

CITY OF WASHBURN

REQUEST FOR QUALIFICATIONS

FOR

Residential Development on City-Owned Land

July 28, 2016

# REQUEST FOR QUALIFICATIONS

## INTRODUCTION

The City of Washburn (“City”) is issuing a request to firms to submit their qualifications to provide the necessary design, plans, specifications and financing to redevelop 10.1 acres of land owned by the City of Washburn into a master planned single and/or multi-family residential development. This 10.1-acre publicly owned site, hereinafter referred to as “the site” is a unique opportunity based on its size, accessibility to municipal utilities, its proximity to Lake Superior and its strategic location between downtown Washburn and the City’s Marina.

Please see attached document - “Development Plan for City-Owned Properties” for additional community and site information.

### **A. Process**

The City is proposing the following three-part process to select a firm or firms that will ultimately be responsible for developing the site into single and/or multi-family housing units that meet the communities desired development qualities as expressed in the attached document – “Development Plan for City-Owned Properties”.

#### **Step 1**

Interested parties should submit their qualifications that show the firm's expertise in master planning and developing land for single and multi-family housing.

At a minimum, the following items should be included in the submittal:

1. Company description and background (half page).
2. Resumes of lead staff that will be involved on this project and the qualifications of each
3. The three most recent completed projects that align with the type of development the City is seeking. For each project please include
  - a. Location
  - b. Status of project (completed, under construction, planning)
  - c. Final master plan showing types and sizes of units
  - d. Financial summary explaining how the project was financed (i.e. tax credits, conventional financing, grants, TIF, etc)
  - e. Sale price and/or lease rates of finished units
  - f. Local government references including a contact name and phone number

## **Step 2**

Based on the responses from Step 1, the City will select firms for a community visit and site tour. This will allow for the selected firms and the City to meet one another and allow the parties to share their collective vision for the site and answer questions.

## **Step 3**

Based on the information submitted in Step 1 and the community and site tour (step 2), the City will ask a select number of firms to submit a more detailed proposal to include;

1. Proposed conceptual site plan
2. Proposed timeline from shovel in the ground to total build-out
3. Estimated costs
4. Proposed financing schedule
5. Type and amount of public assistance needed, if any

## **Step 4**

Based on the steps above the City will move into negotiations with one or more firms to develop the site with the final approval of a Development Agreement by the City Council.

### **B. Submission Terms**

To be considered, one (1) hard copy and an electronic copy (PDF) of your firm's qualifications (Step 1 only) must be received at the City Clerk's Office, 119 Washington Avenue, P.O. Box 638, Washburn, Wisconsin 54891 by 4:00 P.M. on Tuesday August 23, 2016. The City reserves the right to reject any or all qualifications submitted.

There is no expressed or implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

During the evaluation process, the City reserves the right to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

There is no guarantee that any responses to the RFQ will be accepted or that a firm will be selected by the end of the process.

The City reserves the right to retain all submitted materials and to use any ideas in a submittal regardless of whether that submittal is selected. Any submittal indicates acceptance by the firm of the conditions contained in this request for qualifications, unless clearly and specifically noted in the proposal submitted and confirmed in the development agreement between the City and the firm selected.

**C. Term of Engagement**

The scope, timeline and development standards of the proposed development will be described in a Development Agreement between the selected firm and the City of Washburn. The City of Washburn does expect the selected firm to begin the development process immediately upon entering into the Development Agreement.

**II. DESCRIPTION OF THE GOVERNMENT**

**A. Submittal Address**

Firms should send labeled proposals “Residential Development on City-Owned Land” to the following address:

City Clerk  
119 Washington Avenue  
P.O. Box 638  
Washburn, WI 54891

**B. Name and Telephone Number of Contact Persons**

The firm’s principal contact with the City of Washburn will be Scott Kluver, City Administrator, 715-373-6160 Ext. 4.

**C. Background Information**

The City of Washburn serves a population of 2,117 in Northeastern Bayfield County. The City’s fiscal year begins on January 1 and ends on December 31. Further information about the City of Washburn can be obtained on the City’s website [www.cityofwashburn.org](http://www.cityofwashburn.org)

More information on the City of Washburn can be obtained by contacting Scott Kluver, at (715) 373-6160 Ext. 4 or by e-mail at [washburnadmin@cityofwashburn.org](mailto:washburnadmin@cityofwashburn.org). Any questions regarding this RFQ or its process should be directed to the previously mentioned individual.

### III. TIME REQUIREMENTS

#### A. Proposal Calendar

The following is a list of key anticipated dates starting with the dates proposals are to be submitted to the estimated date a Development Agreement would be approved by the City of Washburn. All submittals are due on the date stated by 4:00 p.m.

|   |  |                |
|---|--|----------------|
| Step 1 –                                    |  |                |
| Due date for Qualifications                 |  | August 23      |
| Selected firm(s) notified to move to step 2 |  | August 29      |
| Step 2 –                                    |  |                |
| Site and community tours                    |  | Sept 13 -15    |
| Selected firm(s) notified to move to step 3 |  | Sept 16        |
| Step 3 –                                    |  |                |
| Due date for Conceptual Development Plans   |  | Oct 17         |
| Step 4 -                                    |  |                |
| Firm selected to enter into negotiations    |  | By October 31  |
| Approved Development Agreement              |  | By December 31 |

### IV. EVALUATION PROCEDURES

#### A. Proposal Evaluation

Submitted information will be evaluated by a review committee and/or the City of Washburn Common Council as the process moves through Steps 1-4. The final Development Agreement will be approved by the City of Washburn Common Council.

#### B. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated for both technical qualifications and development approach. The following represent the principal selection criteria, which will be considered during the evaluation process.

1. Mandatory Elements
  - a. The firm has no conflict of interest with regard to any other work performed by the firm for the City.

- b. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.

2. Technical Qualifications

- a. Demonstration of experience and qualifications of staff.
- b. Demonstration of past experience and performance on comparable government engagements.
- c. Proposed methods and approach in serving the City of Washburn.

3. Development approach.

- a. How closely the proposed development meets the communities vision, goals and objectives as defined in the attached document – “Development Plan for City-Owned Properties”.
- b. Amount and form of public funding needed to facilitate the proposed development.
- c. Ability of firm to fund the project or gain the needed financing to ensure the proposed development occurs.

**C. Oral Presentations**

During the evaluation process, the City may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer any questions the City may have on a firm's proposal. Not all firms may be asked to make such oral presentations.

**D. Final Selection**

A review committee and/or the Common Council will select a firm based upon the above criteria to move into negotiations and ultimately a Development Agreement. The final development agreement will be approved by the Common Council.

It is anticipated that a firm will be selected by October 31, 2016. Following notification of the firm selected, it is expected a development agreement will be executed between both parties by December 31, 2016 or shortly thereafter.

**E. Right to Reject Proposals**

By responding to this RFQ an individual respondent accepts the process outlined in this RFQ and fully acknowledges that the final determination of the City of Washburn Board is binding and without appeal.

The City Administrator reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City.

The City of Washburn Common Council reserves the right to accept the proposal considered most advantageous to the City of Washburn. All respondents accept this process in submitting a proposal.