

**CENTRAL CITY ECONOMIC DEVELOPMENT SALES TAX DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
APRIL 1, 2020**

**PURPOSE**

The Central City Economic Development Sales Tax Board (“Board”) hereby requests submissions from Proposals for economic development projects within the area bounded by Indiana Avenue on the east, The Paseo Boulevard 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 projects to the City Council of Kansas City, Missouri (“City Council”) only those Proposals, which it 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 3 for the Central City Economic Development Sales Tax District, Proposers who have commercial development (see **NOTE** in CCED Priorities Section below) 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.

**CCED PRIORITIES**

- 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

- Residential Development
  - Quality multi-family and single-family housing (through new construction or rehabilitation of an existing building)
  - Expansion of housing options to include new residents: mixed-income and mixed-use
- 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, women-owned and small businesses.
- Use of CCED funding for construction of public infrastructure

**(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.)**

#### **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.

#### **CONTRACTING REQUIREMENTS**

Selected proposers will be expected to adhere to certain contracting requirements applicable to City-funded projects. These requirements include the following:

- **MBE/WBE 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. The City’s Human Relations Department is responsible for establishing MBE/WBE goals and, 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, Article IV, 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.
- **Construction Workforce Program.** For projects with a construction component, a good faith effort to achieve construction employment goals of ten percent (10%) minority participation and two percent (2%) female participation of the total hours worked on the project will be required pursuant to Chapter 3, Article IV, Division 3 of the Code of Ordinance for the City of Kansas City, Missouri . Selected proposers will be expected to cooperate with the Human Relations Department with reporting its subcontractors’ (which includes the general contractor) construction employment employees and the hours of those employees.
- **Prevailing Wage.** Selected proposers shall comply with the Prevailing Wage requirements of Section 290.220 of the Missouri Revised Statutes.
- **Employee Eligibility Verification.** If a selected proposal results in a contract award exceeding five thousand dollars(\$5,000.00), the Proposer will be required execute and submit an affidavit, in a form prescribed by City, affirming that Proposer does not knowingly employ any person in connection with the project who does not have the legal right or authorization under federal law to work in the United States as defined in 8 U. S. C. § 1324a(h)(3). Proposer shall attach to the affidavit documentation sufficient to establish its enrollment and participation in an electronic verification of work program operated by the United States Department of Homeland Security (E-Verify) or an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, under the Immigration Reform and Control Act of 1986.

Selected proposers shall submit the above-described affidavit and attachments to the City prior to execution of any contract, or at any point during the term of the contract if requested by City. Proposer may obtain additional information about E-Verify and enroll at [www.dhs.gov/xprevprot/programs/gc\\_1185221678150.shtm](http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm).

## 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:

**Shontrice Patillo**  
**Neighborhoods and Housing Services**  
**City of Kansas City, Missouri**  
**4400 Blue Parkway Blvd.**  
**Kansas City, Missouri 64130**  
**Email address: [centralcitysalestax@kcmo.org](mailto:centralcitysalestax@kcmo.org)**

## **SUBMISSION OF PROPOSALS**

**Proposals are due no later than May 15, 2020 at 12:00 pm (Central).** The Board reserves the right to change or extend the submission date and time for any reason.

Proposals submitted by mail must include a post-mark dated no later than May 15, 2020. Proposals may be submitted by mail or hand-delivered. Proposals submitted by mail or hand-delivered should be delivered to the following address:

**Shontrice Patillo  
Neighborhoods and Housing Services  
City of Kansas City, Missouri  
4400 Blue Parkway  
Kansas City, Missouri 64130**

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)** single-sided 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.

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, 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. Provide detailed request for funding, including grant, loan, guarantee, credit enhancer, and matching funds, and proposed use of funds.
- II. Provide in detail the outcome/impact of this funding.
- III. Statement of Public Good highlighting the community benefit supporting the use of public funds.

**DEVELOPMENT OR PROJECT NARRATIVE**

Provide a detailed narrative description of the proposed project including 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 each team member and non-profit partner including a description of each member's experience and prior development projects, indicating date of project, type of project and location.
- III. Attach a development schedule and timeline for the project. Indicate whether there will be phasing of the project. Timeline of project should include funding, predevelopment, construction commencement and completion dates, and all other construction milestones.
- IV. Current stage in development process: fundraising, pre-development or development.
- V. Proposed outcomes; number/type of units; matrix of outcomes.
- VI. Explain the need for this project, if applicable.

- VII. Explain how this project meets the priorities of the CCED District (as listed on page 2 of this RFP).
- VIII. Explanation as to whether proposed project conforms to City's current Area Plan and zoning for the project site and, if not, what steps have or will be taken to bring the proposed project into conformance with both.

#### **FINANCIAL INFORMATION**

- I. Attach Project Budget including a detailed breakdown of hard and soft costs.
- II. Attach a complete list of sources and uses of funds (indicate if you have received tax credits, historic credits, bonding, CDBG, HOME, PIAC, New Market Tax Credits or other leverage financing). Provide letters of financing commitments, secured financing agreements, letter of credits or other evidence of commitment of funding. If you have not applied for above funding, provide a timeline including expected dates to apply and funding award date.
- III. Include a 10-year pro forma statement.
- IV. If rental units, please provide information on the rental rates for all units and information on rental unit subsidies.

#### **PROJECT CHARACTERISTICS**

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
- ☐ New Market Tax Credit
- ☐ PIAC
  
- ☐ Single Family
- ☐ Multifamily
- ☐ Mixed Income Mixed Use
- ☐ Transit Oriented Development
- ☐ Retail (Located in Historic District)
- ☐ Office Space
  
- ☐ Family
- ☐ Seniors
- ☐ At Risk Populations (Homeless, Disabled, or other)
- ☐ Other \_\_\_\_\_

## LOCATION OF PROJECT

- I. County District: \_\_\_\_\_  
City Council District: \_\_\_\_\_  
State Legislative District: \_\_\_\_\_
- II. 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. Provide information regarding public transportation or amenities located near the project (if applicable).

## JOB CREATION/RETAINED

Attach a matrix listing of the following categories relating to jobs as a result of the project:

1. Permanent Jobs
  - a. Number of jobs created
  - b. Overview of type of jobs
  - c. Indicate (for each job) if the jobs are Short Term or Long Term
  - d. Average Salary of each job (can be averaged by category)
2. Retained Jobs
  - a. Number of jobs retained.
  - b. Overview of type of jobs
  - c. Indicate (for each job) if the jobs are Short Term or Long Term
  - d. Average Salary of each job (can be averaged by category)
3. Construction Jobs
  - a. Number of jobs created
  - b. Length of Construction jobs

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## CONTROL OF PROPERTY (IF APPLICABLE)

Attach the legal description of the project site and information demonstrating site control of the property, ownership, need to rezone or assemble existing parcels or land and current zoning of the project site.

If the Proposer owns the project site, indicate:

Date of Purchase: \_\_\_\_\_

Purchase 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. Design plans for project (including site plans & elevations), floor plans and renderings of development, if applicable. Please provide photos of the existing site.
- II. Current Certificate of Good Standing issued by the Missouri Secretary of State and Current Copy of Annual or Biennial Registration Report filed with the Missouri Secretary of State for proposer, if other than an individual or sole proprietor.
- III. Revenue Clearance Letter Issued by the City of Kansas City's Finance Department

#### **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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date