

**Request for Proposals/Qualifications
Housing for the Un-Housed & Housing Insecure
Land Bank of Kansas City, Missouri**

**Request for Proposals
to
Rehab/Repurpose Single-Family Structures to House the Housing-Insecure**

Introduction

This is a Request for Qualifications/Proposals (RFP) for the rehabilitation and renovation of Land Bank-owned single-family residential structures located in the 3rd, 4th, and 5th Council Districts in Kansas City, Jackson County, Missouri. A list of the existing family structures is attached and incorporated herein as Exhibit A.

The City is seeking to streamline the transfer of property owned by the Land Bank to increase the availability of affordable housing to homeless and unhoused Kansas Citians. RFP/Q is to select qualified proposals from Non-Profit Organizations, specifically those with 501c3 designation from the IRS, Quasi-public/private entities, Community Development Corporations (CDCs), Community Land Trusts or Faith-Based organizations, all with a proven track-record of experience, financial resources, and professional expertise to offer housing (as an owner/landlord) and ability to provide related case management and other services (connection to medical and mental health, job/employment assistance, and legal services) for families and individuals who are unhoused or are at risk of becoming houseless. Proposers are encouraged to partner with non-profit organizations or other entities with experience providing affordable housing and home renovations and construction, unless the proposer independently has that experience. Such collaboration is encouraged, but is not required. Subcontracting by a proposer with businesses or other non-profit organizations who provide support services will be evaluated, if so stated in the proposal, and the provider of those support services includes a letter of support for such proposal.

Desired housing to be created shall provide at least the following for any new residents: kitchen and meal preparation facilities, restroom facilities, working electricity, water, and other required utilities, and other facilities to ensure safe, clean, and self-sufficient housing options. Upon completion of the renovations, all housing must be occupied by tenants or residents that either have income of less than 30% of Area Median Income and/or must be houseless prior to occupancy or the subject of existing or prior eviction proceedings with the Jackson County Circuit Court, and must be provided to tenants and/or owners with these income restrictions for a period of at least twenty (20) years beginning on the date the property is transferred from the Land Bank to the new owners. Rent must also be consistent with a tenant's ability to pay whose income is less than 30% of Area Median Income for such 20-year period. Such rent may adjust

within such 20-year period but still be consistent with an income level of less than 30% of Area Median Income. The owner of the housing must document to the satisfaction of the Land Bank and City staff that such occupancy meets that criteria for the twenty (20) year duration commencing with the date of the recording of the deed from the Land Bank to the proposer, such obligation shall be binding upon all subsequent owners of the property, and the deed shall include an acceptance of such obligation by the person or entity receiving title from the Land Bank, and shall be secured by a deed of trust to enforce such obligation. Such obligation to appropriately document eligibility of the occupants of the structure will be secured by a performance deed of trust held by the Land Bank, and failure to provide such satisfactory documentation may be grounds for the Land Bank in collaboration with the City to declare a default and cause a non-judicial foreclosure of the structure and the property upon which it is located.

Housing may be created by renovating and repairing an existing structure on the property and/or new construction, which may be additions onto existing property and/or new freestanding structures. Proposed new construction must meet zoning and building requirements.

All projects must be reviewed by any local neighborhood associations which encompass the geographical area where the structures or properties that a particular proposer has selected (if applicable) before any land transfer will take place in order to ensure this new housing best reflects the needs of local residents and communities. Those neighborhood associations which are registered with the City, and whose officer contact information is available through the City's website, will be those relied upon for review and input.

All housing created must conform to any and all applicable laws, rules, and regulations for housing. The number of residents permitted shall be determined by current zoning rules and regulations for each property location. Current zoning regulations limit a household to five unrelated persons. More zoning and building regulations apply if more than five unrelated persons occupy a structure. Proposed uses with more than five unrelated persons occupying a structure may require City Planning and Development Department evaluation of the proposal for its zoning and building compliance, and in some circumstances a new Certificate of Occupancy and/or some other public process of review and approval. A zoning clearance letter from City Planning and Development will be required for any structure the occupancy of which exceeds five unrelated persons, which letter must be obtained after the Selection Committee reviews the proposal, and desires to recommend it, and prior to the Land Bank's consideration of the proposal. A zoning clearance letter does not assure that building permits will be issued, as that is a separate process.

In short, successful Proposers must:

- Be able to undertake and fully complete the rehabilitation, renovation, and/or construction of single-family homes in a timely manner
 - Evidence of past work with "Before" and "After" photos
 - References from former clients with addresses
 - Evidence of required city building permits for past construction

- Provide proof of ability to sufficiently manage properties that meet the City’s Nuisance and Property Code and Healthy Homes (Health Department) standards, including:
 - Has no outstanding tax obligations to any governmental jurisdiction;
 - Has no outstanding Chapter 48 (Nuisance cases) or Chapter 56 (Property) code cases with the City’s Neighborhood Preservation Division; and
 - Has no outstanding violations or obligations under KCMO Health Department’s Healthy Homes program.

- Offer support services, or successfully align with service providers that can adequately assist families and/or individuals who will occupy these properties. Services should be comprehensive to address occupants’ needs and may include assistance that can be offered by agencies in the Continuum of Care umbrella.
 - **Families/individuals who will occupy these finished homes must meet income guidelines (at or below 30% Area Median Income);**
 - **Rent must be consistent with a families/individuals ability to pay who are at or below 30% Area Median Income throughout the twenty-year restricted period, but may adjust as that median income shifts over time;**
 - **Proposers must demonstrate that families/individual occupants are or at serious risk of becoming unhoused, or have been/is being evicted through Jackson County circuit court;**
 - Demonstrate a track record of providing client intake, needs assessment, and service delivery; and
 - Such foregoing obligations to assist families and/or individuals that meet the criteria listed above will be the subject of a contract between the Land Bank and the proposer once selected by the Land Bank Board of Commissioners, and in certain circumstances the City will also be a party to such contract.

- Upon acquiring the property, the proposer is encouraged to register for the Safe Harbor Program (authorized by Ordinance 180726) which Program creates provisions for redevelopers allowing a reprieve from the City code violation on newly acquired residential properties for rehabilitation and reoccupation. More information is available at <https://www.kcmo.gov/city-hall/departments/neighborhoods-housing-services/safe-harbor-guidelines-and-requirements>. A proposer’s commitment to register will be favorably weighted by the selection committee.
 - If you meet the guidelines, and are selected to obtain a property, and once a contract is signed with the Land Bank, then you still need to apply and request an inspection date via CompassKC (under Apply Permit/Plan, select Plan: Safe Harbor Rehabilitation) and include the following information: Name, Applicant address, Address of property being rehabilitated, a rough description of the rehabilitation work anticipated, E-mail address, and Contact phone number.
 - Please note that the application to participate in the Safe Harbor Program must be submitted within thirty days of acquiring the property, and thereafter diligently pursued with the approved rehabilitation plan completed within 120 days after approval of the plan. If the extent and scope of the renovations require a longer time line for completion, that should be identified in the

original application for the Safe Harbor Program, but in no event shall the total period of renovation exceed 12 months.

The review process will consider all proposals that are submitted on or before the deadline and recommendations shall be made by a committee minimally comprised of representatives from the Land Bank staff, a neighborhood representative from the Land Bank Advisory Board, staff of Neighborhoods & Housing Services Department or Housing Department, if then established by ordinance, and a representative from the Continuum of Care community. The selections will be submitted to the Land Bank Board of Commissioners, who will make the final decision. Section 74-73(f)(5) of the Municipal Code of Ordinances requires a roll call vote of the majority of the entire five-member Board of the Land Bank, as these properties are being sold for less than two-thirds of the appraised value of the property. For this purpose, the appraised value is deemed to be the market value as determined by the Jackson County, Missouri Department of Assessment in accordance with Section 74-80(f)(2) of the Municipal Code of Ordinances. More than one qualified Proposer may be selected and ultimately approved by the Land Bank Board of Commissioners. Due to the number of properties under this RFP (approximately 111), Proposers are encouraged to select more than one property; however, Proposers must demonstrate the financial capacity (including access to resources) to complete rehabilitation and secure a Certificate of Occupancy within 12 months from the close on sale.

Upon the determination by the majority of the five-member Board of Commissioners of the Land Bank, Land Bank staff will enter into negotiations with selected Proposers to ensure compliance with the above listed criteria. Any and all local Neighborhood Association(s) in the location of the proposed transfer shall be included in renovation and development discussions as evidenced by letter or other form of communication as part of the proposal. Final recommendations must be approved by the Land Bank Board of Commissioners by a roll call vote of a majority of the five-member Board.

All properties will be offered for sale for One Dollar (\$1.00), plus payment of all relevant closing costs and recording fees. Properties will be sold "As Is", subject to the final approval of the Land Bank Board of Commissioners. Property owners shall be responsible for all costs related to the maintenance and management of properties, including taxes and utilities. This solicitation is being made to all interested and qualified organizations and notices will be made to both local trade mediums and through web pages.

If a proposal includes the use of incentives from the City or another quasi-governmental entity affiliated with the City, then such incentive package request will be subjected to an independent review and approval process. If the selection committee recommends such proposal to the Land Bank Board of Commissioners, that is not a guarantee that the incentives will be granted by the City Council, or the governing board of the quasi-governmental entity who has the authority to grant such incentives. The Land Bank Board of Commissioners has no authority to grant incentives. The contract with the Land Bank to acquire the property may include a contingency for the award of such incentives, but title will not be conveyed to the proposer until the incentives are awarded within the contractual deadline for completing the transfer,

Construction and rehabilitation projects must begin within 120 days of property sale date, which sale date will be deemed to be the date that the Land Bank deed to the Proposer is recorded, and must be completed no later than 12 months after the property sale date.

Properties must be fully rehabilitated, and renovations shall not be limited to any portion of the premises and shall include the space outside the housing structure(s) such as yards and driveways.

Upon request and with all required approvals the City may, but is not obligated to, provide one-time demolition and property cleanup services in advance of property sale, but neither the Land Bank or the City shall not be responsible for any improvements on the property after sale.

Proposers may request one or more properties, up to and including the entire list of properties included in Exhibit A. Proposers are encouraged to inspect the properties, but in the presence of personnel of the Land Bank or the City. Any person entering upon the properties will be required to execute an authorization to enter, which includes a waiver of liability for any injuries that occur while on such inspections. The Land Bank or City personnel will have those forms available at the time of the inspection. Arrangements for such inspections may be made through contacting:

Tracey U. Bryant, Executive Director
Land Bank of Kansas City, Missouri
4400 Blue Parkway, Floor 1, Kansas City, Missouri 64130
816-513-9049, Tracey.Bryant@kcmo.org

At this moment of the RFP, the City of KCMO or the Land Bank cannot commit to providing funding for the rehabilitation, although efforts will be made to seek sources that could be leveraged to help meet the goal of providing units for the unhoused. However, Proposers who can provide their own equity/resources will have an advantage in the selection and choices of houses to be rehabbed.

The Proposed Rehab Sites

Exhibit A is a list of potential structures located in Kansas City, Missouri within Jackson County, Missouri. (Approximately 111 as of this RFP)

Land Acquisition

Currently, the properties are deeded to the Kansas City, Missouri Land Bank as the result of tax sales conducted by Jackson County, Missouri. Some may have been obtained from the Court Administrator conducting the sale, but other may have been previously from Land Trust of Jackson County. Land Bank of Kansas City is the current owner of record. The Proposer is responsible for all due diligence and evaluation of title it deems appropriate. The Land Bank conveys only by Special Warranty Deed. The Land Bank is not obligated to undertake any curative title efforts.

DEFINITION OF “REQUEST FOR PROPOSALS” AND “PROPOSAL”

- (a) This Request for Proposals (“RFP” or “solicitation”) is an invitation by the City on behalf of the Land Bank for Proposers to submit an offer, which may be subject to subsequent discussions and negotiations by the Land Bank staff, City and the Proposer. It is not a request for a competitive bid.
- (b) “Proposal” means any document, submittal, interview, presentation, discussion, negotiation, and everything and anything provided in response to this RFP regardless whether the submission is an oral or written submission.
- (c) By submitting a proposal to the Land Bank, Proposer agrees that the Proposer does not obtain any right in or expectation to a contract with the Land Bank or a vested interest or a property right in a contract with the Land Bank regardless of the amount of time, effort and expense expended by Proposer in attempting to obtain a written executed contract with the Land Bank that complies with Section 432.070, RSMo, the City Charter and City ordinances, to the extent applicable to the Land Bank.

EXAMINATION OF ALL RFP DOCUMENTS AND REQUIREMENTS

- (a) Each Proposer shall carefully examine all RFP documents and thoroughly familiarize themselves with all RFP requirements prior to submitting a proposal to ensure that Proposer’s Proposal meets the intent of this RFP.
- (b) Before submitting a Proposal to the Land Bank, each Proposer shall make all investigations and examinations that are necessary to ascertain any and all conditions and requirements that affect the performance and delivery of the goods and services (hereinafter “the Services”) requested by this RFP. Failure of a Proposer to make such investigations and examinations shall not relieve the Proposer from Proposer’s obligation to comply, in every detail, with all provisions and requirements of the RFP.
- (c) By submitting a Proposal to the Land Bank, Proposer certifies that Proposer has provided the Land Bank and the City with written notice of all ambiguities, conflicts, mistakes, errors or discrepancies that Proposer has discovered in the RFP, the Standard Contract, Scope of Services and any other document. By executing a Contract with the Land Bank, Proposer certifies that Proposer communicated to Land Bank and the City all ambiguities, conflicts, errors or discrepancies that it has discovered in the RFP, the Proposed Contract, Scope of Services and any other document and that written resolution thereof by the Land Bank as embodied in the final Contract is acceptable to Proposer.

EVALUATION CRITERIA

- (a) Any evaluation criteria or weighting of criteria is used by the Land Bank, and the City staff assigned to it, only as a tool to assist the City staff and others in recommending the best proposal for the Land Bank, and the priority purposes to revitalize and renovate deteriorating residential structures, and create safe, decent and affordable housing, in accordance with Section 74-74-80 (e) (1) and (2) of the Municipal Code of Ordinances. Evaluation scores or ranks do not create any right in or expectation to a contract with the Land Bank or the City regardless of any score or ranking given to any Proposer by the Land Bank and City staff assigned to the Land Bank. In other words, even if the Land Bank gives a Proposer the highest rank and highest score, the Proposer still has no expectation of a contract with the Land Bank or the City and the City may recommend a contract with any other Proposer, and the Land Bank Board of Commissioners may choose a contract with any Proposer, regardless of the score or rank of the other Proposer.
- (b) The Land Bank in cooperation with the City may change criteria and criteria weights at any time including after the due date for proposals.

INTERVIEWS

The Land Bank in cooperation with the City, in their sole discretion, may interview none, one, some or all of the Proposers who submit proposals.

DISCUSSIONS AND NEGOTIATIONS

The Land Bank in cooperation with the City, in its sole discretion, may do any or all of the following:

- (a) Evaluate Proposals and award a contract with or without presentations, discussions or negotiations with any or all of the Proposers;
- (b) Discuss and negotiate anything and everything with any Proposer or Proposers at any time;
- (c) Request additional information from any or all Proposers;
- (d) Request a Proposer or Proposers to submit a new Proposal;
- (e) Request one or more best and final offers from any or all Proposers;
- (f) Accept any Proposal in whole or in part;
- (g) Require a Proposer to make modifications to their initial Proposals;
- (h) Make a partial award to any or all Proposers;
- (i) Make a multiple award to any or all Proposers;
- (j) Terminate this RFP at any time and reissue an amended RFP or new RFP.

PROPOSAL MUST REMAIN FIRM IRREVOCABLE OFFER TO LAND BANK FOR 120 DAYS

- (a) By submitting a proposal to through the City to the Land Bank, Proposer agrees that Proposer's Proposal shall constitute a firm irrevocable offer to the Land Bank that Proposer shall not withdraw or modify without the Land Bank's approval for one hundred twenty (120) days after the proposal due date. Proposer agrees that even if the Land Bank and City staff negotiate or make a counter offer to Proposer on Proposer's original Proposal or any subsequent Proposal submitted by Proposer to the Land Bank, Proposer hereby grants to the Land Bank, in the Land Bank's sole discretion, the unconditional right for the Land Bank to accept Proposer's original Proposal and the Land Bank's negotiation or counter offer shall not be deemed to be a counter offer.
- (b) After one hundred twenty (120) days, the Land Bank can accept any proposal or subsequent proposals from any Proposer with the consent of the Proposer at any time and regardless of the length of time that has passed from the proposal due date.

SELECTION

The City staff will select and recommend to the Land Bank Board of Commissioners the proposal or proposals that in the collaborative decision making of the Land Bank and City staff, that which the City staff determines to be the best Proposal. Section 432.070, RSMo requires the City to have a written executed contract signed by both parties prior to anyone performing services or providing any goods, supplies, materials or equipment to the City. By extension, that too applies to the Land Bank. The written executed contract must also comply with the City Charter and City Ordinances, and the state statutes that enable the City to create the Land Bank, which is a separate public body corporate and politic. This means that a proposer does not have a contract with either the Land Bank or the City until a written contract is *executed*. A contract is *executed* when all of the following have occurred: (1) the Board of Commissioners of the Land Bank by a vote of the majority of its five member Board, authorizes the execution of a contract with the Proposer; (2) persons with actual authority to bind both the Land Bank and the Proposer execute the contract; (3) the contract is approved by the Law Department of the City; (4) the City issues a purchase order to the Contractor with the Director of Finance's certification of availability of funds for the contract if any funds are committed by the City as a part of the proposal; and (5) any other required step. A Proposer does not have a contract with the Land Bank until all the steps are completed. If the Land Bank does not complete all required steps, there is no contract between the Land Bank and the Proposer and neither the Land Bank or the City has any contractual or financial obligation to any Proposer regardless of the amount of time, effort and money spent by the Proposer responding to the RFP and attempting to negotiate and obtain a contract with the Land Bank through the City.

REJECTION OF PROPOSALS

The Land Bank reserves the unconditional right to reject any or all proposals received in response to this RFP at any time prior to the Land Bank executing a contract that meets the requirements of Section 432.070, RSMo, the City Charter and all applicable City Ordinances.

WAIVER OF ORDINANCES, REGULATIONS AND RFP REQUIREMENTS

Pursuant to Section 3-35, City Code of Ordinances, the City on behalf of, and at the direction of the Land Bank Board of Commissioners, at any time, may waive any requirements imposed in this RFP or by any City ordinance or regulation.

LATE PROPOSALS

The Land Bank and the City, in their sole discretion, may consider proposals received by the Land Bank after the proposal due date if: (1) the proposal is sent via the U.S. Postal Service, common carrier or contract carrier, by a delivery method that guarantees the proposal will be delivered to the Land Bank prior to the proposal due date; or (2) if the proposal is submitted by mail, common carrier or contract carrier it is determined by the Land Bank that the late receipt was due to the U.S. Postal Service, common carrier or contract carrier; or (3) the proposal is timely delivered to the Land Bank, but the proposal is at a different City location than that specified in this RFP; or (4) the City extends the due date after the deadline for a force majeure event that could potentially affect any or all Proposers meeting the deadline; or (5) neither the Land Bank or the City has opened any of the proposals; or (6) it is in the best interest of the Land Bank in collaboration with the City to accept the proposal.

CHANGES IN THE RFP

- (a) After this RFP is issued, the Land Bank, in collaboration with City, in their sole discretion, may change everything or anything contained in this RFP at any time including after the Proposal due date. If the change is prior to the proposal due date, the Land Bank reserves the right, when considered necessary or appropriate, to modify this RFP.
- (b) If the Land Bank shall amend the RFP after the proposal due date, the Land Bank in collaboration with the City may, in its sole discretion, solicit new proposals in an amended RFP from anyone or everyone regardless whether a person submitted a proposal in response to the original RFP.
- (c) Another public session will be held by the City in collaboration with the Land Bank to allow more questions to be asked and answers to be given, and as a result of that session further amendments to this RFP may be made. That session will occur on Thursday, May 13, 2021 beginning at 6:00 p.m. at the Robert J. Mohart Multi-Purpose Center at 3200 Wayne Avenue.

CHANGES IN EXECUTED CONTRACT AND ADDITIONAL WORK

- (a) After the Land Bank executes a contract in accordance with the requirements of Section 432.070, RSMo, the City Charter and City Ordinances, the Land Bank may, in its sole discretion, amend the contract to change anything or everything associated with the contract as long as such change is in the interest of the Land Bank in collaboration with the City and as long as the Contractor agrees to the change.
- (b) The Land Bank, in collaboration with City, in their sole discretion, may award additional contracts for related work or subsequent Project phases to the selected Contractor.
- (c) The Land Bank, in collaboration with City, in its sole discretion, may extend the term of the contract with the selected Contractor notwithstanding the expiration of the initial term or any subsequent term or all options to renew, until the Land Bank has a new contract in place with either Proposer or another provider or until the Land Bank terminates the Contract.

PROPOSER SOLELY RESPONSIBLE FOR ALL COSTS

Regardless of the amount of time, effort, cost and expense incurred by a Proposer in Proposer's attempt to win this Land Bank contract, Proposer agrees that Proposer shall be solely responsible and liable for any and all costs incurred by Proposer. Neither the Land Bank or the City shall have no liability or responsibility for any of Proposer's costs or expenses.

OWNERSHIP OF PROPOSALS

By submitting its Proposal, Proposer hereby agrees that Proposer's Proposal and any supplementary material submitted by the Proposer shall become property of the Land Bank.

DISCLOSURE OF PROPRIETARY INFORMATION

- (a) A Proposer may attempt to restrict the disclosure of scientific and technological innovations in which the Proposer has a proprietary interest, or other information that is protected from public disclosure by law, which is contained in the Proposal by:
 - 1. Marking each page of each such document prominently in at least 16point font with the words "Proprietary Information";
 - 2. Printing each page of each such document on a different color paper than the paper on which the remainder of the Proposal is printed; and

3. Segregating each page of each such document in a sealed envelope, which shall prominently display, on the outside, the words “Proprietary Information” in at least 16-point font, along with the name and address of the Proposer.
- (b) After either a contract is executed pursuant to the RFP, or all submittals are rejected, if access to documents marked “Proprietary Information”, as provided above, is requested under the Missouri Sunshine Law, the City on behalf of the Land Bank will notify the Proposer of the request, and it shall be the burden of the Proposer to establish that such documents are exempt from disclosure under the law.
 - (c) If the Proposer elects to challenge a formal request for such information made to the City or the Land Bank and if the Proposer is unsuccessful in keeping such information closed, the Proposer shall pay for any and all costs, attorney fees and fines that are a result of Proposer’s attempt to keep the information closed.
 - (d) Notwithstanding the foregoing, in response to a formal request for information, the Land Bank or the City reserve the right to release any documents if the Land Bank determines that such information is a public record pursuant to the Missouri Sunshine Law. Neither the Land Bank or the City shall have any liability to any Proposer or anyone else for releasing any Proprietary Information of a Proposer even if either the Land Bank or the City is negligent in releasing or disclosing any Proprietary Information of any Proposer.

CLOSED RECORDS

All Proposals including interviews, presentations and documents, and meetings relating thereto may remain closed records or meetings under the Missouri Sunshine Law until a contract is executed or until all Proposals are rejected by the Land Bank. If the Land Bank amends this RFP, Proposals submitted in response to the original RFP may remain closed records until a contract is executed or all proposals submitted in response to the amended RFP are rejected. Proposals shall remain closed records even if either the Land Bank or the City mistakenly informs all Proposers that it is rejecting any and all Proposals prior to amending the RFP as long as the Land Bank intends to amend the RFP and resolicit Proposals.

INDEMNIFICATION

The Land Bank’s standard contract requires that the Contractor shall indemnify, defend and hold harmless both the City and the Land Bank and any of its agencies, officials, officers, or employees from and against all claims, damages, liability, losses, costs, and expenses, including reasonable attorneys’ fees, arising out of or resulting from any acts or omissions in connection with the contract, caused in whole or in part by Contractor, its employees, agents, or Subcontractors, or caused by others for whom Contractor is liable, including negligent acts or omissions of either the Land Bank or the City, its agencies,

officials, officers, or employees. The contract requires Contractor to obtain specified limits of insurance to insure the indemnity obligation. **Contractor has the opportunity to recover the cost of the required insurance in the Contract Price by including the cost of that insurance in the Proposal.**

BUY AMERICAN AND MISSOURI PREFERENCE POLICIES

(a) Buy American Preference

It is the policy of the City and the Land Bank that any manufactured goods or commodities used or supplied in the performance of any City contract or any subcontract thereto shall be manufactured or produced in the United States whenever possible. When proposals offer quality, price, conformity with specifications, term of delivery and other conditions imposed in the specifications that are equal, the City shall select the proposal that uses manufactured goods or commodities that are manufactured or produced in the United States.

(b) Buy Missouri Preference

It is the policy of the City and the Land Bank to give preference to all commodities manufactured, produced, or grown within the State of Missouri and to all firms, corporations, or individuals doing business as Missouri firms, corporations, or individuals, when the quality is equal or better and delivered price is the same or less. It is the Proposer's responsibility to claim these preferences.

PROHIBITED ACTIVITIES BY FORMER OR EXISTING CITY EMPLOYEES AND OFFICIALS.

Section 2-2044 of the City's Code prohibits former elected City officials and former executive or administrative employees of the City from trying to influence a decision of the City on behalf of an employer or client for one year after that former employee or official leaves the City's employ, and in this context that extends to the Land Bank's officials and former employees. By submitting a proposal, Proposer affirms that Proposer and its team members and employees are in compliance with the requirements of Section 2-2044. Failure to comply with the requirements of Section 2-2044 may cause the Proposal to be rejected.

Without limiting the foregoing, the Proposer must certify that no officer or employee of the City has, or will have, a direct or indirect financial or personal interest in the proposal, or the resulting transaction with the Land Bank, and that no officer or employee of the City, or member of such officer's or employee's immediate family, either has negotiated, or has or will have an arrangement, concerning employment to perform services on behalf of the Proposer as a part of their proposal, or the resulting transaction with the Land Bank.

RFP-Process and Submission Requirements

The Selection Committee shall review and consider proposals using the following information:

A. Submission Requirements

Please submit to the Land Bank's designated representative, at the address shown on page 7 hereof, an original and an electronic copy of the following information as applicable:

1. Full Legal Name of Business, Mailing Address, Phone and FAX Numbers.
 2. List of Corporate Officers and the Board of Directors. (if applicable).
 3. Name of Organization's Contact Person, Title and Contact Information (including an e-mail address).
 4. A cover letter signed by an authorized individual stating the Applicant's interest in this RFP and approving the submittals requested herein.
 5. Name and addresses of all parties holding a financial interest in the organization.
6. Potential supplier will obtain a letter of support for your project from the leadership of the recognized neighborhood association where the structure is located. Search neighborhood groups here: <http://city.kcmo.org/kc/NeighborhoodGroups/Search.aspx>.

B. Organization Qualifications:

1. Financial capability and administrative capacity to undertake the project;
 - a. Current Financial Statements and Operating Budget. - A copy of a certified financial statement showing the assets and the liabilities, including contingent liabilities, fully itemized in accordance with accepted accounting standards and based on a proper audit. If the date of the certified financial statement precedes the date of this submission by more than six months, also attach an interim balance sheet not more than 60 days old;
 - b. Provide most recent business and/or personal financial and credit statement. (Note: Neither the Land Bank nor the City of Kansas City, Missouri will not release any financial information without expressed written consent of the applicant, except as required by law.);
 - c. Provide surety information (Has any surety or bonding company ever been required to perform upon your default?);
 - d. Provide bankruptcy information (business and/or personal), if applicable;
 - e. Provide details of prior or pending litigation (detailed information regarding prior or pending litigation, liens, or claims involving any participant in the proposal, as they pertain to the performance of professional obligations);
 - f. Provide pertinent references (list of persons with whom you have conducted business transactions during the past three years, with a minimum of five references; list two references having knowledge of your debt payment history; list two financial institution references); and
 - g. If a 501(c)3 entity a printed verification from the IRS website that such designation is still in effect;

2. Description of the rehab team's background and experience, including bios of principals and participants;
3. Evidence of expertise in rehabbing high-quality, residential projects of similar scope and scale;
4. Experience in successfully structuring and implementing innovative public/private partnerships; and
5. Experience with local residential development.

C. Project Proposal:

1. Description of proposed rehabilitation use, number of units being proposed or occupants to be served in a particular structure, etc.;
2. Conceptual renderings of the proposed project, if applicable;
3. Preliminary project pro forma showing proposed sources and uses of funds;
4. Timeliness and schedule of development activities and completion;
5. Identification of the specific group(s) of lots proposed for development; and
6. Letter of Financing/Funding Commitment, if applicable.

D. Case Management and Capacity to Offer Services

1. Resume and evidence of current and past activities of serving the unhoused/houseless populations and households at-risk, including providing transitional and/or permanent shelter and offering relevant services;
2. Evidence of alignment to Continuum of Care agencies;
3. Evidence of access to mental and physical health resources for the unhoused/homeless and at-risk populations, if applicable;
4. Evidence of connecting with job/employment services, i.e., working with Full Employment Council, if applicable; and.
5. Evidence of other relevant services assisting the unhoused population and/or households that are housing insecure.

E. Property Management Plan

1. Qualifications and Experience – Describe the firm's qualifications, experience and special expertise in providing the type of services identified in the RFP, include resumes of key personnel.
2. Project Approach – Provide a brief overview of the property management philosophy, methods and practices and how they would meet the needs of the unhoused. Describe how communication and reporting would occur between the firm and the Proposer.
3. Resident Selection Requirements – Describe selection policies and criteria so that residents are selected in a fair and equitable manner. These policies must: 1) be based on objective criteria that prohibit bias; 2) describe methods and process for accepting applications and screening; 3) be clear and easily understood by prospective residents; and 4) comply with state and federal Fair Housing laws.

4. Property Maintenance – Describe how repairs, services and maintenance of the property will be performed and maintained.

The Selection Committee will review proposals based on the above information and may develop a short list of the top-rated candidates who will be invited to participate in the organization team interviews.

As part of the interview process, Proposers will be asked to submit and present their proposals to describe their project, property management process, and discuss how households needs will be identified, assessed, and addressed in a timely way. The Selection Committee will evaluate these proposals and recommend the selected Proposers for approval by the Board of Commissioners of the Land Bank. Again, the Selection Committee may recommend more than one Proposer.

Successful Proposers will enter into exclusive agreements that will include a complete outline of Scope of Services for rehabilitation, property management and support services. Ultimately, this is expected to result into an agreement, Special Warranty Deed, and Deed of Trust to ensure that properties are dedicated to the unhoused and at-risk population for a duration of twenty years (or such other longer period required by the source of federal funds) which period may be shortened at the request of then owner and operator, which shortening will be based on the collaborative decision by the City and the Land Bank Board of Commissioners to enable other public purposes to be served, including redevelopment of the property with other abutting or adjoining parcels. .

Notwithstanding its intention to select an organization and negotiate an organization agreement, the Land Bank reserves the right to reject any and all proposals submitted.

IMPORTANT NOTE:

Since these proposals involve the acquisition of real estate, names of those that submitted proposals will not be released until the Selection process has been completed.

Evaluation of Submittals:

1. Submittals will be reviewed by the Selection Committee and evaluated and offered as a final recommendation by the Selection Committee.
2. During the evaluation process, Land Bank reserves the right to request additional information, including, but not limited to, requesting that applicants provide a presentation to the designated Selection Committee, and an application on Land Bank's form, a background check of the principal corporate officers or operators of the non-profit or other entity, and the payment of the \$85.00 application fee to cover the administrative costs of the application.
3. Land Bank reserves the right to reject any or all applications submitted as part of this RFP/Q.
4. If Proposers compete on the same properties, the Selection Committee may devise a ranking selection to score responses based on capacity, expertise, experience, and a realistic timeline.

GENERAL PROVISIONS:

Minority and Women’s Business Enterprises

Applicants will be encouraged to comply with the City of Kansas City’s minority and women business enterprises (MBE/WBE) program goals. Applicants may discuss MBE/WBE compliance with the City Human Relations Department, located on the 4th Floor of City Hall, 414 E. 12th Street, Kansas City, MO 64106.

DUE DATE

Proposals are due June 10, 2021 and submitted in the following manner:

Schedule

RFP released	May 5, 2021
RFP Submittals due to Land Bank on:	June 10, 2021
Selection Committee recommendations	July 2 and July 30, 2021
Initial Selection-Land Bank Meetings	July 12 and August 16, 2021

Submittal Information

Land Bank has designated the following staff person as the point of contact for this RFP:

Tracey U. Bryant, Executive Director
Land Bank of Kansas City, Missouri
4400 Blue Parkway, Floor 1, Kansas City, Missouri 64130
816-513-9049, Tracey.Bryant@kcmo.org

Applicants seeking clarification of any questions contained in this RFP/Q must **submit their questions in writing or via email no later than seven (7) working days prior to the scheduled deadline** (June 1, 2021) for submittals. A written response will be supplied to all applicants that receive this RFP/Q. Oral instructions or information of any type concerning this RFP/Q shall not bind Land Bank. **Contact by an applicant with any personnel or representatives of the Land Bank, City of Kansas City officials or Selection Committee other than Tracey U. Bryant, or her designee, regarding this RFP/Q may be grounds for elimination from the selection process.**

All proposals shall be submitted through the following approved methods:

- Via email with RFP/Q documents attached, acceptable forms, PDF, Word, Excel. Email is addressed to Tracey.Bryant@kcmo.org.

All proposals submitted shall be date and time marked upon receipt by the Land Bank's front desk receptionist. The deadline shall be no later than **June 10, 2021 at 2:00 PM (Central Time)**.

ATTACHMENT A

List of Potential Rehab Structures