

**CITY OF ABERDEEN, SOUTH DAKOTA
REQUEST FOR PROPOSALS (RFP)**

FOR

**ACQUISITION AND REDEVELOPMENT/REUSE
OF CITY-OWNED PROPERTY**



**ROOSEVELT & WASHINGTON SCHOOL BUILDINGS
255 3RD AVENUE SE ABERDEEN, SD 57401**

MAY 2010

PROJECT SUMMARY

- Opportunity:** The City of Aberdeen is seeking a creative proposal for the acquisition, through purchase or long-term lease, and redevelopment/reuse of two City buildings. The successful proposal will make positive contributions to the neighborhood and the larger community by incorporating elements such as beneficial uses, publicly accessible open space, green building practices, and preservation of historic resources.
- Location:** The City is seeking proposals for the Roosevelt and Washington School buildings attached to the complex located at **255 3rd Avenue SE**, within the Hagerty and Lloyd Historic District. The properties are identified as Lots 3 and 4 on the attached preliminary plat.
- Schedule:**
- | | |
|--|---------------------------------|
| RFP Issued | May 14, 2010 |
| On-Site Inspections | Until July 2, 2010 |
| RFP Response Deadline | July 13, 2010, 5:00 p.m. |
| RFP Interviews Week | July 26, 2010 |
| Evaluation Committee Recommendation | August 2, 2010 |
| Anticipated Selection by City Council | August 9, 2010 |
| Anticipated Final Approval of
Agreement by City Council | August 16, 2010 |
- Contact:** Adam Altman--Aberdeen City Attorney
123 S. Lincoln St.
Aberdeen, SD 57401
attorney@aberdeen.sd.us
Phone: 605-626-7025
Fax: 605-626-7039
- Submissions:** Proposals are due no later than **July 13, 2010, 5:00 pm.**
Proposal must be delivered to the Office of the City Attorney, 123 S. Lincoln St., 2nd Floor, Aberdeen, SD 57401.

SECTION I

SCOPE AND SITE INFORMATION

PURPOSE

The City of Aberdeen requests submission of creative proposals for the acquisition, through purchase or long-term lease, and redevelopment/reuse of two City-owned buildings commonly known as the Roosevelt and Washington School buildings. These buildings are attached to the complex located at 255 3rd Avenue SE, Aberdeen, South Dakota 57401. The City considers the Roosevelt and Washington buildings as important historical structures and desires to rehabilitate the buildings and use them in a productive manner. The intended purpose of this request for proposals is to enable the City to make an informed decision concerning the future use of this valued property. The City will consider proposals for the redevelopment of the Roosevelt and Washington buildings individually or as a single project.

SITE CHARACTERISTICS

	Roosevelt	Washington
Land area	.60 acres	0.29 acres
Construction date	1921	1921
Stories	3	3
Building dimensions	186 ft. x 65 ft	105 ft. x 64 ft.
Building material	Masonry/Tile Roof	Masonry/Tile Roof
Historic classification	Contributing structure to the Hagerty and Lloyd Historic District	Contributing structure to the Hagerty and Lloyd Historic District
Surrounding characteristics	High Density Residential / Highway Commercial	High Density Residential / Highway Commercial
Adjacent buildings	Municipal Arts and Recreational Complex, Catholic Church/Rectory.	Municipal Arts and Recreational Complex, Police Station, Federal Office Building.
Utility, water, and sewer access	Current: 3" cold water and 2" gas fed through abutting structure on west side of building. Water and sewer is available through mains on north east of building.	No service lines to building. All utilities available adjacent to structure.
Archived site plans and plat	Available in .pdf format at: www.aberdeen.sd.us/attorney.html	Available in .pdf format at: www.aberdeen.sd.us/attorney.html

Please note the specifications provided in this section are estimates and should not be relied upon for precise measurements or calculations. Potential submitters are responsible to make personal investigations of the plans provided and to conduct site inspections of the existing structures and utilities. Submitters shall be responsible to determine to their own satisfaction the conditions to be encountered.

OBJECTIVES

In the redevelopment and reuse of the Roosevelt and Washington buildings, through acquisition or long-term lease, the City's primary goals include:

- 1) ***Beneficial Use:*** All proposals must demonstrate a clear benefit to the community. Preference will be given to proposals which are responsive to community needs and concerns. Additional consideration will be given to proposals which, in part or in whole, provide for affordable housing accommodations. A proposal must identify in detail all primary and incidental uses and may include mixed uses.

Examples of uses might include:

- a. Multifamily housing
- b. Office space
- c. Retail stores/shops
- d. Restaurant dining

Submitters should consult the Aberdeen 'Tomorrow Plan,' made available for review at www.aberdeen.sd.us/p&z/complan.html. This plan will provide a detailed explanation of community needs and long-term goals.

- 2) ***Historic Preservation:*** The intent of the project is to preserve, restore and make productive use of the buildings. The project design must respect the historic character of the surrounding neighborhood and comply with state and federal historic district regulations. A successful proposal will preserve, to the greatest extent possible, the look and architectural style of the building. Any foreseeable or desired modifications must be submitted with the proposal and require final approval by Aberdeen City Council and State of South Dakota.
- 3) ***Timely Completion:*** Time is of the essence for all potential projects. The City desires prompt completion of any proposed project. All submitters should include a detailed timeline for all work to be performed.

ADDITIONAL CRITERIA

In addition to the objectives outlined above, a successful proposal will incorporate additional relevant considerations. Examples of such criteria include but are not limited to such things as:

Area Impact:

A successful proposal will:

- 1) Have minimal adverse impact on the immediate surrounding neighborhood.

- 2) Respect the use and design characteristics of the abutting buildings with relation to their placement, use purpose, visual characteristics and other relevant considerations.

Financial:

A successful proposal will:

- 1) Provide an in-depth Financial Plan detailing the sources of capital, and describing the financial resources of the development team and financial capacity to complete the project. These shall include but not be limited to equity investment, senior term debt, subordinated debt, tax credits, and grant funds from federal, state, local, or private sources. The Financial Plan must identify the specific investment to be made by the developer, as well as any credit enhancements or additional security.
- 2) Provide a budget for the ongoing maintenance and management of the rehabilitated building and demonstrate long-term financial viability of the proposed use.
- 3) Include a disclosure of competitive projects that the developer is involved in, as well as any previous or ongoing bankruptcy or litigation.
- 4) Demonstrate relevant experience and success in projects of similar size and scope.
- 5) Provide a list of banking references for previous projects that are similar in nature.
- 6) Ensure submission of a performance bond guaranteeing completion of the project.

* All information included in this section will be kept confidential and will not be made public record. However, the City will assume no responsibility for the unintended disclosure of any information for which the City is not the cause.

Environmental:

A successful proposal will:

- 1) Be environmentally conscious and responsible.
- 2) Incorporate to the greatest extent possible environmentally sensitive design and energy efficiency features. (i.e. utilize green building techniques, storm water runoff control, etc.). Preference will be given to proposals that reuse or rehabilitate existing structures, consistent with historic district standards.

SECTION II

GENERAL PROVISIONS

ANTICIPATED SCHEDULE

RFP Issued	May 11, 2010
On-Site Inspections	Until July 2, 2010
RFP Response Deadline	July 13, 2010, 5:00 pm CST
RFP Evaluation	Week of July 19, 2010
RFP Interviews by Selection Committee	Week of July 26, 2010
Selection Committee Recommendation	Week of August 2, 2010
Anticipated Selection by City Council	August 9, 2010
Anticipated Final Approval by City Council	August 16, 2010

***Please note that the above schedule is subject to change.**

PURCHASE/RENTAL PRICE

The acquisition purchase price or lease rental amount, if any, to be paid to the City under the project should be included in the proposal.

ON SITE INSPECTIONS

Pre-submission tours of the site can be scheduled by any potential submitter. Those participants who choose to conduct an on-site inspection should ensure they have any engineers or development team members present so they may review the existing structural condition to their satisfaction.

CITY CONTRIBUTIONS

The City of Aberdeen will provide no funding or contributions for the rehabilitation of the Roosevelt and Washington buildings. Historical preservation loans and/or grants may be

possible through the South Dakota State Historical Board of Trustees as the buildings are contributing structures to the Hagerty and Lloyd Historic District. All submitters interested in historical loans or grants should contact the South Dakota State Historical Board for further information.

Tax incremental financing (TIF) funds may be made available, but are in no way guaranteed. Submitters are referred to South Dakota Codified Laws Ch. 11-9 for a recitation of the South Dakota TIF laws.

QUESTIONS AND CLARIFICATIONS

All questions and clarifications submitted by any participant must be submitted in written format. This includes, but is not limited to, any questions concerning any portion of this RFP, ambiguities, inconsistencies, or omissions therein. All questions shall be submitted via mail or e-mail to the primary contact listed above. Questions must be submitted no later than July 7, 2010 (4 business days prior to the submission deadline).

Any oral responses to any questions shall be unofficial and not binding on the City of Aberdeen. The City's staff will make available all interpretations, corrections, as well as any additional RFP provisions that the City may decide to include, as a result of any clarifications. Staff will mail or deliver relevant clarifications or changes to each prospective submitter having registered with the primary contact. Any substantial change to any provision of this request will be in the form of an addendum issued by the City and shall thereafter become a part of the request. Submitters should consider issued addendums in preparing the proposal.

SUBMISSION REQUIREMENTS

Length: Proposals shall not exceed twenty (20) double-sided pages in length, including maps and plans. Additional pages of financial information and/or personnel résumés may be attached as appendices.

Title: Each section of the proposal must be clearly identified with the heading **ROOSEVELT/WASHINGTON REDEVELOPMENT AND REUSE PROPOSAL**. Directly under this title, the proposal should identify the submitter and provide relevant contact information.

Copies: Submitters should include six (6) copies of the proposal. To be considered responsive to this RFP, a prospective submitter must provide all of the information requested. The specifications within the RFP represent the minimum performance necessary for response.

Format: Proposals should be submitted using the following format:

Section 1: Project Description--This section should provide a narrative summary description of the proposed redevelopment/reuse project. Proposed uses, number and type of units, parking provisions, flood mitigation, phasing, circulation, and concept and building design objectives shall be addressed.

Section 2: Target Population--This section should describe the anticipated customers, users and/or residents of the redevelopment/reuse project, including income levels for residential units, if applicable, as well as estimated numbers and kinds of tenants for the other elements of the building if a mixed use project is proposed.

Section 3: Plans--This section should provide a schematic plan including site plan data and schematic floor plans for each level. Changes to the exterior of the structure, if any, shall be shown on an elevation drawing and included in the proposal. Plans and drawings shall be no larger than 11 inches x 17 inches in size.

Section 4: Project Schedule--This section should include a project schedule including start and completion dates and other key dates as identified for action. The proposal must include the time period by which this project will be initiated and completed.

Section 5: Development Team--This section should identify the professionals who will provide the following components of the project: design team, construction oversight, and construction. Include the name of executive and professional personnel by skill and qualification that will be employed in the work. Identify where these personnel will be physically located during the time they are engaged in the work. Indicate which of these individuals you consider key to the successful completion of the project. Identify individuals who will do the work on this project by name and title. Résumés or qualifications of proposed project personnel may be submitted as an appendix.

Section 6: Organization Overview--This section should give a summary of history of the business or organization, including years in operation, locations, size, growth, services and financial stability. Include information regarding any pending or recent lawsuits against the organization, its officers or employees. If the proposal is submitted by a lead organization on behalf of several partners, provide similar information for each partner.

Section 7: Professional Qualifications--This section should include the full name and address of your organization or business and, if applicable, the branch office or other subordinates that will perform, or assist in performing, the work hereunder. Indicate whether it operates as an individual, partnership, or corporation. This information shall be provided for all organizations participating in the development of the property. If the proposal is submitted by a lead organization on behalf of several partners, list all key partners and their respective roles in the proposal. Identify the technical expertise, which make the organization(s) qualified for this work.

Section 8: Prior Experience--This section should provide a description and dates of other infill or redevelopment/reuse projects completed, particularly those with similar characteristics. Include names, title and phone numbers of contact persons from units of

government where these projects are located. Include supporting documents to demonstrate capacity.

Section 9: Financial Capacity--This section should provide a description of the financial capacity of the organization, including appropriate documentation. If available, provide 3 years of certified financial statements. Each submitter shall submit a financial reference from a bank or other financial institution attesting to the submitter's financial capacity and ability to finance a project as proposed.

Section 10: Project Financing--(to be attached to the acquisition cost proposal described in Section 11). This section should include a development budget and a ten-year pro forma (operating budget) analysis and other financial information for the project. Include the anticipated time schedule to assemble needed financial commitments, types of financing expected and letters of interest from banks or other sources. Financial partnerships (e.g., public/private; nonprofit/profit) must be identified.

Section 11: Acquisition Cost Proposal--This section should include the amount offered for purchase or lease of the property, in whole or in part; and any contingencies proposed. Any financial contingencies must also be identified.

SELECTION PROCESS

After the proposal deadline, Selection Committee will review all submitted proposals to ensure they meet with the Proposal Submission Requirements outlined in this Request for Proposals. Failure to meet with the Submission Requirements may constitute a basis to eliminate that proposal submission from further consideration. However, the City of Aberdeen may at its discretion, waive any non-conformity.

Following this review process, the Selection Committee will review the proposals based upon the evaluation criteria identified in this request for proposals.

Responses to the RFP will be evaluated according to the following criteria:

Past Involvement with Similar Project(s) – Experience and ability of development team in the successful completion of infill, historic preservation or redevelopment/reuse project(s), verified by references.	14% weighting
Proposed Work Plan – Alignment of proposal with site development objectives outlined in the RFP.	60% weighting
Capacity for Timely Completion – Ability to procure financing and complete the work within the proposed timeline.	25% weighting
Cost Proposal – Purchase price or lease return.	1% weighting

Following the proposal reviews, the Selection Committee will initially evaluate responses to the RFP to decide which submitters, if any, it will interview. During these interviews, the technical and financial aspects of the proposals may be explored. Developers will have an opportunity to clarify their proposals as well as to advise the Selection Committee of any additional factors, which they may deem as relevant. Developers may also be asked to present their proposals at a public meeting. During this presentation, developers may be asked to respond to questions and concerns from the public, including neighborhood residents.

The Selection Committee may then schedule interviews with the selected submitters. During the interview process the selected submitter(s) will be given the opportunity to discuss in more detail their qualifications, past experience, proposed work plan and acquisition proposal. The interview shall consist of a presentation of approximately thirty (30) minutes by the submitter, including the person who will be the project manager on this contract, followed by approximately forty

(40) minutes of questions and answers. Audiovisual aids may be used during the oral interviews. Following the presentation, the committee may request additional financial or project information. Interviewed submitters will be re-evaluated by the above criteria after the interview.

DEVELOPMENT AGREEMENT

The Development Agreement terms and conditions will be negotiated with the selected developer. The terms and conditions of any Development Agreement will require City Council approval. Approval of any Development Agreement is also contingent upon complying with applicable deed restrictions or securing any necessary waivers or consents.

All Development Agreements between the developer and the City will be subject to a vote for final approval by the City Council. Development Agreements are not binding until they are approved by the City Council and executed by all parties involved. Development teams excluded from further consideration at any time in the evaluation and selection process will be notified in writing.

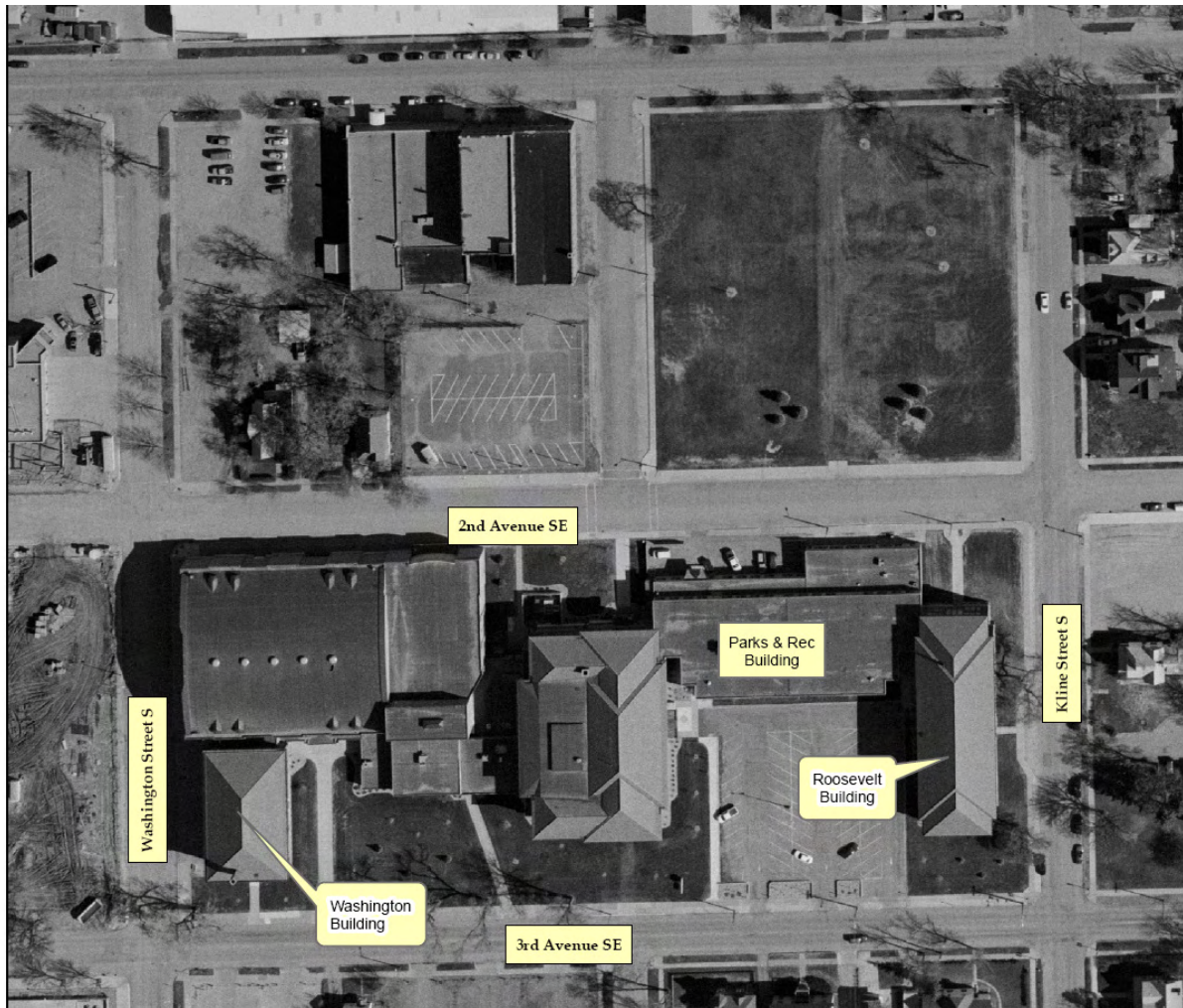
PROPOSAL SUBMISSIONS

The proposals must be submitted in sealed envelopes or boxes by **5:00 PM CST on July 13, 2010**, to:

Adam Altman
Aberdeen City Attorney
123 S. Lincoln St.
Aberdeen, SD 57401



Aerial View—Roosevelt & Washington buildings with surrounding area.



**PLAT OF ABERDEEN CENTRAL COMPLEX ADDITION TO ABERDEEN
IN THE S 1/2 OF SECTION 13-T123N-R64W OF THE 5TH P.M.
BROWN COUNTY, SOUTH DAKOTA**

A-4898-LS

