Area) Sale Price Cost + Development Exposure							
Projected Closing Date							
RATING	FACTOR	Proposal #1 Comments/Notes	Score	Score x Rating %	Proposal #2 Comments/Notes	Score	Score x Rating %
15%	Site Cost						
20%	Total Cost						
15%	Site and Parking						
10%	Building Condition, Size, and Expansion						
20%	Location and Access						
20%	Overall Timeline and Agency Needs						
TOTAL							

**\* Scoring Scale: 5=Excellent, 4=Good, 3=Fair, 2=Poor, 1=Unacceptable**

**RANKED BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_