

**SCOTT COUNTY, IOWA
REQUEST FOR PROPOSALS
FOR DEVELOPER QUALIFICATIONS AND A DEVELOPMENT PLAN FOR
PROPERTIES LOCATED AT NORTHWEST CORNER OF 5TH AND RIPLEY
STREETS**

1) Purpose

Scott County, Iowa, is requesting proposals from qualified developers for the re-development of nine County-owned properties the County wishes to sell. The properties are located at the northwest corner of 5th and Ripley Streets within the City of Davenport, with six existing boarded-up residential structures and three vacant parcels. The proposal should complement the City of Davenport's efforts for focused redevelopment of abandoned housing. The properties fall within National and Local Historic Districts and are zoned "R-4 Moderate Density Dwelling District and "R-6M High Density Dwelling District", both of which allow residential use. Attached is Supplemental Information about the properties.

A proposal could encompass the development of other properties, in addition to the stated site, as part of an even larger, more comprehensive or cost effective project. In conveying these properties to a developer, the County intends to recoup their investment in the properties. This Request for Proposals (RFP) outlines the requirements and process for the review of responses to this request.

2) Method

Proposals submitted will be considered by a Selection Committee that will review the submittals and select the most qualified/responsive developers for interviews. The most qualified agent/firm will be recommended to the Scott County Board of Supervisors for authority to execute a contract. All RFP requirements must be met, or be capable of being met, by the responding developer or the submittal may be disqualified as being non-responsive. Award of this contract, if any, will be to the developer deemed best qualified by the County, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the County.

3) Statement Deadline

Sealed proposals – one (1) original and five (5) copies – will be received by Scott County until **3:00 p.m. on Friday, November 5, 2004**. Proposals must be in a sealed envelope or package, and must be clearly marked on the outside **"5TH AND RIPLEY PROPOSAL"**. Proposals received after the stated date and time will not be opened or considered. Faxed proposals are not acceptable.

The one (1) original and five (5) copies of the proposal must be submitted to:

Scott County
Purchasing Division, 6th Floor
County Administration Building
428 Western Avenue
Davenport, Iowa 52801

The statement must be responsive to the requirements stated in this RFP and Attachments.

4) Scope of Work

This preliminary Scope of Work is intended to provide a basis for the selection of a developer and to generally describe the nature or concept of the project. The Final Scope of Services will be negotiated with the developer deemed most qualified and may be modified as necessary.

The Scope of Work is to re-develop the subject County properties (and others if applicable) for primarily residential use, though neighborhood office or retail use may be acceptable as well. The developer will be responsible for obtaining all proper zoning approvals as necessary. Depending upon the details of the proposed plan, the developer will also be required to directly or indirectly manage the properties, or convey the properties to owners or property managers for the minimum period required by the funding sources indicated.

5) Statement Format

Each proposal should state in detail the proposed re-development plan for the entire site of contiguous properties. The proposal should clearly indicate the intended end-use of the properties, the ongoing management of the properties (if applicable), the proposed financing and status of the funding, a proforma with anticipated expenses and cash flow from sale and/or rent, and include the qualifications of all parties involved, such as the construction and development team, the property managers, etc.) Both on- and off-site infrastructure improvements, if proposed, should also be indicated.

To standardize responses and simplify the comparison and evaluation of responses, all statements must be organized in the manner set forth below, separated into sections, and with each section titled appropriately. All information and materials requested shall be provided in the proposal under a single cover.

- a. **Business Organization.** The full name and address of the agent, the firm, and the firm's organization that will perform the services described herein shall be stated. A statement shall be included from the firm that, to the best of its knowledge, there are no circumstances which shall cause a conflict of interest in performing services for Scott County and indicating a willingness to enter into a contract to provide the services described above.
- b. **Technical Approach and Scope of Work.** The responding agent/firm shall state in detail its understanding of the project as outlined in the Scope of Services and Supplemental Information. The approach in providing the services required shall be

detailed in a proposed scope of services, including proposed use of the properties after completion of the construction/rehabilitation work. An estimated schedule of work shall be provided based on the preliminary Scope of Services, as well as the developer's ability to complete the project as proposed.

- c. Source of Funds and Commitment Status. The proposal shall indicate the proposed sources of funds and the amount from each source. The responding entity shall also state the anticipated terms and status of each identified source. As an example, if funds from a conventional lender are required, the proposal should indicate the name and address of the lender, the total loan amount needed, the interest rate, term, and whether application has been made. The proposal should also include a preliminary proforma extending for as many years as necessary to cover the financing term(s) involved in the project.
- d. References. The respondent must provide a list of projects for whom similar work has been conducted. Please provide a name, title, organization, address, and telephone number. Representatives of the County, at their discretion, may call any of the clients listed or any other known clients to verify the performance of the agent/firm in question.
- e. Resume. A resume of the developer shall be included and show the following:
 - 1. Name, specialty, and job title
 - 2. Years of relevant experience with firm (and previous employers)
 - 3. Professional certifications/registrations/memberships
 - 4. Office location where employed
 - 5. A synopsis of experience, training or other qualities which reflect the developer's related experience and expected capacity to complete this project

6) Contact Person

Any questions concerning the technical aspects of the proposals should be directed to Tim Huey, Planning and Development, (Phone 563-326-8643; Fax 563-326-8257).

Any questions concerning the submittal process should be directed to Dave Donovan, Facility and Support Services, (Phone 563-326-8228; Fax 563-328-3245).

7) Access to View Properties

Since the properties are currently boarded-up, the County will provide access as scheduled below to those who are considering submission of a proposal:

Wed., October 6, 1:00 – 3:00 p.m.

Tues., October 12, 9:00 – 11:00 a.m.

Fri., October 22, 1:00 – 3:00 p.m.

If neither of these times is possible, you may contact Dave Donovan (see above) to schedule an appropriate time.

8) Implementation Timeframe

The proposal must clearly identify the anticipated implementation schedule once given the notice to proceed.

9) Tentative Timetable

1.	Proposals due 3:00 p.m. prevailing time	November 5, 2004
2.	Review of proposals	November 12, 2004
3.	Interviews with top candidates (<i>please reserve</i>)	November 22, 2004
4.	Select developer for Board consideration	December 3, 2004
5.	Contract approval	December 16, 2004

10) Potential Funding Sources

Below is a list of potential funding sources and/or programs for which your proposed project may be eligible. The County does not warrant that any of the sources or programs are, in fact, available. Rather, this list is intended to help a developer explore all sources in the event that a funding gap exists. Developers should be aware that many of the sources listed have requirements that may preclude or substantially impact individual projects.

State and Federal Sources

Scott County Housing Council, Rick Schloemer, 563-323-0420
Low Income Housing Tax Credit Program (LIHTC), Tim Waddell, 515-242-4990
City Community Development Block Grant (CDBG), Rita Pribyl, 563-326-6171
State (IDED) CDBG, MariAnn Doonan, 309-793-6300 ext.122
City HOME (Rental) Program, Bruce Berger, 563-328-6706
State (IDED) HOME Program, Al Collett, 515-242-4700
Iowa FirstHome Program, Judy Hartman, 515-242-4990
Enterprise Zone Program, Bruce Berger, 563-328-6706
New Capital Investment Program (NCIP), Eric Shofroth, 563-326-6179
Federal and State Historic Income Tax Credits, Jack Porter, 515-242-6152
Historic Resource Development Program (HRDP), Cynthia Nieb, 515-281-8754
American Communities Fund (ACF), FannieMae, 515-697-3721

Homebuyer Assistance Programs

Mississippi Valley Neighborhood Housing Services, 563-324-1556
United Neighbors DREAM Homebuyer Program, 563-322-7363

Private Foundations/Sources

Riverboat Development Authority, Mary Ellen Chamberlin, 563-328-8078
Scott County Regional Authority, 563-344-2626
Doris and Victor Day Foundation, 309-788-2300

Property Tax Exemption

Urban Revitalization Tax Exemption Program (URTE), Eric Shofroth, 563-326-6179

11) Signature by the Responsible Party

All proposals must be signed with the firm name and by a responsible officer or employee authorized to transact business on behalf of the firm, partnership or corporation. No consultant may assign or transfer any legal or equitable interest in his proposal after the date and hour set for the receipt of proposals.

12) County's Rights Reserved

The County reserves the right to accept or reject any or all proposals in whole or in part, to waive any irregularities in any proposal, to accept the proposal which, in the judgment of the County is most advantageous to the County and to re-advertise if desired.

13) Insurance

The developer/owner will be expected to acquire, maintain, and provide proof of acceptable amounts of insurance during the life of this contract covering worker's compensation, employer's liability, comprehensive general liability, and professional liability covering acts, errors, and omissions in the performance of this contract.

14) Indemnification

To the fullest extent permitted by law, the CONTRACTOR shall indemnify and hold harmless SCOTT COUNTY and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from the performance of the WORK, provided that any such claim damage, loss or expense (1) is attributed to bodily injury, sickness, disease or death or to injury to or destruction of tangible property (other than the WORK itself) including the loss of use resulting therefrom, and (2) is caused in whole or in part by any negligent act or omission of the CONTRACTOR and subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce and otherwise exist as to any party or person described in this paragraph.

- B. In any and all claims against SCOTT COUNTY or any of their agents or employees by any employee of the CONTRACTOR, any subcontractor, anyone directly or indirectly employed by any of them or anyone whose acts any of them may be liable, the indemnification obligation under this paragraph shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for the CONTRACTOR or any subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

- C. SCOTT COUNTY reserves the right to reject any or all bids or proposals submitted without cause. Further, SCOTT COUNTY reserves the right to re-bid or re-solicit for proposals for this project at any time in the future. By submitting a proposal or bid each CONTRACTOR acknowledges these rights and authorizes Scott County to exercise them should the situation warrant.

SELECTION CRITERIA (Formal Proposal and Interview)

<u>Item</u>	<u>Description</u>	<u>Rating Ranges</u>
1.	Quality of Proposal Design and impact of project (0 –15 pts) Historic Compatibility (0-15 pts) Appropriate density (0-5 pts) Project budget is justified (documented and reasonable) (0-5 pts) Targets mixed income residents (0-10pts): “Mixed Income” shall mean that some portion of the resident households have incomes above 80% of Median Family Income (MFI) and some portion will have incomes below 80% MFI.	(0 – 50)
2.	Experience, Qualifications and Expertise Developer experience with projects of similar size. Current status of those projects. Quality of construction team and property management.	(0 – 20)
3.	Leverage of resources While the project must incorporate the cost of the properties (\$150,000) to be paid to the County, projects which incorporate a higher ratio of private to public resources will receive a higher score.	(0 – 15)
4.	Geographic Focus of Project (Bonus) While not required, projects which incorporate redevelopment (rehabilitation or infill) of non-County owned properties within the Priority Zone (see attached map) may receive additional points, depending upon the quality of the added project scope.	(0 – 10)
5.	Geographic Location of your Firm Quad City area developers will be eligible for these bonus points.	(0 – 5)
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