

Village of Godfrey

REQUEST FOR PROPOSALS FOR DEVELOPMENT
OF
DEVELOPER-OWNED PROPERTY
(RFP)

The Village of Godfrey, (the “Village”) is seeking proposals from interested parties for the development of the Developer-owned property to be identified as the Site (the “Site”). The Site is to be a minimum of five acres (5 acres).

The Site should carry a current “B4 or B5” zone designation. The nature of the proposed development(s) submitted by responding parties will determine whether subsequent or supplemental environmental review will be necessary.

The Village has no obligation to accept, act upon or respond to any Developer proposal, and this RFP does not constitute any offer or commitment by the Village to be bound in any manner to any commitment of funding until a written Development and Disposition Agreement is approved by the Village Trustees and signed by the Village President.

Enclosed is a summary of the development opportunity, inclusive of the developer selection process.

Development Summary

- Development Project: The Village of Godfrey (the “Village”) is seeking proposals from interested parties for the development of Developer-owned property (the “Site” or “Project”). The Village is willing to commit up to _____ Thousand Dollars (\$_____) to the Developer to be used for extension of sewer, water and other infrastructure for the Site development.
- Land Use: Current Zone designation: B-4, B5
- Selection Process:
1. Proposal Submittal
 2. Evaluation of Proposals by Village Community Planning & Economic Development Committee (CPEDC)
 3. CPEDC Recommendation to Village Board of Trustees
 4. Developer Selection
 5. Approval of Exclusive Right to Negotiate Agreement (ERN)
 6. Approval of Disposition and Development Agreement (DDA)
- Question Cut-Off Date: Questions regarding the RFP will be accepted until 4:00pm on _____ by e-mail and phone.
- Proposals Due: Received **by 4:30 p.m. (PST) on _____** at Village Hall, located at 6810 Godfrey Road, Godfrey, Illinois 62035.
- City Contact: J. Thomas Long, Chairman, Village of Godfrey Community Economic & Development Committee – Telephone 618-624-5292

Project Readiness

Interested parties must demonstrate the experience, financial capacity and readiness of the Developer and Developer Team to complete the proposed development(s). A realistic schedule for securing sources of funding should also be considered and demonstrated in the proposal.

Selection Process & Timeline

The Village is the sole and final decision-maker regarding developer selection. The Village reserves the right to reject any and all proposals. Written proposals will be reviewed and evaluated based on the evaluation criteria outlined in the following section. At its discretion, the Village may request additional information, conduct interviews, contact references, investigate

previous projects, and take any other information into account in its evaluation of Developer responses.

During the final phase of the review process, a Developer or Developer Team may be selected by the Village for exclusive negotiations under an Exclusive Right to Negotiate Agreement (ERN), leading to a Development and Disposition Agreement (DDA) with the Village. Under the ERN, the selected Developer or Developer Team will be required to prepare more refined conceptual plans as part of seeking Village approval of a DDA. **Prospective Developers are strongly encouraged to carefully review the draft of ERN, since timely and full compliance with each of the terms and conditions is a precondition for being invited to enter into a Development and Disposition Agreement with the City.**

RFP Issued: _____

Responses Received by Village: _____ **No Later than 4:30 p.m. (CST)**

Proposal Review Period: 30 days

Developer Selection Village Board: TBD

Exclusive Right to Negotiate Agreement Approval by Village: TBD

ERN Period: 90 Days

DDA Period: TBD

Proposal Evaluation Criteria

In the selection process, emphasis will be placed on the nature of the intended development, ability to secure sources of financing, and the Developer’s directly relevant qualifications and financial capacity. Submittals will be evaluated based upon the following criteria:

- The development concept for the Site.
- Experience of the Developer and the Developer Team in the successful construction of similar projects.
- Demonstrated ability to finance development projects.
- Developer’s overall acceptance of terms, completeness of submissions and compliance with the submission requirements of the RFP.
- Ability of the Developer to implement high quality development projects within budget and with timely project delivery, including a limitation on claims or delays that may affect project timeliness.

- The Developer’s proposed return of the Development Funds to the Village through the Development process.
- Other factors as appropriate, including the need for the Project within the Village, the ability of the Project to contribute to economic development within the Village, and the compatibility Of the Project with the Village Comprehensive Plan.

Submittal Requirements

Each responding Developer must submit two (2) signed original proposals and one (1) electronic copy of the set of information requested below. Submittals shall adhere to the requirements herein, be concise, to the point, and at least 12 point typeface. Submit two proposals on paper with binding that is easily removed. (I.e. clips, staples, 3-ring binders; no adhesives or plastic binding strips/spirals).

1. Development Entity and Experience

- a. Describe the development entity and identify the members, with names, addresses, and phone numbers of key representatives. Provide relevant qualifications and project specific experience of the principals of the Developer(s). Identify the person or persons with the authority to represent and make legally binding commitments on behalf of the development entity. Identify the contractual relationship among the multiple developers, if applicable.
- b. Identify the known Team members (e.g. environmental consultants, architects, engineers, and legal representatives, real estate brokers/marketing representatives, retail consultants, and contractor). Provide complete detail of the experience of the Team members.
- c. Describe the Developer’s relevant project experience, with a particular focus on projects similar to that which is proposed. Provide examples that demonstrate successful projects, including the address, completion date, total budget, and sources of financing.

2. Project Proposal and Business Terms

- a. Provide a project description including a thorough narrative of the development concept with a description of the Developer’s approach to urban design and architecture that will meet the goals of this RFP.
- b. Provide a schedule for the proposed project that addresses all phases of the project including acquisition, entitlements, design, construction, marketing, and tenant selection(s).
- c. Provide a preliminary site plan, including the number of buildings, height (stories), total number of units and parking spaces. (Note: Once the Developer

and the Village have executed an ERN, the Village will require that these plans be refined and evolved to meet the requirements for submission to the Village's Planning & Zoning Commission.)

- d. Provide a table summarizing the types and sizes of the building units, affordability and estimated cost (if applicable), and number of parking spaces, if applicable.
- e. Provide a complete Proforma, including a summary of sources and uses, and additional sources of subsidy from any other source that will be pursued for the project.

Proposals must be received by _____ **4:30 p.m. (PST) to:**

**Village Clerk
Village of Godfrey
Attn: Development of Developer-owned Property
6810 Godfrey Road
Godfrey, IL 62035**

Waiver

Each respondent to this RFP agrees that the preparation of all materials for submittal to the Village and all presentations are at the respondent's sole cost and expense, the Village of Godfrey shall not, under any circumstances, be responsible for any costs or expenses incurred by a respondent. In addition, each respondent agrees that all documentation and materials submitted with a proposal shall remain the property of the Village. Submittals will be public records subject to disclosure to the public.

Summary of the Development Process

RFP Stage. The Request for Proposals represents the initial step in the development of the Project. Responses to this RFP should demonstrate the Developer's 1) understanding of the Village's goals; and 2) specific expertise and financial capability to undertake the proposed development.

ERN Stage. Once the Village selects a Developer and directs Village Representatives to negotiate, an Exclusive Right to Negotiate Agreement (ERN) will be negotiated. The ERN is not transferable and not assignable without the prior written approval of the Village. The term of the ERN will be ninety (90) days from the date of approval by the Village. The ERN may be extended by the Village at its discretion. Once the Village approves an ERN, the Village will not accept competing proposals for the project site unless the Developer's ERN has concluded. Prospective Developers are strongly encouraged to review carefully each of the terms and conditions of the draft ERN, since timely and full compliance with them is a precondition for being invited to enter into a Development and Disposition Agreement (DDA) with the City.

During the term of the ERN the Development Team will be required to comply with the following:

1. Within thirty (30) days after approval of the ERN, the Developer Team will be required to submit executed agreements for any of the identified service components of the proposed Developer Team (i.e. architect, consultant, etc.).
2. Within ninety (90) days after approval of the ERN the Developer Team will be required to prepare a development proposal for consideration by the Village. The development proposal shall include the following items:
 - a. Preliminary Design Concept
 - b. Preliminary Building Program
 - c. Estimated Development Costs
 - d. Development and Operating Proforma
 - e. Preliminary Design Plans
 - f. Preliminary Financing Plans including the repayment proposal for Village Development Funds

Leading up to submission of plans to the Village for building permits, the selected Developer will be responsible for obtaining all required reviews of the project by the Village. The Village will assist the selected Developer in its coordination with all Village departments and applicable Village departments. This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between the Village and any respondent.

DDA Stage. Once the ERN has been negotiated and approved by the Village, a Disposition and Development Agreement (DDA) will be negotiated between the parties and presented to the Village for approval. All legal rights and obligations between the selected Developer(s), if any, and the Village will come into existence only when a DDA is fully executed by the parties and then approved by the Village Board. The legal rights and obligations of each party shall be only those rights and obligations which are set forth in the DDA and any other documents specifically referred to in that DDA and executed by the parties.

Construction Stage. Once all the DDA conditions precedent have been met, the Village will provide the agreed funding to the Developer per the terms and conditions of the DDA, and construction shall commence per the Development Schedule and the terms and conditions of the DDA .