

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX DISTRICT

REQUEST FOR PROPOSALS (RFP)

DECEMBER 14, 2018

NOTE: All proposals resubmitted from the previous round will have a waiver of the fee. This waiver of the fee *ONLY APPLIES TO THIS ROUND OF PROPOSALS.*

PURPOSE

The Central City Economic Development Sales Tax Board ("Board") hereby requests submissions of Proposals for economic development projects within the area bounded by Indiana Avenue on the east, The Paseo on the west, 9th Street on the north and Gregory Boulevard on the south, known as the Central City Economic Development Sales Tax District ("CCED District"). This Request for Proposals ("RFP") is an invitation by the Board for Proposers to submit an offer to complete the proposed project(s) if the requested funding is provided to the Proposer. The Board, in its sole judgment, will select and recommend to the City Council of Kansas City, Missouri ("City Council") only those Proposals which is believes to be in the best interests of the CCED District and the City of Kansas City, Missouri ("City").

DISCUSSIONS AND NEGOTIATIONS WITH PROPOSERS

Proposals may be evaluated with or without discussions and/or negotiations with Proposers. The Board also reserves the right to discuss and negotiate anything and everything with any Proposer at any time, and to request additional information from any or all Proposers. All costs incurred by a Proposer in preparation of Proposer's submittal or in providing additional information or discussing/negotiating any Proposal will be borne by the Proposer. The Board shall not be responsible for any such costs.

EVALUATION CRITERIA

In Round 2 for the Central City Economic Development Sales Tax District, Proposers who have commercial development and affordable residential development projects will be given priority. Any evaluation criteria or weighting of criteria is used by the Board only as a tool to assist the Board in selecting the projects it elects to recommend to the City Council. The Board may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation to the requested funding, regardless of any score or ranking given to any Proposer.

SELECTION

Neither the submittal of a Proposal nor the recommendation of a Proposal by the Board will create any right in or expectation to receive the requested funding. The Board will evaluate the Proposals, hold public hearings and elect, by public vote, any Proposals it wishes to recommend to the City Council. The selection of projects approved for funding will ultimately be determined by the City Council and will be subject to the negotiation and execution of a funding agreement with the City. In the event that a Proposal recommended by the Board is not approved by the City Council, or the City and the Proposer fail to negotiate and execute a funding agreement, the requested funding shall not be awarded.

DISCLOSURE OF PROPRIETARY INFORMATION; SUNSHINE LAW

A Proposer may restrict the disclosure of scientific and technological innovations in which it has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:

- I. marking each page of each such document prominently in at least 16 point font with the words “Proprietary Information”;
- II. printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and
- III. segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words “Proprietary Information” in at least 16-point font, along with the name and address of the Proposer.

If access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the Board will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law. The Board may elect to treat all Proposals and documents and meetings relating thereto as closed records or meetings under the Missouri Sunshine Act until funding contracts have been executed with the selected Proposers, or until all Proposals are rejected. Notwithstanding the foregoing, in response to a formal request for information, the Board reserves the right to release any documents if the Board determines that such information is a public record pursuant to the Missouri Sunshine Law.

MINORITY/WOMEN BUSINESS ENTERPRISE PROGRAM

The Board and City desire that Minority Business Enterprises (“MBE”) and Women’s Business Enterprises (“WBE”) have a maximum opportunity to participate in the performance of any projects selected for funding. Although goals have not been set at this time, any Proposer requesting funding in excess of \$300,000.00 should anticipate that MBE and/or WBE participation may be required pursuant to Chapter 3, Division 2 of the Code of Ordinance for the City of Kansas City, Missouri. Even if not ultimately required by law, Proposers should be mindful that the Board and City encourage the use of MBE/WBE whenever possible.

QUESTIONS

All questions regarding this RFP must be submitted in writing. Interpretations or clarifications considered necessary in response to such questions will be issued by Addenda to this RFP. Oral or other interpretations or clarifications shall be without legal effect. Submit written questions to:

Jennifer Tidwell
Neighborhoods and Housing Services
City of Kansas City, Missouri
414 East 12th Street, 4th Floor
Kansas City, Missouri 64106
Email address: centralcitysalestax@kcmo.org

SUBMISSION OF PROPOSALS

Proposals are due no later than January 25, 2019 at 12:00 pm (Central). The Board reserves the right to change or extend the submission date and time for any reason.

Proposals may be submitted by mail or hand-delivered. Proposals submitted by mail or hand-delivered should be delivered to the following address:

**Jennifer Tidwell
Neighborhoods and Housing Services
City of Kansas City, Missouri
414 East 12th Street, 4th Floor
Kansas City, Missouri 64106**

It is the responsibility of the Proposer to request confirmation that the Proposal was delivered by the deadline. Proposals that are not received by the date and time established by the Board will not be considered unless: (1) it is determined by the Board that the late receipt was due solely to an error by the U.S Postal Service, common carrier or contract carrier; or (2) the Board extends the time after the deadline for a force majeure event that could potentially affect any or all Proposers meeting the deadline; or (3) it is in the best interest of the CCED District to accept the late Proposal. Such decisions are within the exclusive control of the Board and a Proposer has no right to receive or otherwise contest the denial of any decision with regards to late Proposals.

To be given consideration, your Proposal should include **six (6)** copies of the following, completed in full:

- I. This document, which is to be completed in full by the Proposer;
- II. Your Proposal;
- III. Other required documents

The Proposal may also contain any narrative, charts, tables, diagrams or other materials in addition to those called for herein; to the extent such additions are useful for clarity or completeness of the Proposal. Attachments should clearly indicate on each page the paragraph in the Proposal to which they pertain.

All proposals become the property of the Board upon their submittal and will not be returned to the Proposer.

(NOTE: THE FEE RELATES TO ALL NEW PROPOSALS!! THE FEES FOR RESUBMITTED PROPOSALS WILL BE WAIVED FOR THIS DECEMBER, 2018 ROUND ONLY)

The Proposal must be submitted with a non-refundable administrative fee. The administrative fee is equal to one percent (1%) of the funding request, not to exceed \$2,500.00. Please provide a check or money order payable to the City of Kansas City, Missouri. The failure to submit the non-refundable administrative fee, or submission of a check or money order which is dishonored when presented for payment, may result in a Proposal being rejected.

PROPOSER INFORMATION

Proposer/Organization Name: _____

Contact Name: _____

Address; City, State, Zip: _____

E-Mail Address: _____

Phone: _____

Attorney for Proposer (if applicable): _____

Attorney's Address: _____

Attorney's Email Address: _____

Attorney's Phone: _____

REQUEST FOR FUNDING

- I. Please provide detailed request for funding (For example: grant, loan, guarantee, credit enhancer, matching funds, etc.)
- II. Please detail the outcome/impact of this funding.

DEVELOPMENT OR PROJECT NARRATIVE

Provide a detailed narrative description of the proposed project(s). Please include information regarding:

- I. Project description including site location, neighborhood, unique characteristics, number of units, type of units (LIHTC/market/mixed use or income).
- II. Background of team and experience; including experience of any non-profit partner organizations; brief description of prior experience.
- III. Proposed outcomes; number/type of units; matrix of outcomes.
- IV. Summary of budget and financing resources including leveraged funds.
- V. List any community benefits and/or impact.
- VI. Explain the need for this project, if applicable.
- VII. Explain how this project meets the priorities of the CCED District (as listed in the section immediately below).

PRIORITIES

I. Commercial/Industrial Development

- Construction of large-scale office buildings and mixed-use projects (both of which may have office and retail development)
- Industrial developments
- Manufacturing facilities

II. Residential Development

- Quality multi-family and single-family housing (through new construction or building rehabilitation)
- Expansion of housing options to include new residents: mixed-income and mixed-use

III. Catalytic and incremental projects that will:

- Provide access to capital
- Assist developers
- Facilitate job creation
- Enhance the tax base
- Support existing businesses, including minority-owned and small businesses.

(NOTE: ANY PROPOSED PROJECT THAT INCLUDES A RETAIL COMPONENT MUST BE LOCATED WITHIN A HISTORIC DISTRICT DESIGNATED AS SUCH PURSUANT TO STATE OR LOCAL LAW. ANY PROPOSAL THAT INCLUDES A RETAIL COMPONENT LOCATED OUTSIDE A HISTORIC DISTRICT MAY RESULT IN THE PROPOSAL BEING REJECTED.)

FINANCIAL INFORMATION

- I. Budget of the project including a detailed breakdown of hard and soft costs.
- II. Complete list of sources and uses of funds (indicate if you have received tax credits, historic credits, bonding, CDBG, HOME, PIAC or other leverage financing). Please provide letters of financing agreements secured or other evidence of commitment of funding.
- III. Include a 10-year pro forma statement.
- IV. If rental units, please provide information on the rental rates for all units.

Please check all that apply to the project:

- Residential
- Commercial
- Industrial

- New Construction
- Rehabilitation or Expansion

- Historical Credit Applicant
- Low Income Housing Tax Credit Applicant
- EDC Applicant
- LCRA Applicant

- Single Family
- Multifamily
- Mixed Income
- Mixed Use
- Transit Oriented Development
- Retail
- Office Space

- Family
- Seniors
- Other _____

LOCATION OF PROJECT

- I. County District:
Council District:
State Legislative Districts:

- II. Please attach a map or diagram of the location of the proposed project. Include site photographs, site plan, FEMA Flood map and subdivision map (if applicable).

- III. Please provide information regarding public transportation or amenities located near the project (if applicable).

- IV. Please provide information regarding site control of the property and any need to rezone or assemble existing parcels or land. Please provide the existing zoning of the site.

NUMBER OF JOBS

Permanent Jobs

- Created # of Short Term _____ # of Long Term _____ Average Salary \$ _____
- Retained # of Short Term _____ # of Long Term _____ Average Salary \$ _____
- Relocated # of Short Term _____ # of Long Term _____ Average Salary \$ _____

Construction Jobs

- Construction Jobs created _____

Comments:

CONTROL OF PROPERTY (IF APPLICABLE)

Please provide legal descriptions of the project site.

If the Proposer owns the project site, indicate:

Date of Purchase: _____

Sale Price: _____

If the Proposer has a contract or option to purchase the project site, indicate:

Sale Price: _____

Date purchase/option contract signed: _____

Closing/expiration date: _____

If the Proposer will lease the project site, indicate:

Legal Name of Owner: _____

Owner's Address: _____

Owner of land upon completion of the Project: _____

OTHER REQUIRED ATTACHMENTS

- I. A development schedule for the project. Please indicate whether there will be phasing of the project.
- II. Design plans for project (including site plans & elevations), floor plans and renderings of development, if applicable. Please provide photos of the existing site.
- III. Letters(s) of support from one or more of the following persons: for example: County official, state representative, state senator, local taxing entities and/or neighborhood organizations.
- IV. A brief summary of prior development experience and track record of the Proposer or its principals indicating date of project, type of project and location.
- V. A certificate of good standing from the State of Missouri for the Proposer, if other than an individual or sole proprietor.

CERTIFICATION

I certify that I have reviewed the submitted Proposal, and that to the best of my knowledge and belief, all the information provided in this Proposal is true, and the Proposal has been authorized by the Proposer, if an individual or sole proprietor, or by the Proposer’s Board of Directors and/or a chief executive officer having authority to bind the Proposer.

Signature of Proposer or Authorized Representative

Date

Print Name

Date