

City of Joplin

Planning, Development, and Neighborhood Services

602 S Main Street

Joplin, MO 64801

Request for Proposal

RFP 2015-10

Affordable Senior Housing Development

NOTICE TO BIDDERS

All proposals must be received by 5:00 P.M. CST on Tuesday, November 24, 2015. All proposal materials submitted to the City must be enclosed in a sealed envelope (box or container) addressed as noted below; the package must clearly identify the submittal deadline and that the Proposal is for the Joplin Affordable Senior Housing Development. Please submit RFP response to:

ATTN: MR. TROY BOLANDER
Affordable Senior Housing Development
CITY OF JOPLIN
DIRECTOR OF PLANNING, DEVELOPMENT & NEIGHBORHOOD SERVICES
JOPLIN CITY HALL
602 S. MAIN ST
JOPLIN, MO 64801

Respondents shall direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the following Point of Contact:

CDBG-DR Project Coordinator
City of Joplin
602 S. Main Street
Joplin, Missouri, 64801
(417) 624.0820, Ext. 570
CDBG-RFP@joplinmo.org

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female owned businesses to submit bids on all City purchases.

Leslie Jones, CPA
Finance Director
Publication Date: July 26, 2015

AFFORDABLE SENIOR HOUSING DEVELOPMENT
REQUEST FOR PROPOSALS ("RFP")
CITY OF JOPLIN, MISSOURI

TABLE OF CONTENTS

Section I	Project Overview	Page 4
Section II	Requirements for Eligible Projects	Page 7
Section III	Scope of Work	Page 9
Section IV	Project Underwriting Information	Page 10
Section V	CDBG-DR Compliance Requirements	Page 11
Section VI	RFP Evaluation Factors and Process	Page 13
Section VII	RFP Selection Criteria	Page 16
Section VIII	RFP Selection Process	Page 17
Section IX	General Information and Other Requirements	Page 19
Section XIII	Attachments	
Attachment A: Property Map		Page 22
Attachment B; Stormwater Map and related information		Page 23

I. PROJECT OVERVIEW.

A. Statement of Purpose. In response to the loss of housing inventory as a result of the May 2011 disaster impacting the community, including affordable senior living options, the City of Joplin (the "City") is soliciting proposals for the development of an affordable senior housing project from all interested and qualified firms (the "Respondent") with demonstrated experience in the development, construction and operation of an affordable senior housing development (the "Project"). In addition to meeting the community's affordable senior housing needs, the City is interested in the project offering 'service-enriched housing priority' supportive services to support the quality-of-life requirements of the project's resident population. The proposed Project is envisioned to compliment the diverse business, residential, and retail redevelopment occurring in the area that is devoted to the growing healthcare and wellness industry in the community.

The Project's anticipated site is owned by the Joplin Redevelopment Corporation and is located at the southwest corner of 26th and McClelland Blvd, consisting of approximately 14.735 acres (see Attachment A for map of site, property boundary outlined in red). The property is appraised for $3,630,000, the successful respondent will be expected to purchase this site for the development of the Project. The City is offering assistance with federal Community Development Block Grant - Disaster Recovery (CDBG-DR) Program funding if the Respondent documents a demonstrated need in order to provide affordable senior housing.

The 2014 Joplin Housing Needs Assessment (available at http://joplinmo.org/DocumentCenter/View/4218) generally identified senior housing as currently lacking capacity to meet the anticipated need within the community. A significant increase in the Joplin senior population is projected, much of which is likely attributed to seniors aging in place. As a result of this assessment, it is expected that the City will need to add appropriate senior housing that meets this growing demand in the community. This Project should address the senior housing shortfall as outlined in the Assessment and be

compliant with the CDBG-DR National Objective of benefitting low and moderate income persons. Low and moderate income persons are defined as persons with incomes at or below 80% of the median income for the area in which the project is located.

B. **RFP Web Site.** To download the Request for Proposal instructions, please visit http://joplinmo.org and click on the Bids/Projects button in the left hand column.

C. **Project Funding.** The proposed Project may use various sources of financing including, but not limited to, a mixture of developer equity, deferred developer fees, private or commercial lending, HUD Community Development Block Grant, Disaster Recovery (CDBG-DR) funds, and/or other appropriate funding sources. The Project shall be developed in accordance with the terms, conditions, and scope of work identified in this Request for Proposal (RFP). CDBG-DR funds are available for a portion of the Project's demonstrated funding needs (subject to the limitations of CDBG-DR eligibility requirements and availability).

D. **RFP Response Submission.** Respondent's Proposal must be received by City no later than 5:00PM Central Time on the applicable due date at the following address:

Joplin City Hall
Attn: Troy Bolander, Director of Planning, Development & Neighborhood Services
RE: Joplin Affordable Senior Housing Development
602 S. Main Street, 4th Floor
Joplin, MO 64801

Proposals shall be limited to a maximum of forty (40) printed pages. The Proposal's cover page, table of contents, divider sheets, appropriate appendices and exhibits, and the copy of Respondent's Senior Housing Market Study. If the Respondent choses to apply for MHDC LIHTC assistance, Respondent should include a copy of the LIHTC application and accompanying documentation with the Proposal; said application and supporting documentation will not count against the Proposal page count.

Respondent shall submit one (1) original with ten (10) identical copies of the Proposal in print and one PDF copy provided by USB flash drive. All proposal material submitted to the City must be enclosed in a sealed envelope (box or container) addressed as noted above; the package must clearly identify the submittal deadline and that the Proposal is for the Joplin Affordable Senior Housing Development.

Properly submitted proposals will not be returned. Proposals received after the RFP submission deadline will be returned to the Respondent unopened.

The City will not compensate Respondents for any expenses incurred in the preparation of the Proposal or for any expenses associated with presentations that may be made, unless agreed to in writing in advance or required by law. Respondents submit their Proposals at their own risk and expense.

Proposals that are qualified with conditional clauses, alterations, items not called for in the RFP, or irregularities of any kind are subject to rejection by the City, at its sole option. Failure to comply with requirements contained in this RFP may result in the rejection of the Proposal.

The City makes no representations of any kind that an award will be made as a result of this RFP or subsequent interviews or recommendations. The City reserves the right to accept or reject any or all proposals, waive any formalities or minor technical inconsistencies, or delete any item/requirements from this RFP when deemed to be in City's best interest.

E. **Timeline. RFP schedule follows** (post-Submission schedule is subject to change):

Date	Event
July 24, 2015	RFP published
July 26, 2015	Advertisement Dates
Sept. 8, 2015	Mandatory Pre-Proposal Meeting
Nov. 10, 2015	Deadline submission of Questions and Inquiries
Nov. 17, 2015	Deadline for posting answers to Questions and Inquiries
Nov. 24, 2015	Proposal Submission Deadline
Dec. 18, 2015	City Staff review of Proposals
Jan. 8, 2016	Oral Presentations by Respondents (if invited)
Jan. 22, 2016	City Staff Recommendation of Proposal
Feb. 12, 2016	Negotiation of Project Development Agreement
Mar. 7, 2016	City Council Consideration of Project Proposal/Contract

F. **Pre-proposal Meeting.** There will be a mandatory pre-proposal meeting on Wednesday, September 8, 2015 at 2:00 PM Central Time. The meeting will be held at City Hall, 602 S. Main Street, Joplin, MO. At least one member of the prime Respondent's team must attend the Pre-proposal Meeting in order for their Proposal to be considered responsive.

G. **Addendums Pertaining To This RFP.** City will post any RFP addendums to the City's RFP web site at http://joplinmo.org, under Bids/Projects, left-hand column. Please check the website often for updated information.

H. **Questions Regarding This RFP.** Respondents may submit questions by e-mail to CDBG-RFP@joplinmo.org. The City will post answers to questions on City's RFP web site. Questions/Inquiries may be submitted at any time until the question submission deadline, and answers will be posted to the City's RFP web site as questions are answered. City will use its best efforts to answer questions within seven (7) calendar days of submittal, and the last date for submission of questions will be fourteen (14) calendar days prior to the last date for submission of proposals.

II. REQUIREMENTS FOR ELIGIBLE PROJECT

A. **Residential Rental Use Only.** The proposed Project should provide affordable transitional senior housing alternatives to include, but not limited to independent living, congregate care, assisted living (including memory and nursing care). Mixed-Use projects (e.g., projects that include uses other than residential rental) are not eligible under this RFP.

B. **Senior Housing Market Study.** In addition to City provided housing marketing information, Respondents must conduct, at Respondents sole expense, a market study of the City of Joplin's senior housing needs. The results of this Senior Housing Market Study must substantiate the Respondent's proposal to the RFP. The Senior Housing Market Study must comply with all the requirement of the Missouri Housing Development Commission's Market Study Guidelines (effective June 1, 2015). Respondent must provide information in the Proposal that clearly identifies the methodologies used to reach the recommendations and conclusions in Senior Housing Market Study, specifically as it relates to:

1. Market Area Definition.
2. Local Economy and Employment.
3. Demographic Characteristics.
4. Competitive Environment.
5. Affordability Analysis, Demand Analysis, Capture Rates, and Penetration Rates; Study must include an estimate of comparable market rents (i.e., the rents that the proposed project could command in the absence of rent and income restrictions).
6. Local perspective of Senior Rental Housing Market (including, yet not limited to, rent and occupancy information) and other senior housing alternatives.

7. Analysis/Conclusions. The Senior Housing Market Study must be prepared by an experienced and Missouri Housing Development Commission (MHDC) approved market analyst, and the Study must contain any additional information and analysis outlined in MHDC guidelines. The Study must contain the MHDC Form 1300-S. The Study must have been completed or updated within sixty (60) days of the submission date of Respondent's response to the RFP. A previously completed market study can be used to satisfy the submission requirements of this RFP, provided the Study is properly updated. In no event will the City accept a Senior Housing Market Study that was initially prepared more than six months prior to Respondent's submission date to this RFP. Respondent shall include a complete copy of the Senior Housing Market Study (including any updates, if applicable) with their proposal to the RFP. The Study, including any updates, must also contain the contact information (name, physical address, phone number and e-mail address) for all parties responsible for information provided.

C. Project Readiness Requirement.

1. Letters of Intent (acceptable to City) for all non-CDBG-DR sources of funding.
    a. Letters of Intent must be dated no more than 90 days prior to the date on which the Proposal is received by City and must extend at least 90 days past the anticipated City Council approval of Proposal.
    b. City reserves the right to require updated Letters of Intent as it deems necessary.
    c. Conditions contained in Letters of Intent shall be subject to determination by City as to reasonableness. City may reject any Letter of Intent (and deem the application deficient) if, in the sole discretion of City, any condition is outside of market requirements and/or is unlikely to be satisfied.
    d. Each Letter of Intent from Respondent's lender or other source of funds must acknowledge and permit the use of CDBG-DR funds, must consent to the form of, execution and delivery of the City's Project Development Agreement, and must agree that the loan will be made subject to the City's Project Development Agreement.
2. A Project that will utilize 9% Low Income Housing Tax Credits (LIHTCs) must have a LIHTC reservation.
3. A Project that will utilize 4% LIHTCs need not have a LIHTC reservation but must have a syndication / investor commitment acceptable to City.

D. **Other Compliance Requirements.** In addition to requirements discussed in this Section, selected Respondent (the "Firm") must meet the CDBG-DR regulatory compliance requirements contained in the City's Project Development Agreement and any subsequent CDBG-DR related agreements. These requirements include (without limitation) Davis-Bacon prevailing wage requirements (for properties of 8 or more units), Section 504 accessibility requirements, CDBG-DR reporting requirements (if applicable), Section 3 requirements, affirmative marketing requirements and such other requirements contained herein.

E. **Non-compliance in Federal or Other Agency Programs.** Respondents (including Respondent's team members) cited for non-compliance in federal housing programs or in a project/program administered by City shall not be eligible to respond to the RFP unless or until such non-compliance is cleared to the satisfaction of City in its sole discretion.

F. **Duration of Requirements.** All requirements will be applicable for the duration of the Project Development Agreement.

III. SCOPE OF WORK

A. **Project Scope.** The Firm will design, build, operate and maintain (DBOM) an affordable senior housing development within the City of Joplin. The Firm will work collaboratively with the City of Joplin staff to develop the Project.

The Firm, will perform all activities related to the Project (subject to the oversight and approval of the City), such activities to be performed at the sole expense of the Firm, including, but not limited to**.**

1. Complete the Proposal, provide requested information and execute the Project Development Agreement.
2. Identify and secure necessary private financing.
3. Obtain necessary zoning and platting, attend predevelopment meetings, and obtain required permits.
4. Present a conceptual plan for the development (consistent with the findings of the Respondent's Senior Housing Market Study), key elements including
    a. Number of total units and type of units

b. Number of units devoted to HUD CDBG-DR affordable criteria

5. Comply with applicable requirements of local, state, and Federal environmental laws and regulations. The City shall complete an Environmental Assessment prior to finalizing the Project Development Agreement with the Firm.
6. Obtain a 'Certificate of Need' for the operation of the Project from the Missouri Department of Health and Community Services, State of Missouri.
7. Participate in City-directed public meetings and secure the support of stakeholders and other interested individuals associated with the Project.
8. Coordinate and implement all aspects of contracting and construction, including all required reporting, submissions.
9. Cooperate with the implementation of other City-sponsored disaster recovery projects, as well as other City–authorized improvement projects, located in the general area of this Project.
10. If applicable, execute and record a Land Use Restriction Agreement (LURA) preserving the affordability of the development for a minimum period of twenty (20) years.
11. Coordinate and implement the required staffing and marketing of the Project .
12. As applicable, ensure that the Project pays full city, school, and county taxes as required by law and program regulations.
13. Comply with all federal, local, and state statutory monitoring and oversight requirements, including yet not limited to HUD CDBG-DR program compliance.
14. Work with the City's Public Works department to determine the exact location of the 26" CMPA (Corrugated Metal Arch Pipe) bisecting the property. There is currently no mapped flood plain on the site.

It is the Respondent's responsibility to review, understand and comply with any and all Federal and State of Missouri applicable rules, statues, laws, ordinances or regulations and requirements before submitting their proposals for consideration.

IV. PROJECT UNDERWRITING INFORMATION. Appropriate supplemental information should be provided as appendices to the Proposal, and will not count against the maximum page count.

A. **Underwriting Format- LIHTC Electronic Template.** Whether or not the Respondent plans to utilize LIHTCs or other funding from the Missouri Housing

Development Commission (MHDC), as part of the Proposal the Respondent should compete the following MHDC LIHTC FIN-100 Rental Housing Programs Application tabs:

VII. Development Plan
VIII. Total Development Costs
X. Annual Operating Budget
XI. Proposed Sources of Funds

FIN-100 tabs should be in PDF form and attached as an appendix to the Proposal. MHDC's current FIN-100 template is located at:
http://www.mhdc.com/rental_production/2016_fy_items/index.htm

B. **Attachments, Appendices, Addenda, Exhibits and Certifications.**

1. All required certifications and appendices must be included and must be signed as appropriate.
2. Required certifications and appendices (for a Project that will utilize LIHTC funding or other funding from the Missouri Housing Development Commission) must meet applicable Commission requirements.
3. Required certifications and appendices (for a Project that will not utilize Missouri Housing Development Commission funding) must submit the following certifications and appendices (Appendix numbers refer to Commission appendices):
    a. List Exhibits / Appendices that will be required for projects not utilizing LIHTCs.
    b. Identify other relevant information.
4. For a Project in which less than 100% of the units are reserved for households below 80% AMI, an exhibit establishing that the 80% AMI units are comparable to the remaining units and are distributed throughout the project. In such a Project, affordable units may not differ (for example, in size, number of bathrooms, or quality of finishes) from other units within the property having the same number of bedrooms. If no other units within the Project have the same number of bedrooms, the exhibit must demonstrate to City (in City's sole discretion) that the proposed unit sizes, numbers of bathrooms, and finish quality for the affordable units are comparable to the remaining units, taking into account differences in number of bedrooms.
5. A statement regarding any regulatory agreements, use agreements or affordability agreements to which the project will be subject, other than the Project Development Agreement; plus a true and correct copy of each such agreement.
6. Any other exhibits and addenda required pursuant to this RFP.

V. **CDBG-DR COMPLIANCE REQUIREMENTS.** Funding assistance for this Project is through the United States Department of Housing and Urban Development, Community Development Block Grant Disaster Recovery Program. Respondents and their counsel should be familiar with the full range of CDBG and CDBG-DR compliance requirements. The following is a brief summary of certain aspects of some of these compliance requirements.

A. **Environmental Clearance.** The City will perform an Environmental Review Record (ERR) pursuant to 24 CFR Part 58 following the execution and approval of the Project Development Agreement between the selected Respondent and the City. A successfully completed ERR will then require a 30 day public comment period prior to the Release of Funds. Prior to receipt of environmental clearance from the City, the sponsor may not commit any funds to, or undertake any physical or choice-limiting actions, including but limited to property acquisition, demolition, design and/or construction activities. Violations of this provision may result in the termination of the Project Development Agreement and recapture of any damages by the City.

B. **Accessibility.** Project will be subject to accessibility requirements under Section 504 of the Rehabilitation Act of 1973.

C. **Davis-Bacon.** Project will be subject to Davis-Bacon wage and record-keeping requirements.

D. **Lead Based Paint.** HUD's lead based paint regulations at 24 CFR Part 35 will apply.

E. **Section 3.** HUD's Section 3 requirements apply. In general, Section 3 requires outreach, prior to awarding contracts and subcontracts to construct a project under the Program. The Firm must conduct outreach to low-income individuals living in the area where the Project is located and to certain businesses located in the area in which the project is located. The intent of the Section 3 requirements is to encourage employment of such individuals and businesses in connection with the construction of the Project. These requirements apply to any construction contract or subcontract in excess of $100,000. For additional information concerning Section 3, see http://www.hud.gov/offices/fheo/section3/section3.cfm.

F. **Duplication of Benefits.** The Firm must document all funds obtained from any source from the date of the disaster until the date of this Proposal, if applicable.

G. **Prohibition against eminent domain.** Firm may not undertake any involuntary acquisition of property in connection with this Project unless the City has given its advance written consent.

H. **Developer Fee.** The Firm's developer fee should conform to the MHDC's LIHTC application requirements, whether the Respondent chooses to apply for LIHTC assistance or not.

VI. RFP EVALUATION FACTORS AND PROCESS

A. Qualifications of Respondents

1. Respondent may be required before the award of a Project Development Agreement to show to the complete satisfaction of the City that it has the necessary ability, capacity, experience and financial resources to successfully develop, construct and operate the Project. The Respondent will be required to give a past history and references in order to satisfy the City in regard to the Respondent's qualifications. The City may make reasonable investigations deemed necessary and proper to determine the ability of the Respondent to develop, construct and operate the Project, and the Respondent shall furnish to the City all information for this purpose that may be requested. The City reserves the right to reject any Proposal if the information submitted by, or investigation of, the Respondent fails to satisfy the City that the Respondent is properly qualified to carry out the obligations of the Project Development Agreement and to complete the work described therein. Evaluation of the Respondent's qualifications shall include:
    a. The ability, capacity, skill, financial and other necessary resources to perform the work or provide the scope of work required;
    b. The ability to perform the work or provide the services promptly or within the time specified, without delay or interference;
    c. The character, integrity, reputation, judgment, experience, and efficiency of the Respondent, and;
    d. The quality of performance of previous contracts, services or projects of similar nature of this proposed Project.

If the Respondent and subcontractors identified in the Proposal are unaffiliated entities, information for each entity must be provided. If a Respondent is a newly-formed entity made up of principals from other companies/individuals with housing experience, information must be provided for each primary entity/individual.

B. Response Content.

The City requires comprehensive responses to every section within this RFP. To facilitate the review of the proposal, Respondents shall provide the following information in the proposal utilizing the described format:

1. **Project Development Plan**

   a. Include a narrative description of the proposed Project. Describe the uses, target population, proposed number of units, unit breakdown by bedrooms and square footage, green building standards (if any), unit breakdown by income, as well as proposed features and amenities.

   b. Provide a Project Development Plan that addresses the needs identified by the City in its Consolidated Plan, CDBG-DR Action Plan (including appropriate amendments), Recovery Plan, CART Plan, and Joplin Housing Needs Assessment, as well was the Respondent's Senior Housing Market Study.

   c. Specify what unique characteristics that set the Respondent's project plan apart from others who are responding to this RFP.

   d. Include a design narrative explaining the proposed concept and methodology while addressing connectivity, relationship with the community, ties to the tornado zone, access to transportation, architectural design elements, building and use configuration, most effective use of site, and materials.

   e. Project Development Plan should include a management/maintenance component that describes, in detail, the operation, management, and maintenance of the Project. This management/maintenance component should be customized to meet the unique needs and requirements of the Project.

   f. Other items to be included are a site map clearly showing the development area, preliminary elevation drawings, floor plans, and preliminary site plan.

   g. While not required to seek LEED Certification, Proposal should include a narrative description of the potential LEED RATING or other energy efficiency strategies to be achieved, if applicable to the Project. Evaluation weight will be given to proposals that illustrate an innovative development incorporating green build techniques and materials, recycling planning, alternative

stormwater management and site innovations, water and energy efficiency, and alternative energy solutions in the project design.

2. **Firm Qualifications and Experience**

   a. Briefly introduce Respondent's team, providing a summary of the administration, organization and staffing, including multiple offices, if applicable.

   b. Provide an organizational chart indicating the positions and names of the core management team which will undertake this Project. Include biographical information on all key individuals, highlighting similar experience, and include resumes for each key individual who will work as part of the Project.

   c. Describe the experience of the team of the last five (5) years in developing and operating senior housing projects, affordable housing projects, as well as HUD-funded and/or MHDC-funded housing projects.

   d. If applicable, describe all past experience within the last ten (10) years in which Respondent has worked specifically with the HUD Community Development Block Grant (CDBG) or specifically Community Development Block Grant, Disaster Recovery (CDBG-DR) programs, as well as other publically funded affordable housing projects.

   e. List at least three current or previous clients knowledgeable of the Respondent's performance in providing services similar to those described in this RFP, and provide appropriate contact information (name of client's point-of-contact, primary physical address, telephone number and e-mail address) for each reference.

   a. Provide information on any proposed operating partner (or other operating entity) that will be a part of the Project team (including but not limited to managing the Project).

3. **Project Financial Plan**

   a. Include a brief description of the Project's financing, including a statement of sources and uses, identifying each funding source.

b. Provide evidence of deep understanding of HUD CDBG-DR project aggregation rules and compliance regulations, and an explanation of Respondent's risk mitigation plan to address CDBG-DR program compliance requirements.

c. Supply a preliminary financial budget (including acquisition cost, direct costs for construction with unit cost breakdown, and indirect costs for administrative and other services with unit cost breakdown).

d. Provide a development pro forma and operating pro forma, in accordance with HUD CDBG-DR affordability requirements.

e. Provide proof of ability to obtain development financing by lender prequalification letter(s).

4. **Timeline and Demonstrated Commitment**

a. Proposal must include a detailed project timeline and outline of major tasks, and staff assigned to each major task, based on the provided Project Development Plan.

b. Respondent shall provide a 'Letter of Certification' attesting to the Respondent's ability to complete this Project, said letter shall include a complete listing of the Respondent's projects and how the team will manage the completion of multiple projects.

c. Provide a Project Marketing Plan, including identification of the marketing firm/resource to be used, if any. The Project Marketing Plan should outline the experience and qualifications of those individuals implementing said Plan. The Project Marketing Plan should include the anticipated target market and recommended timeline of the implementation of the Plan, as well as an overview of the advertising strategies for the target market and the general public. The Marketing Plan and building design should reflect the Respondent's best efforts to successfully market the Project to potential, low-moderate income tenants, in accordance with HUD CDBG funding requirements (including, but not limited to LMI compliance requirements).

VII. SELECTION CRITERIA

A. **Project Development Plan**: (**25 Points**) Scoring will emphasize ability to develop the Project Plan and commence construction in a timely and appropriate manner, in compliance with CDBG regulations. A Project timeline is required to be provided by the Respondent, clearly identifying the development components of the Project.

B. **Firm Qualifications and Experience**: (**25 Points**) Scoring will emphasize management, organization, availability of staff, skill, financial and other necessary resources to perform the work and successfully provide the Project scope required. Scoring will also emphasize direct CDBG (not exclusively CDBG-DR) program experience and success with the specific items listed in the proposal as well as a variety of programs including all aspects of CDBG and CDBG-DR programs, character, integrity, reputation, judgment, and efficiency of the Respondent. The Respondent must provide a listing of the personnel who would be assigned to this project, including an explanation of the project team's organizational structure and each person's area of responsibility. Resumes for each professional assigned to this project are also required.

C. **Project Financial Plan**: **30 Points**) Scoring will emphasize the Project's Financial Plan, Respondent must have a sound Project Financial Plan, demonstrating both project affordability and long-term operational sustainability. Respondent's Proposal will utilize the MHDC LIHTC FIN-100 template, and the submission should include a detailed development budget covering but not limited to acquisition cost, direct costs for construction with unit cost breakdown, and indirect costs for administrative and other services with unit cost breakdown. The Respondent should provide information on the development pro forma and operating pro forma. The Respondent should also provide a statement of sources and uses of all funds, including all monies and fees to be paid to developer or subsidiaries, affiliate or partners.

D. **Project Timeline and Demonstrated Commitment to Project**: (**10 Points**) Scoring will emphasize the Project's proposed Commencement Strategy, including identifying sufficient and qualified staff immediately available to promptly commence the Project, as well as management of all Project components identified by the RFP. Responders must explain what local presence they will have in the community.

   A Project timeline is required to be provided by the Respondent, clearly identifying all stages of the Project.

E. **References**: (**10 Points**) Scoring will emphasize quality of references, as well as the quality of performance of previous contracts or services.

VIII. RFP SELECTION PROCESS

A. **Process for Reviewing Responses.**

1. **Communication with Contact Person.** The City will communicate only with the contact person specifically identified in the Respondent's proposal. Information received from persons other than the Respondent's contact person will be disregarded by the City.
2. **Completeness.** Respondent shall carefully read the information contained in this RFP and submit a complete response to all requirements and questions as directed. Incomplete proposals will be considered non-responsive and subject to rejection. Responses and any other information submitted by Respondent in response to this RFP shall become the property of the City.
3. **Potential City Requests for Clarification.** The City may, but shall not be obligated to, follow-up with a Respondent's contact person during the review process in a telephone conversation or in writing in order to obtain clarification should the City determine it to be advisable or necessary. Respondent should endeavor, however, to provide a thorough and complete response to the RFP as they may not have an opportunity for subsequent communications prior to the City's selection decision.
4. **City Selection Committee - Review of Responses.** A Selection Committee made up of qualified City staff shall review and evaluate all responses. The Committee will have only the response to the solicitation and any follow-up information requested by the City (if applicable) to review for the selection of RFP finalists. It is therefore important that Respondent emphasize specific information pertinent to the work. The City may request finalists to meet in-person with the Committee. Final authority of the selection ultimately lies with the Joplin City Council and is subject to not being in agreement with the recommendation from the Selection Committee.

B. **Award Decision.**

1. **Notification of Selected Proposal.** The City will notify selected Respondent following the decision by the Selection Committee. The contractual agreement between the City and the selected Respondent will be subject to the final approval by the Joplin City Council.

C. **Reservation Pursuant to Federal Regulations.** City reserves the right to make and revise reservations in accordance with published federal regulations, rulings, guidelines and notices.

D. **Funding Commitment.** City will not commit funding to the Project until the Project's Environmental Review has been completed and any mitigation requirements have been addressed.

IX. GENERAL INFORMATION AND REQUIREMENTS

A. **Minimum Effective Period of Proposal.** All proposals are required to remain in effect for at least 120 days from the date submitted to the City for review. This effective period should be taken into account when preparing the Proposal.

B. **Public Information.** All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure.

C. **Type of Contract.** The final Project Development Agreement shall be negotiated between and be mutually acceptable to the parties. Any contract(s) resulting from this effort will be negotiated at the sole discretion of the City.

D. **Clarifications and Interpretations.** Any clarifications or interpretations of this RFP that materially affect or change its requirements will be provided by the City as an addendum on the aforementioned website and location. All such addendums issued by the City shall be issued before the proposals are due as part of the RFP, and all Respondents must acknowledge receipt of and incorporate each addendum in their proposals. Respondents shall consider only those clarifications and interpretations that the City issues by addenda seven (7) days prior to the submittal deadline. Interpretations or clarifications in any other form, including oral statements, will not be binding on the City and should not be relied upon in preparing proposals.

E. **No Lobbying.** Respondent acknowledges and accepts that from the Date of Issuance of the RFP until a final decision has been made by the City, it will not take any action, make any effort or support or engage others on its behalf to take actions or efforts with attempt to influence the decision making process for this RFP in the favor of the Respondent. This includes direct contact with the City Council, City Manager and City staff of the City of Joplin, or any contractors and subcontractors for the City of Joplin, and any other parties who may be engaged in the RFP process. Additionally, the Respondent acknowledges and accepts that

it will not attempt to use public communication such as the news media, social media, etc. as a means of attempting to influence the RFP evaluation or decision making process. Any Respondent violating any of the aforementioned conditions is subject to immediate disqualification from consideration.

F. **City Point of Contact.** The City designates the following person as its representative and Point-of-Contact for this RFP:
Patty Heagel, CDBG-DR Project Coordinator
Joplin City Hall
602 S. Main Street
Joplin, Missouri, 64801
(417) 624.0820 Ext. 570
CDBG-RFP@joplinmo.org

Respondents shall restrict all contact with the City and direct all questions regarding this RFP, including questions regarding terms and conditions and technical specifications, to the City's identified Point of Contact.

G. **Evaluation of Qualifications.** The evaluation of the Proposals shall be based on the requirements described in this RFP. All properly submitted proposals will be reviewed, evaluated, and ranked by the City, with input from the Selection Committee. The City will contact those Respondents with the top ranked proposals that best meet the City's needs. The number of selected proposals will be determined by the Selection Committee. Each of these selected Respondents will be required to meet with the Selection Committee or a sub-group of the Selection Committee at a time to be specified. The Proposals will be reviewed in depth by the Selection Committee at that time. The City will contact the Respondent that best meets the City's needs and attempt to negotiate an agreement that is acceptable to both parties.

H. **City's Reservation of Rights.** The City may evaluate the Proposals based on the anticipated completion of all or any portions of the Project. The City reserves the right to reject any and all proposals and re-solicit for new proposals, or to reject any and all proposals and temporarily or permanently abandon the Project. The City makes no representations, written or oral, that it will enter into any form of agreement with any Respondent to this RFP for any project and no such representation is intended or should be construed by the issuance of this RFP.

I. **Acceptance of Evaluation Methodology.** By submitting its proposal to this RFP, Respondent accepts the evaluation process and acknowledges and accepts that the determination of the "most qualified" Firm will require subjective judgments by the City.

J. **No Reimbursement for Costs.** Respondent acknowledges and accepts that any costs incurred from the Respondent's participation in this RFP shall be at the sole risk and responsibility of the Respondent.

K. **Eligible Respondents.** Only individual companies or lawfully formed business organizations, including legally formed not-for-profit organizations, may respond to this RFP (this does not preclude a Respondent from using consultants). The City will contract only with the eligible individual company or formal organization that submits its proposal.

L. **Reference Checks.** Respondent acknowledges and accepts that through the RFP evaluation process reference checks and background investigation may be conducted as a part of the due-diligence process.

M. **Disposition of Proposals.** All properly submitted proposals become the property of the City.

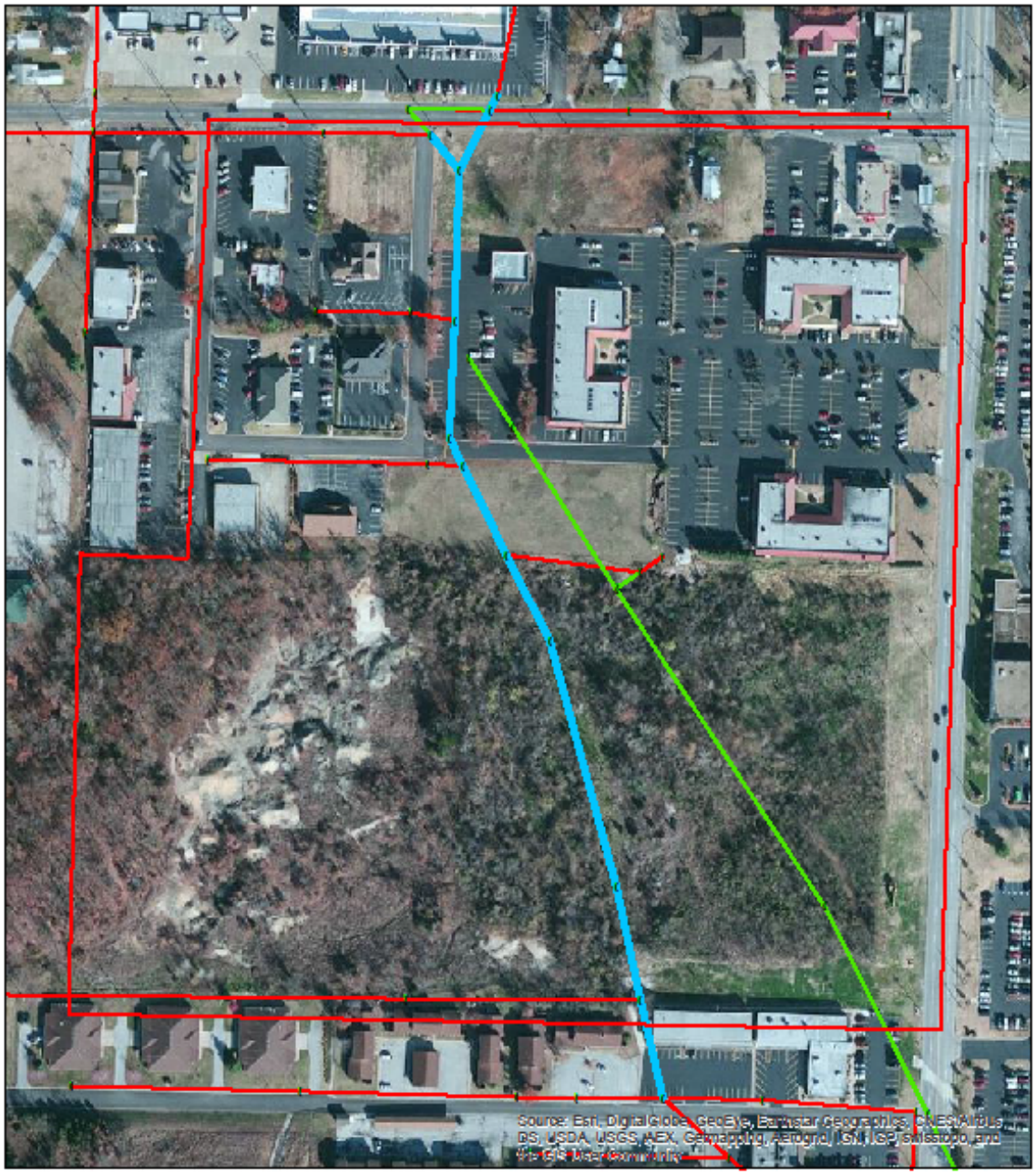
N. **Nonconforming Terms and Conditions.** A proposal that includes terms and conditions that do not conform to the terms and conditions in the RFP is subject to rejection as non-responsive. The City reserves the right to permit the Respondent to withdraw nonconforming terms and conditions from its proposal prior to a determination by the City of non-responsiveness based on the submission of nonconforming terms and conditions.

O. **Debarment.** By submitting a proposal the Respondent certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal Government (SAM.Gov), and that it is not a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or agency of the State of Missouri or the Federal Government.

Attachment A

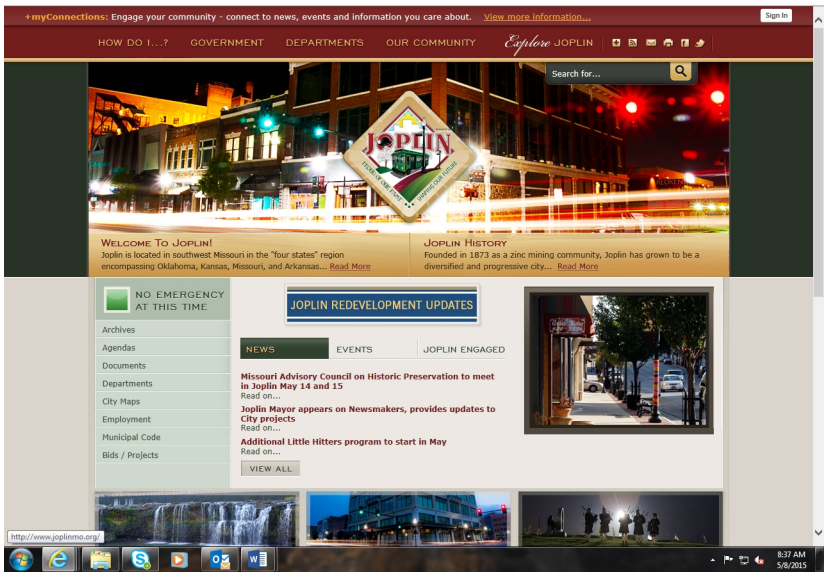


Attachment B

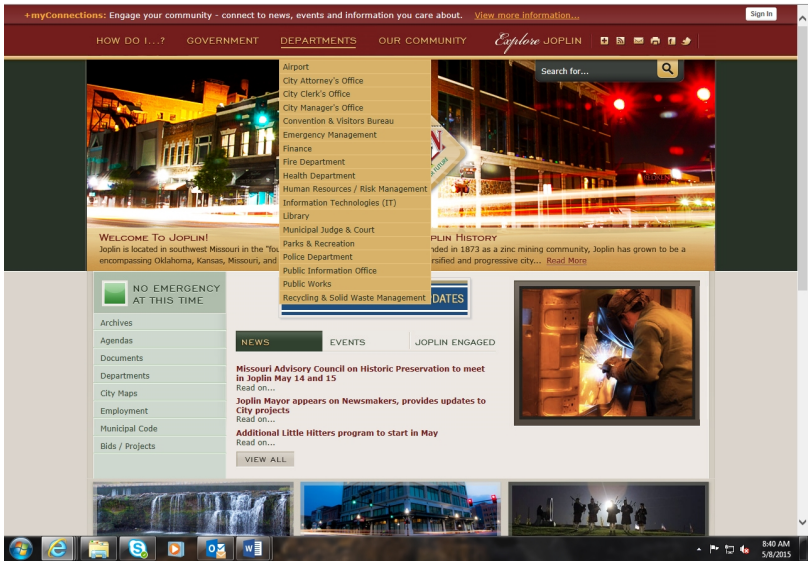

Source: Esri, DigitalGlobe, GeoEye, Earthstar Geographics, CNES/Airbus DS, USDA, USGS, AEX, Getmapping, Aerogrid, IGN, IGP, swisstopo, and the GIS User Community
0 100 200
Feet
Legend
EXISITNG SEWER TO BE REPLACED
ABANDONED SEWER LINE
EXISTING SEWER TO REMAIN

The City of Joplin

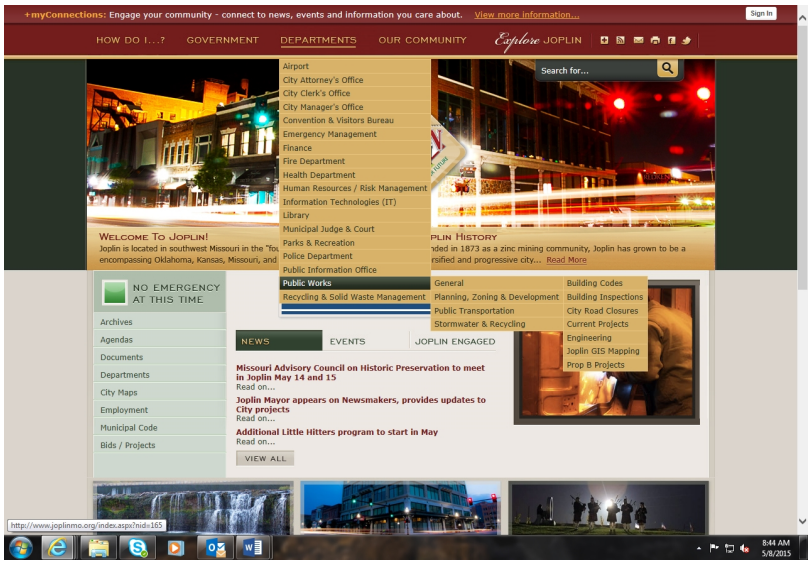
1. Enter The City Website: www.joplinmo.org



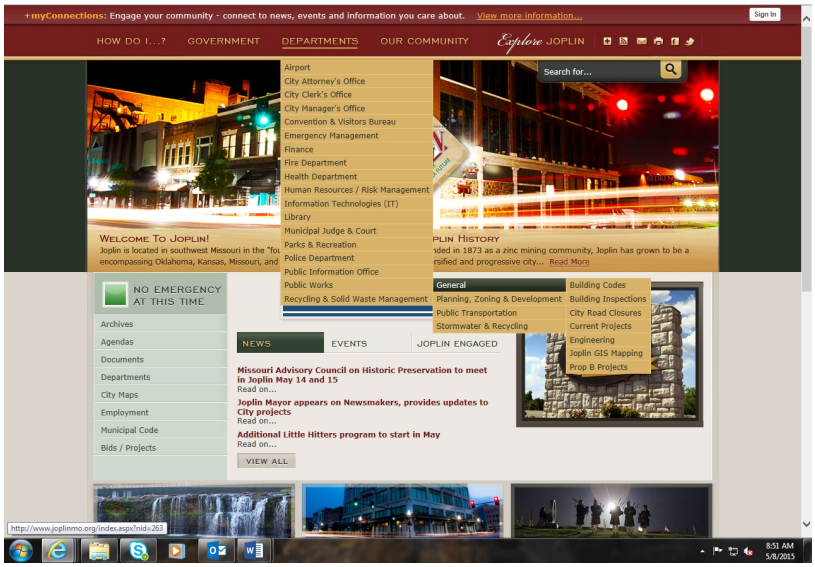
2. In the top tool bar, click on “Departments” at which time a drop down window will appear.



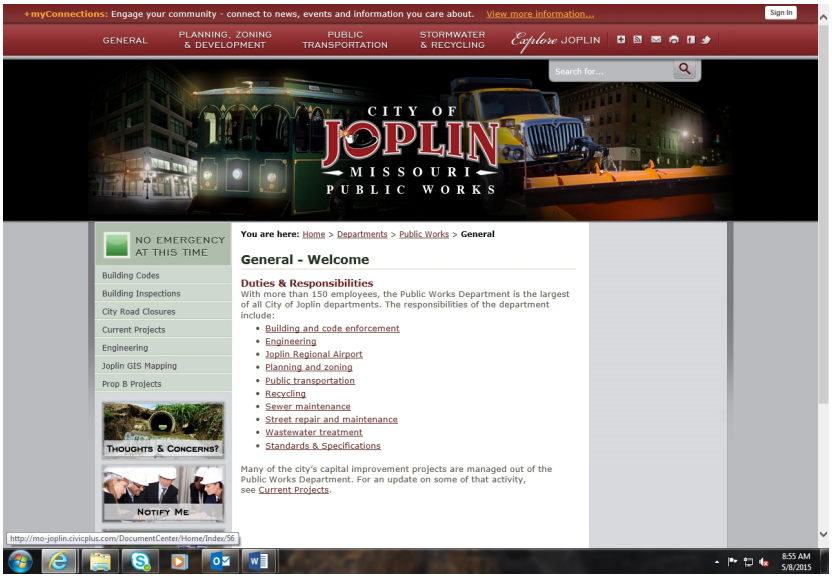
3. Click on “Public Works” and another drop down window will appear.



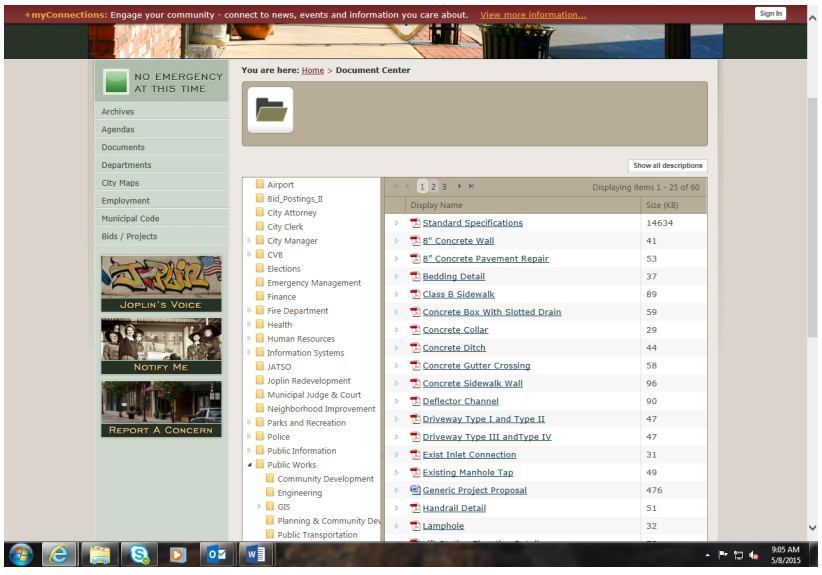
4. Click on “General.”



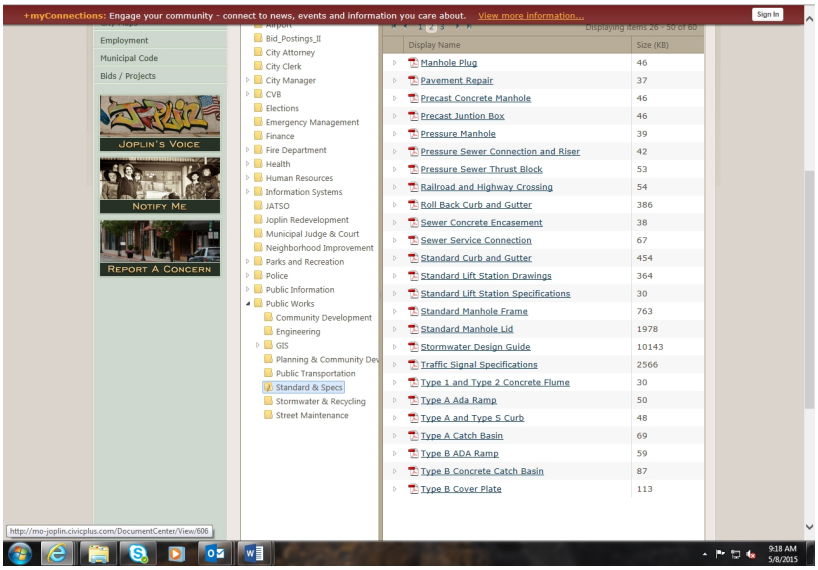
5. A list of "Duties and Responsibilities will appear. Click on "Standards and Specs," the last entry in the list.



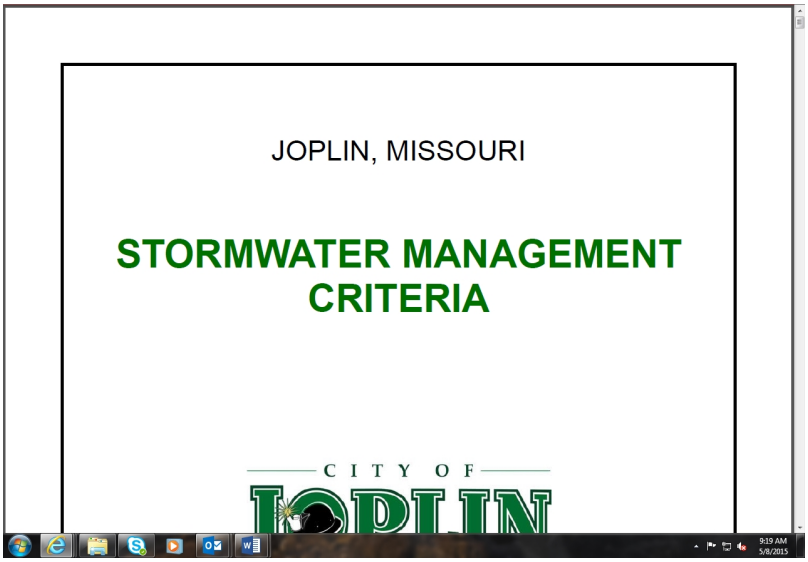
6. Two (2) drop down windows will appear. Direct your attention to the second list on the right. In the tool bar directly above that far right list, click on "2."



7. Another list of PDF documents will appear. Scroll down and click on “Stormwater Design Guide” title.



8. The City Stormwater Management Criteria will appear for viewing.



Unauthorized Aliens Workers Act

The successful bidder will have to sign an agreement that they are enrolled and participating a Federal Work Authorization Program ("FWAP") that ensures that all of its employees or agents or subcontractors have the legal right to work in the United States, as defined in 8 U.S.C. 1324a(h)(3) and RSMo § 285.525-285.555, and that it will maintain this compliance for the entire duration of its contract with the City of Joplin, and will provide an Affidavit of Compliance to the City stating the same.

AFFIDAVIT OF COMPLIANCE
(Missouri Unauthorized Alien Workers Act)

My name is _____ (name) _____ and I am the _____ (Title) _____ of _____ (Company Name) _____. I hereby represent, affirm and certify to the City of Joplin that my company does not knowingly employ any person who is an unauthorized alien in connection with contracted services with the City. I further affirm that my company is actively enrolled and participating in a federal work authorization program with respect to all employees working in connection with the contract services provided to the City.

_____

_

Affiant