**Request for Proposals FOR**

**Development of NEW HOUSING**

**IN THE VINCENNES INDIANA TAX INCREMENT FINANCING ALLOCATION AREA**

The RDC of Vincennes, Indiana Redevelopment Commission is soliciting proposals from qualified individuals, firms, partnerships, and corporations to select a developer for construction of a housing subdivision located within the current Redevelopment Commission (RDC) Allocation Area.

Completed selling price of the new homes to be in the range of $140,000-$200,000 per home.

The minimum number of homes to be constructed is 8 single family residences.

The subject property must be located within the Vincennes Tax Increment Financing district.

The purpose of this RFP is to identify a developer with the interest, resources, and experience

to purchase and develop the property into a desirable addition to Vincennes. The

preferred developer would be expected to enter into a development agreement and sign a

purchase contract with the RDC consistent with the parameters and goals for the development

described within this RFP that will lead to a mutually agreeable development plan. The

development plan should include details such as a proposed site plan, types of uses, and a

development schedule. If the RDC and the preferred developer are unable to reach mutual

agreement, the RDC may select another qualified developer from the RFP respondents.

The RDC is not seeking to have any form of partnership role in the development of the site.

The RDC will, however, have certain expectations including and in addition to the sales price that the selected developer will have to execute and agree to. In addition, the selected developer will be subject to all applicable rules, regulations, and procedures attendant on the development of any property.

The RDC is not interested in engaging a broker, agent or consultant who proposes to work a on

fee basis to market the property or act as a real estate advisor to the RDC.

**I. Incentive Requests**

This property must be located within the existing Vincennes Tax Increment Financing (TIF) district that expires in the year 2039.

The RDC is willing to negotiate with the chosen developer on financial incentives for this

development including the sales price of the property and sales tax abatement for

construction materials.

**II. Evaluation & Selection**

The RDC will evaluate proposals and select the proposal that it judges to be in the best

interests of the RDC. The RDC shall be the sole judge of its own best interests, the

proposals, and any resulting development agreement and/or sales contract. The RDC’s

decisions shall be final.

The RDC’s evaluation criteria may include but shall not be limited to the following:

* Overall responsiveness to the RFP
* Qualifications and experience of the respondent
* Quality of the development proposals, including:

o Intended use(s) of the property

o Design and compatibility of the intended use with adjacent land uses

o Ability of the property to generate property and sales taxes

o Anticipated timeframe for purchase and development

o Proposed purchase price

* Financial capability of the proposed developer to complete the project
* Unique strengths or capabilities of the development team
* Such other factors the RDC may deem relevant

The proposal evaluation and selection process will follow the following general timeline.

The RDC reserves the right to change this schedule to meet the needs of the Redevelopment Commission, RDC staff, and the selection committee.

RFP Issued: September 25, 2020

Proposals due: October 9, 2020, 4 p.m.

An RDC review committee consisting of The Redevelopment Commission and RDC staff will review all proposals and may interview a short list of respondents and make a recommendation.

After selection by the Redevelopment Commission, RDC staff will enter into negotiations with the successful respondent for a sale and purchase agreement and development agreement.

The RDC may request additional information from respondents at any time prior to final

approval of a selected respondent. The RDC reserves the right to select one or none of

the respondents. The RDC will select what, in its sole judgment, it determines will be in

the best interest of the RDC.

All submittals shall become the property of the RDC, and, after selection process, will be

a part of the public record.

**III. Response Requirements**

Responses shall include the following information, presented in this order:

**A. Cover Letter:** On firm letterhead, please identify the principal contact, providing

the name, title, street address, email address, and telephone number, as well as all

persons authorized to make representations for the respondent. The letter must

indicate the type of organization of the respondent (e.g., individual, partnership,

corporation, limited liability company, joint venture, etc.). The letter must briefly

summarize the respondent’s proposal and be signed by an authorized agent of the

respondent.

**B. Qualifications and Experience:** Summarize the respondent’s development

experience, including:

1. Examples of similar projects undertaken by the developer.

2. Administrative capacity to undertake the project.

3. Overall quality of the development team as shown by their previous

experience, as well as that of their principals and participants.

4. Expertise in developing high-quality projects of similar scope and scale.

5. Experience with development in the local Vincennes market or similar

markets.

6. Proposed development team members.

**C. Legal Disclosure:** Disclosure of any judgments, bankruptcies, legal proceedings, or

conflicts of interest to projects the respondent has developed, owned, or has a

substantial ownership interest in.

**D. Development Proposal:** This section of the proposal should explain the

respondent’s plan for development of the property, including:

**E. Uses & Zoning** – Single family residential. Types of housing units, open space,

parking, and other features of the proposed development. While specifically

identifying tenants/users is not required, responses that are able to identify

specific users may have an advantage over unknown users. The respondent

should indicate whether rezoning or a master planned development for the

property is necessary. Provide estimated residential unit count and total

square footage of non-residential floor area.

**F. Design –** Describe the design and character of the development. Provide

proposed building elevations, indicating proposed materials, and a schematic

site plan, including access to and through the property and any coordination

with adjacent land uses, as appropriate.

**G. Plan Consistency** – Describe how the proposed development is consistent

with the vision and goals of the City Master Plan.

**H. Tax Generation –** Provide estimated property and sales taxes projected to

be generated by the development.

**I. Total Anticipated Investment** – Provide an estimate of the total

investment to be made in the development of the property.

**J. Development Schedule –** Provide an anticipated development schedule

from the time the respondent owns the property to the completion of

occupancy.

**K. Ownership by Purchaser –** The successful respondent must maintain

ownership of the property through the completion of development of the

property and therefore must indicate in the response to this RFP an

affirmative statement to that effect.

**L. Financial Capabilities:** While respondents are not required to supply specific

information regarding their financial capabilities at this time, respondents must

include in their response an affirmative statement indicating their willingness and

ability to supply such information if selected as the developer. Such information will

remain confidential.

**M. Financial Incentives & Purchase Price:** Indicate whether the proposed

development requires any financial incentives, including type of incentive program

and level of incentive. Provide a statement of the proposed purchase price

associated with the respondent’s proposal.

**N. References:** Submit three references for similar projects. If possible, include

contacts at other municipalities you have worked with. Include name, title,

telephone number and email address for the person to be contacted.

All respondents shall submit five (5) printed copies of their proposal and one electronic copy in

pdf format in a sealed package or envelope marked “Vincennes Residential TIF Project.”

Responses must be delivered to:

Cathy Lane, City Clerk Treasurer

203 Vigo Street

Vincennes, In 47591

Proposals must be received no later than 4:00pm on Friday, October 9, 2020.

**IV. Questions & Information Requests**

Any amendments or addenda to this RFP will be posted on the City’s website and

distributed directly to respondents known to have the RFP. To ensure you are sent the

latest information regarding this request, you must register as an interested respondent

by submitting your contact information to Cathy Lane, City Clerk Treasurer, 203 Vigo Street, Vincennes, In 47591, [clane@vincennes.in.gov](mailto:clane@vincennes.in.gov). The RDC will distribute any amendments or addenda by email.

**V. Terms & Conditions**

**A.** All proposals shall become an integral part of any real estate purchase contract

and/or development agreement executed between the RDC of Vincennes and

the buyer/developer.

**B.** The RDC retains the right to use any or all ideas presented in any proposal. Selection

or rejection of the proposal does not affect this right.

**C.** Supplemental materials will not be accepted after the proposals have been opened,

unless requested by the RDC.

**D.** The RDC reserves the right to amend, modify, or withdraw this RFP for any reason,

or no reason whatsoever, and at the RDC’s sole and absolute discretion.

**E.** This RFP does not commit the RDC to select any buyer or developer of the subject

property or enter into an agreement with any buyer or developer.

**F.** The RDC reserves the right to negotiate with any respondent.

**G.** The RDC reserves the right to reject any proposal or all proposals if deemed to be in

the best interest of the RDC. The RDC reserves the right to waive informalities in the

RFP.

**H.** No respondent may withdraw their proposal for a period of ninety (90) days from

the response date.

**I.** All responses to this RFP and documents and meetings relating thereto may remain

closed records or meetings under the open door act until a contract is

executed or until RFP responses are rejected. All responses to this RFP, proposals

and supplementary material will become the property of the RDC when submitted.

Thereafter, all responses to the RFP and all proposals will become public

information.

**J.** The selection of a buyer and/or developer is subject to the approval of the RDC

at its sole discretion.

**K.** The RDC will not be liable for any expenses incurred by a respondent in replying to

this RFP or for expenses incurred by the successful respondent during the

negotiation of a development agreement between the respondent and the RDC.