

June 15, 2022

To: Professional Developers (“Vendors”)
From: Brian Schoon, INRCOG
RE: Request for Proposals Process (RFP)

City of Greene, Iowa: Property Disposal and Redevelopment of an Existing Municipal (Elementary School) Building Project: Instructions to Prospective Vendors

The City Council of Greene, Iowa (City) is seeking to award a contract, through this Request for Proposals procurement process that will allow the City to sell an existing property to a prospective developer for adaptive reuse of an existing elementary school building located at 210 West South Street in Greene, Iowa (50636).

Specifically, there are a number of tasks expected of the successful bidder under this Request. The bidder must:

- Possess experience redeveloping public buildings;
- Be able to provide a reasonable purchase offer for the property in question, present renderings/drawings, and develop a cost estimate for the project;
- Prepare the following:
 - Project scope
 - Preliminary and Final Design
 - Project Budget
 - Construction Management
- Execute a Development and/or Purchase Agreement with City
- Implement said Agreements

The City is interested in choosing a developer that will provide a proposed a redevelopment package that includes purchasing the property (formerly an elementary school building) from the City and then reusing the structure according to a negotiated Development Agreement with the City, which shall outline how all the included stipulations are to be satisfied. The City’s hopes this project might possibly create or retain jobs, foster private investment, increase housing, satisfy community needs (i.e. offer daycare), and generally contribute positively to the overall community and sense of place. Further, to demonstrate continued support for the selected developer, the City is willing to consider partnering on grant applications or programs that require City sponsorship.

This request for proposals invites consultants to submit proposals for the accomplishment of work items specified under the attached *Scope of Services*. Proposals should be prepared and submitted in accordance with the guidelines and requirements set forth in this request, and will be ranked by a Review Committee, comprised of elected officials of City, staff, and other officials, using pre-determined evaluation factors.

All material developed pursuant to this process and the subsequent agreement(s) between the City and the vendor(s) for purposes of fulfilling the Development Agreement will become the property of the vendor and City, and will be considered public record, under Iowa law, unless the Iowa Code prohibits the release of the information.

The City will accept written questions from prospective vendors prior to proposal submittal. Questions will be accepted by Brian Schoon via US mail (INRCOG; 229 East Park Avenue; Waterloo, Iowa 50703) or by 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 Website (www.greeneia.org) and INRCOG website (www.inrcog.org) by 5:00 PM CST on July 15, 2022.

Interested individuals and firms that wish to offer a proposal must submit fifteen (15) paper copies of their proposals and an electronic copy (PDF file) to Brian Schoon; INRCOG; 229 East Park Avenue; Waterloo, Iowa 50703, on or before 1:00 PM CST on August 15, 2022.

Negotiations between the City and a vendor or firm will be initiated after selection of a firm. If a Development 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 City reserves the right to accept or reject any proposal and reserves the right to cancel or reissue this RFP at any time. If it is determined that a contract for all or part of the project should be awarded, the chronological process of awarding the Contract shall be as follows:

- The City's Review Committee shall determine which vendor has submitted the best and most responsive and responsible (best qualified) proposal; one that best meets the proposal criteria as set out in the attached questions; as well as successfully completes an interview process.
- Interviews will be conducted by the City's Review Committee and may include the Mayor and City Council.
- The City's Review Committee shall then make a recommendation to the City Council.
- The City shall consider action awarding a Development Agreement and authorizing the Mayor to sign project contracts on behalf of the City. No contract shall be deemed to be created and exist, unless and until the City Council adopts a resolution awarding a Development Agreement and authorizing the Mayor to execute the contract.
- The Mayor signs the Development Agreement.
- The City issues a "Notice to Proceed" to the vendor. The Notice to Proceed shall constitute authorization for the vendor to commence the work and incur expenses.

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 Development Agreement, the vendor shall provide a Certificate of Insurance pursuant to the requirements set forth in Attachment A, 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 convenience. There shall be no cost to the City for any required insurance coverage or certification.

If the City determines that any or all of the proposals received should be rejected, or the RFP and/or sale of property is cancelled by the City, the vendors shall be notified by the City of such action, and any submitted proposals will be returned to vendors. At that point, the City may, or may not, reissue the RFP for the project.

Tentative City Timeline for this Procurement:

- RFP Release to the Public: June 15, 2022
- Deadline for RFP Questions from Vendors: July 1, 2022
- Post Responses to Vendor Questions: July 15, 2022
- Vendor Proposals Due: August 15, 2022
- Interview Prospective Vendor(s): September 1, 2022
- City Authorizes Contract/Notice to Proceed to Selected Vendor: October 10, 2022

If your firm is interested in submitting a proposal for our project, please provide fifteen (15) copies and an electronic copy (PDF) of your proposal to the following address by 1:00 PM (CST) August 15, 2022.

**Brian Schoon
INRCOG
229 East Park Avenue
Waterloo, Iowa 50703**

If you have any questions, please contact Brian Schoon, INRCOG, at (319) 235-0311 or at bschoon@inrcog.org.

Scope of Services:

The City of Greene, Iowa (City), at a minimum, expects that the selected vendor will acquire an existing elementary school building currently owned by the City and redevelop it per the stipulations outlined in a negotiated Development Agreement. The selected vendor will work under a Development Agreement and building permit awarded by the City issued at the end of this RFP process. Further, the responsive vendor will include or address the following requirements in their proposal:

General Requirements:

The selected contractor or consultant shall:

1. Be familiar with local governments regarding purchase and redevelopment of existing public buildings.
2. Negotiate and execute a Development Agreement, and other necessary agreements, with the City.
3. Close on the purchase of the property (formerly an elementary school building) prior to commencing construction associated with redevelopment of the property in question.
4. Prepare and purchase all materials related to the project in a manner that is consistent with known federal, state or local requirements pertaining to projects, as may be appropriate.
5. Acquiring all necessary permits and approvals for completing the project.
6. Answer all inquiries for information and questions, posed by the City or Review Committee in this Request for Proposals process. All queries must be answered for a proposal to be considered complete.
7. Utilize the information provided by the City to develop a proposal that will meet the current and future needs of the community, as may be appropriate.
8. Within its proposal, provide detailed information about how it will redevelop the existing school structure and property, while describing how said proposal fits in the community and positively contributes to it well-being and sustainability; provide a tentative timeline for implementing this RFP; and be available as a resource after-the-fact.
9. Review and recommend a range of options for the overall redevelopment improvement project.
10. Prepare a cost estimate for the project that may be used as a means of comparison and reasonableness.
11. Be expected to meet regularly with representatives of the City or its Review Committee in-person to discuss proposed project elements.
12. Be an Equal Opportunity Employer, as defined in the Civil Rights Act of 1964 and in Iowa Executive Order Number 34.
13. Meet or exceed the City insurance requirements, outlined in Attachment A.
14. Provide fifteen (15) copies of the final documents to the City with timely updates as to project status either orally or in writing, as appropriate. Copies of draft plans and documents shall be made available for review as well.

Questions for Prospective Development Consultants

In addition to providing your firm's overview, historical information, and employee biographies within your proposal please provide written answers to ALL of the following requests and questions. You may attach additional paper or include the answers to these questions within your proposal.

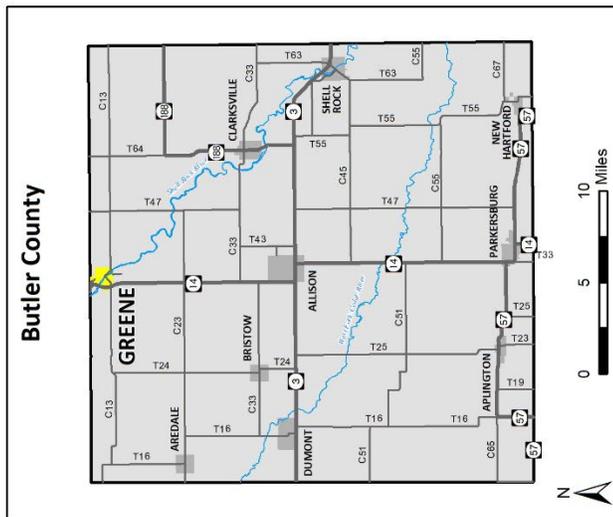
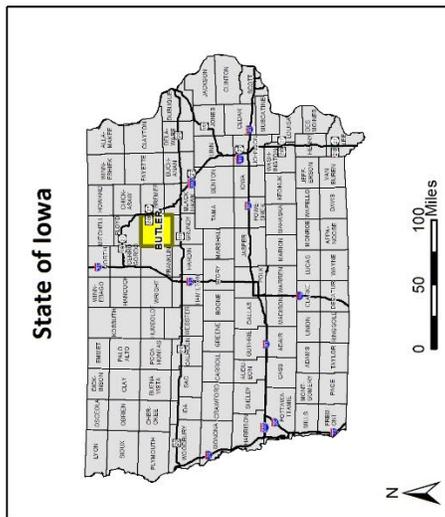
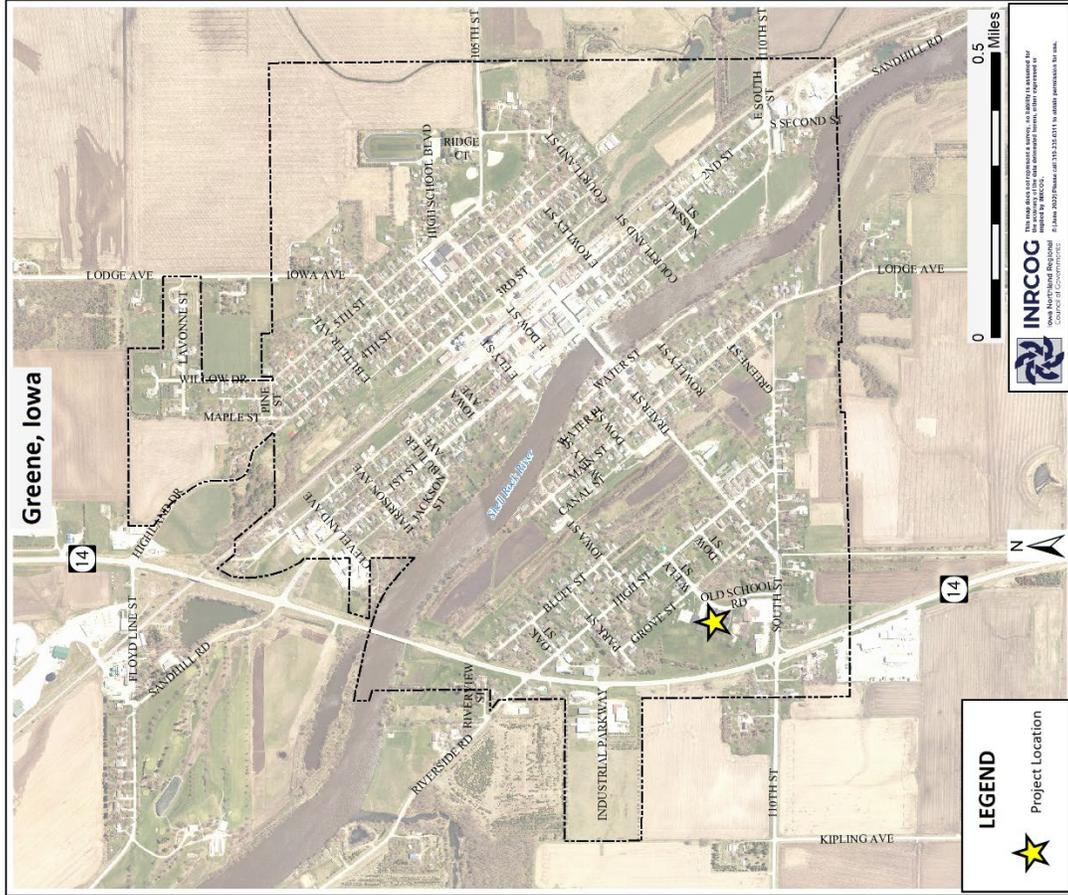
1. Describe in detail how your firm currently performs, or performed, services like those identified in the Scope of Work within other jurisdictions, including photographs, portfolios, and/or video of services provided.
2. Discuss your company's experience with similar projects. Within in your response, please identify those clients you have recently served.
3. What were the outcomes of your most recent project? Did you achieve the objective(s) sought by your last customer? If not, what were the differences and why?
4. Please explain how your proposed project benefits the community, as well as how it fits into the community.
5. Describe how you would approach our project, including providing a detailed schedule and/or timeline with progress milestones identified within that timeline.
6. Please identify which of your staff-members were involved in your highlighted prior projects. How many people will your firm dedicate to working on our project? Please identify the individuals, their expertise, and to what degree they may be involved in our project, assuming your firm is selected. Who will serve as the project manager from your firm?
7. What do you see as being unique about our project? What challenges do you see with our project?
8. Have your prior projects incurred cost and/or time overruns? If you experienced cost overruns, what was the overrun percentage (of the total project cost)? If you experienced a time overrun, how long after the original contract deadline did it take to complete the project? What were the reasons for and/or circumstances surrounding the overruns?
9. Will your firm provide facilitation of, or attendance at meetings, specifically related to design of the overall project and implementation thereof?
10. What kind of support do you provide after the project is completed, and how long is the support available?
11. What makes your firm best suited for this project and/or request?
12. If your firm has provided these types of services under contract for other public entities, please provide references for those entities.

Proposals will be evaluated by the City's Review Committee using the following criteria (100 total points):

- Experience with similar projects and past performance record (firms must allow access to clients to assess the quality of work for prior project; demonstrate success and timely completion of prior work; verify responses to RFP questions; highlight prior project acceptance/integration into the community; and have the ability to stay within budget) (45 Points)
- Identification of key personnel, specifically their qualifications, who will lead and 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)

Site Information:

Property Location Map



Legal Description

Property Description:

That part of Outlot B, Greene Heights First Edition, in the Southeast Quarter of the Southeast Quarter of Section 2, Township 93 North, Range 17 West of the 5th Principal Meridian, City of Greene, Iowa more particularly described as follows:

Commencing at the Southwest Corner of Lot 2, Greene Heights First Edition; Thence South 40°37'31" East along the Northeasterly Line of Outlot B and Southwesterly line of Lot 3 Greene Heights First Addition, a distance of 73.04 feet to the point of beginning; Thence Continuing South 40°37'31" East along the Northeasterly line of Outlot B and the Southwesterly line of Lots 3, 4, 5, and 6 Greene Heights First Addition, a distance of 332.84 feet to the Southwest corner of said Lot 6; Thence South 50°20'03" West along the Easterly line of said Outlot B, a distance of 11.28 feet; Thence South 27°35'02" West along the said Easterly line, a distance of 84.21 feet; Thence South 17°03'54" West along the said Easterly Line a distance of 148.65 feet; Thence South 9°43' 56" East along the said Easterly line, a distance of 35.40 feet to a point 100.00 feet North of the Southerly line of Outlot B; Thence North 89° 15' 32" West along a line parallel to and 100.00 feet North of the Said Southerly line of Outlot B, a distance of 145.77 feet; Thence North 72°05'47" West a distance of 100.47 feet; Thence North 17°52'07" East a distance of 205.28 feet; Thence North 72°07'53" West a distance of 42.46 feet; Thence North 17°28'56" East a distance of 87.13 feet; Thence North 18°06'30" East, a distance of 196.94 feet to the Northeasterly line of Outlot B and the point of beginning,

Said description contains 2.26 acres more or less and subject to easements recorded and unrecorded.

Site Zoning Information-Zoned as Restricted Residential

Site Building Code Information-Not Applicable. The city has not adopted Building Codes

Additional Information Available Upon Request (PDF Electronic Format):

Butler County Housing Needs Assessment (includes planning for the City of Greene)
571 Property/Building Assessment and Reuse Report
Downtown Walk Around Summary for Greene, Iowa
Community Survey and Report, Greene, Iowa (University of Northern Iowa IDM)

Attachment A

Minimum Insurance Requirements

- A. At all times during the contract/agreement the outside party will carry and maintain, at the outside party's expense, the following insurance:
1. Commercial General Liability Insurance Policy, including but not limited to, insurance for premises construction operations (when applicable), contractual liability, completed operations with respect to liability arising out of the ownership, use, occupancy or maintenance of the premises and all areas appurtenant thereto, to afford protection with respect to bodily injury, personal injury, death or property damage of not less than One Million Dollars (\$1,000,000) per occurrence combined single limit/Two Million Dollars (\$2,000,000) general aggregate. The City of Greene shall be listed as an additionally insured, and a waiver of subrogation and government immunity endorsements shall be attached as well.
 2. Professional Liability Insurance Policy coverage.
 3. Comprehensive Automobile Liability Insurance Policy with limits for each occurrence of not less than One Million Dollars (\$1,000,000) Combined Single Limit with respect to bodily injury, property damage or death.
 4. Workers Compensation Insurance Policy or similar insurance in the amounts of \$500/\$500/\$500.