



STATE & ARTHUR SITE DEVELOPMENT REQUEST FOR PROPOSALS – PHASE 1

Proposal Instructions and Information

All proposals for this site development must be submitted through ZoomGrants at: <https://admin.zoomgrants.com/gprop.asp?donorid=2135&limited=3479>.

After submitting the proposal, a confirmation message will be displayed. All proposals must be submitted in ZoomGrants by 4:00 PM (MST) on May 17, 2021.

Intent of Proposal

It is the intent of this proposal is to describe the requirements being sought in sufficient detail to select a development partner. Development partners not in compliance with the specifications will be deemed non-responsive.

Proposer's Costs

The proposer will be responsible for all costs (including site visits where needed) incurred in preparing or responding to this RFP. All materials and documents submitted in response to the RFP become the property of the COB and will not be returned.

Evaluation of Proposer

Before the project is awarded, the COB may conduct reference investigations as is necessary to evaluate and determine the performance record and ability of the firm(s) to perform the size and type of work to be contracted, and to determine the quality of the service being offered. By submitting a proposal, you authorize the COB to conduct reference investigations as needed.

Reserved Rights

The COB reserves the right to accept or reject any and all proposals.

Taxes

The COB is exempt from Federal and State taxes and will execute the required exemption certificates for items purchased and used by the COB. Items purchased by the COB and used by a contractor are subject to Use Tax. All other taxes are the responsibility of the development partner and shall be included in the financial summary.



Request for Clarification, Protest of Proposal Requirements, Standards, Specs, or Process

Any Proposer who wishes to request clarifications, or protest the requirements, standards, specifications or processes outlined in this Request for Proposals may submit a written notification to Boise City Housing and Community Development, to be received no later than noon, three (3) working days prior to the proposal due date. The notification will state the exact nature of the clarification, protest, describing the location of the protested portion or clause in the Proposal document and explaining why the provision should be struck, added, or altered, and contain suggested corrections. The COB may modify the proposal documents, and/or reject all or part of the protest. Changes to these specifications will be made by written addendum. Verbal responses will not be binding on the COB or the Proposer.

Interested proposers should provide contact information to the COB in order to ensure that they receive any addenda and notice of tours. It is the responsibility of proposers to ensure that they obtain all information pertaining to this RFP.

All questions must be submitted by the date indicated. Prospective proposers should note that all questions, requests for clarifications and exceptions including those relating to the terms and conditions of the contract must be submitted in writing, and e-mail is preferred. Submissions in any other form may be ignored. Answers to all questions of a substantive nature will be provided to all prospective Proposers in the form of an addendum to this RFP.

Submissions are due on the date indicated above and must be submitted to the address above. Any response received after the time specified will be considered a late response.

Conflict of Interest

The selected development partner shall not hire any officer or employee of the City of Boise to perform any service covered by this Agreement.

The selected development partner affirms that to the best of his/her knowledge there exists no actual or potential conflict between the selected development partner's family, business, or financial interests and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may rise as a result of such change will be raised with the City of Boise.

The selected development partner shall not be in a reporting relationship to a City of Boise employee who is a near relative, nor shall the near relative be in a decision-making position with respect to the selected development partner.

Assignment

It is expressly agreed and understood by the parties hereto, that the selected development partner shall not have the right to assign, transfer, hypothecate or sell any of its rights under this Agreement except upon the prior express written consent of City.



General Terms & Conditions

The COB reserves the right to amend or modify the RFP at any time during the procurement process, prior to the date and time which responses are due. All amendments and modifications will be posted on the COB's website in the form of an Addendum. It is the responsibility of the bidder to check the website.

The COB reserves the right, at its sole discretion, to: reject any or all proposals or parts of any and all proposals; re-advertise this RFP; postpone or cancel, at any time, this RFP process; or waive any irregularities in this RFP or in the proposals received as a result of this RFP; all as may be deemed to be in the best interest of the COB, subject to applicable law. A late response shall not be considered for award unless the COB determines that it is in the best interest of the COB and the project to do so. The COB may also issue a new RFP with project modifications based on information learned from the initial round or other changing circumstances, or may terminate or suspend the solicitation process at any time.

