

Staff Report by Jean Wolfgang
 Redevelopment Authority of the City of Racine, January 2010

In November of 2009 Commissioner Terry requested staff look at possible selection criteria or a scoring system to review redevelopment projects. Staff compiled various request for proposal or request for qualification documents from around the state and below is a summary of those documents by community. Highlighted are items that the Authority may consider adding to previously used request for proposal formats. Overall the formats are very similar from community to community. Racine can easily incorporate some practices from other communities to improve the process.

City of Wausau

Component	Description
Overview	Description of the property and the area.
Building Information	Detailed information about the site.
Background	Area statistics, location of City, major area projects
Current Activities	Recent business additions to the area, other projects in progress, other City improvements recently made such as street design work
Proposal requirement	<ul style="list-style-type: none"> a. Specifics on proposed use b. Purchase price and project cost c. Earnest Money of \$1,000 to be submitted with proposal and refunded if project not selected d. Project Schedule e. Proof of financial responsibility, letter from banker or CPA
Submittal	Deadline and delivery methods accepted
Selection Process	Indicates what government body will review proposal
Exhibits	Photos and maps

City of West Allis

Component	Description
Cover Sheet	Map, brief description, and deadline for proposals
Site Description	Detailed description of neighborhood, city investment in the area and private investment in the area
General Community Information	General city data and statistics
Local Advantages	Location in proximity to State Fair, trails, retail area, strong housing market, City will raze buildings, great schools, good City services, parks, active Chamber of Commerce
Project	<p>Design</p> <ol style="list-style-type: none"> 1. Construction material requirements 2. Building elevations required 3. Prominent entrances 4. Pedestrian amenities, lighting, bike racks, public art 5. Blank wall not permitted 6. Building should be up to the street 7. Transparent glass 8. Signage must comply with ordinance <p>Zoning and Allowed Land Use Service, Pedestrian, and Vehicle Access – address in site plan</p>
Availability	Earliest possible start date is stated
Price of land	Offering price must be included in proposal
Environmental	City will clear building and take care of environmental issues to a level that financing can be obtained.
Proposal Requirements	<ol style="list-style-type: none"> 1. One electronic submittal required 2. Six bound color copies required 3. One page summary used to present the project to the public, media, authority, and council. 4. Minimum elements. <ol style="list-style-type: none"> a. Project Summary and construction Description including site plans, building elevations, floor plans, renderings b. Schedule, costs, and financial projections including project end value c. Description of expertise, background, previous projects, statements of financial conditions, and a list of references
Selection Process	<ol style="list-style-type: none"> 1. Total cost and estimated increase in tax base 2. Quality, attractiveness, and feasibility 3. Utilization of high density components and urban design components 4. Purchase price to be offered for the site 5. Developers' expertise, experience, and financial capacity
Contact Information	Staff contact information provided
Additional Information	Maps and photos

Milwaukee Public Schools/City of Milwaukee

Milwaukee requires a form be filled out along with proposals. The form includes offer information, buyer identification of all partners or members, project descriptions, listing of partners, architect, surveyor, contractor, property manager, MBE/WBE status, project budget, job creation numbers, schedule, conflict of interest disclosure, listing of City/MPS policies, and signatures. Since this request for proposals is so different from other, it is attached.

Component	Description
Property	Building and site description, zoning, neighborhood information, available reports including asbestos and underground storage tank reports.
Property Use and Development Goals	Acceptable use, desire to expand employment, add green space, improve appearance, increase tax base, meet MBE/WBE policies
Emerging Business Enterprise/MPS Workforce Goals	Details description of requirements
Property Showing	Offered two showings
Proposal process	Deadline and the description of information required on form. Site plan required, detailed scope of rehabilitation required and elevations.
Review and Selection	<p>Criteria used for review.</p> <ul style="list-style-type: none"> a. Offering price b. Contribution/impact to neighborhood c. Quality and attractiveness d. Expertise and experience of developer e. Financial capacity f. Soundness of budget and financing strategy g. Tax base to be generated h. Compliance with WBE/MBE i. Extent of sustainable or green elements <p>Finalist will be interviewed</p>
Offer term and closing	Outlines approvals needed, earnest money of \$10,000 is required 10-day after approval, \$500 extension fee, deed restriction details, closing details.
City/MPS Sale Policies	<p>Proposals will be rejected for the following reasons.</p> <ul style="list-style-type: none"> a. Delinquent taxes b. Past tax foreclosures c. Outstanding judgment from the City d. Outstanding health or building code violations e. Convicted of a felony f. Outstanding projects with the City
Other approvals	Lists other board approvals that may be needed for projects..
Special Note	Conflict notes.
Changes	Gives web address for most up to date packet information
Questions	Gives a contact for questions

City of Green Bay (Request for qualifications)

Component	Description
Cover letter	Project description, contact information, some history
General	Lists of objectives
Selection Process	Outlines the selection schedule including interview dates
Regional Background	Gives census data about the region and the city.
Anticipated Contract and Scope of Work	Lists expectations for information gathering and analysis, development of alternative scenarios, public participation and outreach efforts, plan integration with comprehensive plan, implementation.
Estimated Plan Deliverables	
Qualifications	Deadline and format for proposals
Selection Criteria	Title Page Letter of Transmittal Table of Contents Qualifications Narrative Project Manager Keys Staff Available Resources Community Understanding Examples of Methodology and Approach Budget (See weighting system below)
Rules	Request for Qualification procedural rules.

Qualification Narrative	Possible Points	Awarded Points
Experience	25	
Project Manager	10	
Key Staff	10	
Capacity and Available Resources	10	
Community Understanding	15	
Project methodology and approach	25	
Budget	5	

City of Oshkosh

Component	Description
Maps	Aerial maps, conceptual site plans, land use map, zoning map
Executive Summary	Site descriptions, project description, location, other development information
Project Background	Detail description of surround development, future projects
Development Area	Desired use and valuation
Development Guidelines	Key objectives <ol style="list-style-type: none"> a. High quality design for site and structure b. Appropriate use and density c. Architecture the compliments existing buildings d. Enhance livability
Environmental Status	Phase II information and indicated the City will begin remediation.
Zoning	Includes zoning and requirement for conditional use permit
Public Improvements	Public riverwalk
Terms and Conditions	Site will be provided for \$1
Contingencies	Development agreement must be approved by RDA and council
Ability to Proceed	No options requests accepted
Submittal requirements	Letter of interest must be received first
Formal Submittal	Cover letter Development Team, Organization, and Qualifications including experience, references, and resumes of team members Concept Design, square footage, number of units, special features, site plan, and elevations Budget and financing including costs, sources and uses of funds Development Schedule Confidentiality
Additional Comments	Offers additional maps, equal opportunity statement
Submission Data	Deadline Format: only 8 ½ x 11 or 11 x 17 accepted Quantity: 7 bound copies Submittal: must be sealed, labeled and mailed
Inquiries	Gives staff contact information
Evaluation Criteria	<ol style="list-style-type: none"> 1. Quality of concept 2. Professional and technical competence 3. Financial qualifications of developers 4. Completion schedule 5. Total investment, tax base generated
Selection Process	Outlines a detailed schedule of process events.