

LEGAL NOTICE
REQUEST FOR PROPOSALS: MUNICIPAL BUILDING (ELEMENTARY SCHOOL) DISPOSAL AND REDEVELOPMENT
PROJECT
DEVELOPER SELECTION

The City of Greene, Iowa (hereinafter referred to as the City) is seeking proposals from a development consultant or firm that will purchase, redevelop, and adaptively reuse an existing elementary school building, located at 210 West South Street in Greene, Iowa 50636.

The City will select a firm that it feels is the most qualified based upon proposals submitted. Proposal evaluations will be completed by a Review Committee using the following criteria:

- Experience with similar projects and past performance record (firms must allow access to clients to assess quality of work; demonstrate success and timely completion of prior work; verify responses to RFP questions; highlight prior project acceptance/integration into the community; and ability to stay within budget) (45 Points)
- Identification of key personnel, specifically their qualifications, who will be assigned to the project (20 Points)
- Project milestones, timeline, budget, and ability to complete project by the contract deadline (20 Points)
- References from related work from the past five years (15 Points)

The City will accept written questions from prospective vendors prior to proposal submittal. Question will be accepted by Brian Schoon via US mail or email at bschoon@inrcog.org no later than 1:00 PM CST on July 1, 2022. Answers to all questions posed by potential vendors will be posted on the City's Website (www.greeneia.org) and INRCOG website (www.inrcog.org) by 5:00 PM CST on July 15, 2022.

After evaluation of all submitted proposals, conducting interview of prospective firms, and selection of a firm, negotiations between the City and a firm will be initiated in a Development Agreement. If an agreement cannot be reached between the City and the selected firm, the next most qualified firm will be contacted for negotiations. The City does plan to conduct in-person interviews of prospective vendor(s) prior to selecting an organization or firm.

The awarded vendor shall maintain adequate liability insurance in form(s) and amount(s) sufficient to protect the City, its agencies, its employees, its clients and the general public against loss, damage and/or expense related to performance under this agreement. Upon City approval of a contract, the vendor shall provide a Certificate of Insurance pursuant to the requirements set forth in Attachment A of the procurement documents, listing the City as an additionally insured party. In the event the insurance coverage is cancelled or modified in any way, the City must be notified immediately. If at any time during the contract period the vendor fails to maintain the minimum insurance coverage, the contract may be cancelled at the City's option. There shall be no cost to the City for any required insurance coverage or certification.

Firms submitting proposals must be an Equal Opportunity Employer, as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number 34.

Requests for additional information, including procurement documents, property legal description and plat of survey, and vendor questions should be directed toward Brian Schoon, Iowa Northland Regional Council of Governments (INRCOG) at (319) 235-0311 or bschoon@inrcog.org.

Fifteen (15) paper copies of the proposal and an electronic copy (PDF) should be mailed to Brian Schoon at INRCOG; 229 East Park Avenue; Waterloo, Iowa, 50703. Proposals are due promptly by 1:00 PM CST on August 15, 2022.