

Round 5 Pre-Proposal Workshop

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX



CENTRAL CITY SALES TAX PROJECTS

CENTRAL CITY
ECONOMIC
DEVELOPMENT
SALES TAX
GOVERNANCE
STRUCTURE

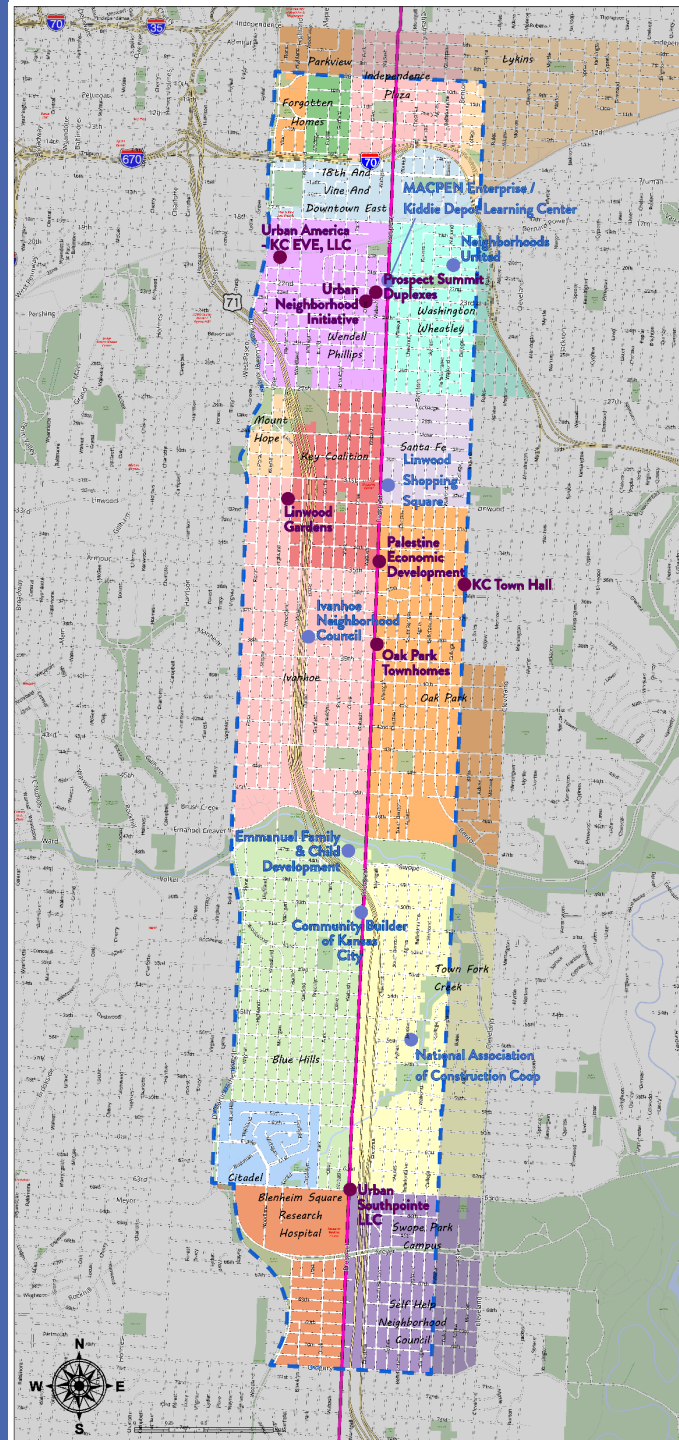
KCMO City Council
City Ordinance 190738

CCED Board
(Bylaws)

Housing & Community
Development

Harrison-Lee
(Consultants)

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX BOUNDARIES



BOUNDARIES

- 9th Street on the North
- Gregory Blvd on the South
- Paseo Blvd on the West
- Indiana Ave on the East

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 PROPOSAL GOALS

In October 2020, the CCED Board approved its 2020-2027 strategic plan Which adopted the following overarching economic development goals:

1. Create organizational capacity to accomplish goals and projects
2. Foster and maintain diverse and sustainable neighborhoods
3. Create and expand employment opportunities
4. Create opportunities for access, equity, and shared prosperity
5. Enhance opportunities for small and minority-owned business development

Applicants' proposals **MUST** be focused on Neighborhood Preservation. This means the Board will do the following:

- a) Prioritize funding for the construction of mixed-income housing of various types
- b) Implement a blight and clearance initiative and redevelop formally blighted parcels for new housing
- c) Prioritize funding of housing proposals for construction of new housing and the preservation of owner-occupied housing
- d) Preserve existing rental housing as appropriate

To learn more about the [Round 5 for proposal](https://kcmo.gov/cced), visit kcmo.gov/cced

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 ELIGIBILITY REQUIREMENTS

All submissions must include the following:

- a) Verification of tax-exempt status (IRS determination letter, preferred), if applicable
- b) Organizational chart
- c) Financial plan and financing commitments
- d) Most recent annual audit, if applicable
- e) Name, address, and telephone number of the organization submitting the proposal
- f) Name and telephone number of the organization's CEO or principal
- g) Tax Identification Number (TIN)
- h) UEI# Unique Entity Identifier, formerly known as the DUNS # (go to www.sam.gov)
- i) Contact information (telephone number, fax number and email address) for the individual completing the proposal
- j) Project Name and Location
- k) Congressional District
- l) City Council District
- m) Signature of CEO and date signed
- n) Map showing the location of the project
- o) Proposal includes a "shovel ready" design

To learn more about the [Round 5 for proposal](http://kcmo.gov/cced), visit kcmo.gov/cced

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 PROPOSAL NARRATIVES

Proposals must address each section below:

1. Project Need
2. Project Summary/Description
3. Project Management
4. Project Readiness
5. CCED Strategic Plan Goal and Tactics
6. Project Budget
7. Project Sustainability
8. Key Personnel
9. Experience
10. Prosper Reference from Clients



CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 ELIGIBILITY ACTIVITIES

Goal 2

Foster and maintain diverse and sustainable neighborhoods:

- a) Prioritize funding for the construction of mixed-income housing of various types
- b) Implement a blight and clearance initiative and redevelop formally blighted parcels for new housing
- c) Prioritize funding of housing proposals for construction of new housing and the preservation of owner-occupied housing
- d) Preserve existing rental housing, as appropriate



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CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 ELIGIBILITY ACTIVITIES

Applicants should submit proposals directly related to the following five (5) activities deemed eligible by the Board for the purpose of this RFP. They are as follows:

1. Blight Elimination
2. Affordable Housing
3. Community Facilities
4. Other Economic Development Activities
5. Technical Assistance



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CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 ELIGIBILITY ACTIVITIES

Activities not specifically identified as eligible above will be considered ineligible for this RFP. Ineligible activities include, but are not limited to the following:

1. Demolition without a designated goal of redevelopment
2. Buildings used predominantly for the general conduct of government and other general government expenses
3. Political activities
4. Purchase of motor furnishings, motor vehicles and equipment
5. Operating and maintenance expenses, including the repair of public facilities and improvements
6. Income payments
7. Improvements to buildings used for religious activities



CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 PROPOSAL REQUIREMENTS

Funding of CCED economic development activities will be awarded according to alignment with the CCED Strategic Plan Goal 2 and the evaluation criteria described in the RFP. In addition, proposals are required to provide, as applicable, the following:

1. Proof of land ownership
2. Identification and contact information for the organization's board members
3. A resolution by the board of directors authorizing the submission of a proposal
4. Organization bylaws
5. A matrix of jobs generated by the project (part time and full time)
6. Verification the project is in the Central City
7. Assurance the project will redevelop vacant lots or assurance the project will rehabilitate existing substandard houses
8. Project underwriting and subsidy layering review
9. Identification of the number of housing units rehabilitated, new affordable housing units constructed, or the number of existing affordable housing units rehabilitated
10. Energy efficient enhancements
11. Stormwater enhancements

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 PROPOSAL REQUIREMENTS

12. Universal design
13. Evidence of project support by the neighborhood and/or community
14. Soundness of the project approach
15. Resources to be leveraged
16. Sustainability
17. Prior performance
18. Project management
19. Measurement for achieving results and evaluating project/program
20. Transit-oriented development affordable housing units rehabilitated

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 EVALUATION CRITERIA

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 selects 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 or expectation to the requested funding, regardless of any score or ranking given to any Proposer.

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

CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 EVALUATION CRITERIA

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 protected from public disclosure by law, which is contained in the proposal by following these instructions:

- I. identifying each page of each such document prominently in at least 16-point font with the words “Proprietary Information”; and
- II. provide each page of each “Proprietary Information” document on a different color paper than the paper on which the remainder of the Proposal is submitted.



CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX ROUND 5 EVALUATION CRITERIA

DISCUSSIONS AND NEGOTIATIONS WITH PROPOSERS

The Board in its sole discretion may do any or all of the following:

- a) Evaluate proposals and award a contract with or without presentations, discussions, or negotiations with any or all of the Proposers
- b) Discuss and negotiate anything and everything with any Proposer or Proposers at any time
- c) Request additional information from any or all Proposers
- d) Request a Proposer or Proposers to submit a new Proposal
- e) Request one or more best and final offers from any or all Proposers
- f) Accept any Proposal in whole or in part

CENTRAL CITY
ECONOMIC
DEVELOPMENT
SALES TAX
ROUND 5
EVALUATION
CRITERIA

DISCUSSIONS AND NEGOTIATIONS WITH PROPOSERS (CONTINUED)

- g) Require a Proposer to make modifications to their initial Proposals
- h) Make a partial award to any or all Proposers
- i) Make a multiple award to any or all Proposers
- j) Terminate this RFP at any time and reissue and amended RFP or new RFP

AGREEMENTS, CONTRACTS & DISBURSEMENTS OF FUNDS:

CHECKLIST OF ITEMS NEEDED TO
COMPLETE THE CONTRACTING
PROCESS

- ✓ Detailed Project Scope
- ✓ Line-Item Project Budget
- ✓ List of project Team including each team member's role and responsibilities
- ✓ MHDC, PIAC, HOME, CDBG, and LIHTC funding applications and approvals (is applicable)
- ✓ Proof of Land Ownership (if applicable)
- ✓ Insurance Certificate with "the city of Kansas City, Missouri" as an "Additional Insured" including:

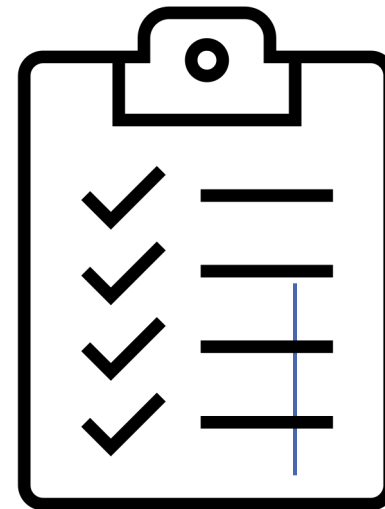
Bodily Injury, Property Damage Liability, Auto, Builders Risk, Commercial/Comprehensive Liability, Professional Liability/Errors and Omissions, Property Insurance and Workers' Compensation



AGREEMENTS, CONTRACTS & DISBURSEMENTS OF FUNDS:

CHECKLIST OF ITEMS NEEDED TO
COMPLETE THE CONTRACTING
PROCESS

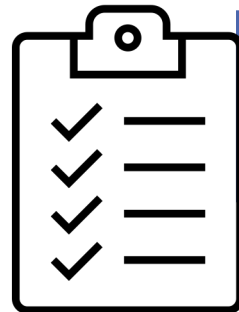
- ✓ Non-Debarment Certification, completed and signed (if applicable)
- ✓ The employee Eligibility Verification affidavit form (completed and signed) attached
- ✓ E-Verify Memorandum of Understanding
- ✓ UEI# Entity Identifier Formerly DUNS# (www.sam.gov)



AGREEMENTS, CONTRACTS & DISBURSEMENTS OF FUNDS:

CHECKLIST OF ITEMS NEEDED TO
COMPLETE THE CONTRACTING
PROCESS

- ✓ Resolution duly adopted by the Board of Directors and Neighborhood Association (if required by its by-laws) authorizing your company to enter a contract with the City and designating a person (s) authorized to sign contracts
- ✓ List of Names and Addresses of Board Members
- ✓ Current Bylaws
- ✓ Current copy of annual or biennial registration report filed with the Missouri Secretary of State
- ✓ Current Certificate of Good Standing issued by the Missouri Secretary of State
- ✓ Revenue clearance letter issued by the City's Finance Department



SECTION 3/MBE/WBE REQUIREMENTS

CONSTRUCTION WORKFORCE GOALS IS UNDER ORDINANCE 130041

The business enterprise programs certify eligible vendors and contractors in the marketplace whose owners have been historically disadvantaged through systemic policies that prevent or exclude them economically or socially (by race and/or sex) or a combination of these. CREO assists certified firms that are available, willing, and able to participate in contracts in accordance with the established city procurement policies. This process is meant to create fairness, access, and equity in all contracts within the city limits of Kansas City, Missouri.

Pursuant to the City Code Ch.3, CREO is required to set goals or evaluate certain contracts to ensure opportunities include access, equity, and inclusion for certified businesses.

There are four main programs utilized on city-assisted or funded projects:



Disadvantaged Business Enterprise/Small Business Enterprise—required on federal assisted or funded projects.



Woman Business Enterprise—required on city assisted or funded contracts or projects. For professional services, any contract that is anticipated to exceed \$160,000. For construction services, any contract anticipated to exceed \$300,000.



Minority Business Enterprise—required on city assisted or funded contracts or projects. For professional services, any contract anticipated to exceed \$300,000.



Small Local Business Enterprise—required on contracts below the threshold value for the MBE program and WBE program

In addition to the items listed above, the project must comply with any applicable provisions of the City's Contracting Program Requirements in Article IV, Chapter 3, Code of Ordinances, including, but not limited to, the provisions concerning affirmative action, Minority and Women's Business Enterprise and the Small Local Business Enterprises program.

Note: The MBE/WBE goals should be applied to all contracts except where individual contracts may require more specific goals processing or where contracts requires multiple program applications (e.g., DBE, Section 3, MBE/WBE)

Contractor Utilization Plan

The Contractor Utilization Plan (commonly reference as CUP) is a document that is submitted to CREO as the last step in the goal-setting process.

All CUP's must be submitted through eBuilder to CREO for approval and must include the goal request document approved by Central Procurement. CREO does not accept email documents.

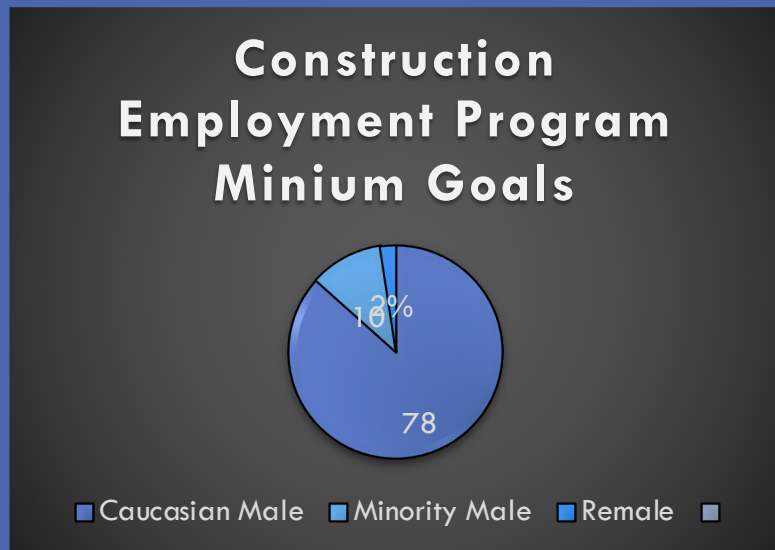
Cups that meet or exceed the economic equity & inclusion goals are approved and docketed for City Council Committee review.

CUPs that are denied will go through the Request for Waiver process. The Request for Waiver process after the CUP denial will be subject to a "Good Faith Efforts" (GFE) analysis. If a GFE analysis is completed and staff denies a request for waiver, the firm may appeal up to the director for approval.

Note: Upon appeal, the submitter may provide documentation that includes mitigating factors for director Review. More information Waiver is in the next section.

Construction Employment Program (aka) Construction Workforce)

The City of Kansas City, Missouri codified its minority and female workforce program in City Ordinance 130041, as amended. The program requires all city construction contracts that exceed \$30,000 AND have workforce hours estimated at more than 800 hours mandate Prime contractors make good faith efforts to employ or maintain minority and female worker hours at minimum percentages. This program is solely related to the employment of minorities and females on construction projects that meet that minimum threshold.



10%
Minority Worker
Hours Goal

2%
Female Worker
Hours Goal

This program is monitored on a quarterly basis. Monthly reports are generated to track progress towards goals. Contractors are required to make good faith efforts or request a waiver from the goals after engaging in genuine efforts to hire and/or retain minority and female workers. It is prohibited for any employer to hire or terminate an employee based on race or sex. CREO staff is available for technical assistance and holds a monthly workshop on the program requirements. The construction employment program is not the same as the business enterprise program (aka MBE/WBE). The construction employment program participation does not count towards economic equity & inclusion goals.

Prevailing Wages

The City of Kansas City, Missouri requires that prevailing wages be applied to projects that receive HTF assistance of more than \$75,000 in accordance with applicable state and/or federal prevailing wage law. Once a project is awarded, the appropriate wage order or wage decision will be applied to the contract. Please see Ordinance [210179](#) for more details on the City's Prevailing Wage policy and refer to the [Missouri Department of Labor](#) for more details on the State's Prevailing Wage rules.

PROPOSAL FEE

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

An administrative fee is not required for nonprofit organizations or neighborhood associations that will have an equity stake in the project.

LATE PROPOSALS

The Board in its sole discretion may consider proposals received by the Board after the proposal due date if:

- 1) The Board extends the due date after the deadline for a force majeure event that could potentially affect any or all Proposers meeting the deadline; or
- 2) It is in the best interest of the Board to accept the proposal.

Additional Information

- CHANGES IN THE RFP
- CHANGES IN EXECUTED CONTRACT AND ADDITIONAL WORK
- PROPOSER SOLELY RESPONSIBLE FOR ALL COSTS
- OWNERSHIP OF PROPOSALS
- CLOSED RECORDS
- QUALITY SERVICES ASSURANCE ACT
- ANTI-DISCRIMINATION AGAINST ISRAEL

APPLICATION



Application Deadline: **February 7 @ 2:00 pm (CST)**



www.KCMO.gov/CCED



RFP



Application **Online Submissions Only**

ADDITIONAL KCMO RESOURCES

KCMO Bizcare

- Business Registration
- <https://bizcare.kcmo.gov/>

Civil Rights and Equal Opportunity Department

- Previously Human Relations
- <https://www.kcmo.gov/city-hall/departments/human-relations>
- Prevailing Wage

CCED Contact Information

For all questions, please email us at centralcitysalestax@kcmo.org

HOUSING & COMMUNITY
DEVELOPMENT DEPARTMENT |