



McPherson Implementing Local Redevelopment Authority

September 7, 2016

REQUEST FOR PROPOSALS for
DEVELOPMENT/CAPITAL PARTNER AND PROPERTY MANAGEMENT SERVICES PROVIDER

ATTENTION RESPONDENTS

You are hereby invited to submit a proposal providing a development partner with the financial capacity to support creative ideas and strategies for the redesign/adaptive reuse, property management, and leasing services to 16 existing residential duplex properties owned by the McPherson Implementing Local Redevelopment Authority (hereafter referred to as "Fort Mac LRA"). A successful Respondent (or Respondent team) will be selected by Fort Mac LRA based on the Respondent's ability to provide the services described in the Scope of Services (as summarized below), along with competitive pricing and methods for achieving such services.

Potential respondents are asked to direct all questions concerning this Request for Proposal ("RFP") process to Arthur Mallard via e-mail at amallard@fortmaclra.com or by phone at (404) 477-6767.

Your complete response to this RFP must be received at Fort Mac LRA via electronic mail to amallard@fortmaclra.com **no later than 3:00 pm E.D.T on October 5, 2016**. Absolutely no responses will be accepted **after 3:00 pm on October 5, 2016 E.D.T**.

Fort Mac LRA reserves the right, in its sole discretion, to reject any submittal it considers to be non-responsive. Fort Mac LRA reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all submittals when it is in the best interest of Fort Mac LRA. Should Fort Mac LRA fail to reach agreement with any Respondent(s) initially selected, Fort Mac LRA reserves the right to commence negotiations with the next highest ranked Respondent (or Respondent team). Fort Mac LRA shall select the Respondent(s) it considers best qualified and will provide the best value to Fort Mac LRA in its sole discretion. Fort Mac LRA may select a Respondent without an interview or may choose to interview all or a limited number of Respondents prior to selecting the successful Respondent(s). The cost of preparing responses will be the responsibility of the applicant and will not be reimbursed.

REQUEST FOR PROPOSALS

This Request for Proposal providing a development partner with the financial capacity to support creative ideas and strategies for the redesign/adaptive reuse, property management, and leasing services to 16 existing residential duplex properties owned by the McPherson Implementing Local Redevelopment Authority is hereby issued by Fort Mac LRA in accordance with applicable law.

Fort Mac LRA seeks to activate these properties via innovative proposals, working with a development partner, and other solutions that are aligned with our mission: to create an environment that transforms Fort McPherson into a vibrant location that catalyzes growth, opportunity, and prosperity in our surrounding community. These innovative ideas should consider the highest and best use for the existing buildings whether that be micro units, student housing, traditional apartments, or any number of other residential real estate products that may be determined to be viable by the respondent or respondent team. We are looking to achieve a rental rate between \$1.25 and \$1.35 p/s/f on the redesigned properties. Currently, this project is intended to persist for 10 years, after which further redevelopment is anticipated. A successful Respondent (or Respondent team) will be selected by Fort Mac LRA based on a process as described.

SCOPE OF SERVICES

Your proposal should include a detailed scope of services and corresponding project plan and phasing recommendation that addresses the items below and in the entirety of this RFP.

- Act as a development/capital partner with the demonstrated financial strength and capacity to attract debt and provide equity.
- Conduct a market analysis that identifies highest and best use alternatives for the buildings.
- Create alternative reuses/redesign for the buildings that maximizes return on investment.
- Identify improvements needed in common areas/parking/green spaces outside the structures.
- Develop an immediate needs assessment.
- Develop a complete cost breakdown for redesign/adaptive reuse.
- Identify additional potential equity and debt funding sources.
- Provide a detailed pro forma 3- year income statement.
- Determine if the project should be phased; if so, how should it be phased.
- Oversee construction/renovation of the project(s).
- Market the properties to attract tenants.
- Ensure tenants are qualified for lease terms according to residential property management best practices.
- Manage day-to-day operations.
- Collect rents.
- Conduct routine maintenance.
 - Communicate regularly with tenants.
 - Manage the budget for these activities.

INFORMATION AND INSTRUCTIONS TO RESPONDENTS

Fort Mac LRA intends to engage a development partner with the financial capacity to support the development, financing, renovation, and leasing of 16 duplex buildings. This company is expected to lead, collaborate and/or advise Fort Mac LRA in order to achieve the highest and best use for the 16 duplex buildings.

Although the buildings have been vacant since September of 2011, they have been maintained by ownership and utility services have persisted throughout. There is water damage in the basements of several units, which is reparable, enabling this space to become operable for a variety of purposes including communal laundry, storage or other. The security gate at the Campbellton Road entrance onto the Fort Mac Complex will be opened and staffed by a security guard 24 hours a day. There is a parking lot adjacent to the buildings and MARTA accessibility to the property. Located on the west end of the Fort Mac LRA property, each ~5,520 square-foot, two-story duplex unit currently contains five (5) bedrooms, two (2) bathrooms, kitchen and living room.

A **tour** of the property can be achieved by contacting Arthur Mallard at amallard@fortmaclra.com or by phone at (404) 477-6767 and requesting a tour time. The time and date of the tour will be: Friday, September 16th at 11:00 am or 1:00 pm.

SCHEDULE

It is anticipated that the solicitation and selection process shall be conducted in accordance with the following schedule provided; however, Fort Mac LRA reserves the right to modify this schedule in its sole discretion.

RFP Invitation:	September 7, 2016
Property Tour:	September 16, 2016 – 11 am or 1 pm
Questions Due:	September 19, 2016
Answers Published:	September 22, 2016
Proposals Due:	October 5, 2016 – 3:00 pm
Interviews (finalists)	October 14, 2016
Selection	October 20, 2016

PROPOSAL SUBMITTAL

Your complete response to this RFP must be received by designated staff of Fort Mac LRA **no later than 3:00 pm E.D.T. on October 5, 2016**. Absolutely no responses will be accepted **after 3:00 pm E.D.T. on October 5, 2016**. Any submittal received after the time stipulated will not be considered and will be rejected and returned to the respondent. Submittals must be responsive to all requirements outlined herein. The delivery of the application to Fort Mac LRA prior to the deadline is solely and strictly the responsibility of the Respondent. Fort Mac LRA will in no way be responsible for delays caused by the

United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. Five (5) hard copies and one (1) electronic copy are required. Faxed submittals are not acceptable.

SUBMISSION REQUIREMENTS

The following are minimum RFP submission requirements.

1. Introductory cover letter which introduces your company and the personnel that will work on this project.
2. Description of your firm including history, resume of projects. Include projects that are similar to this project.
3. Identify the lead person for your company or team. Identify Key personnel that would be assigned to this project and their resumes and credentials.
4. Describe your general approach to engagement. Include any particular issues you feel may be critical.
5. Demonstrate your understanding of Fort Mac LRA's services needs and the identification of a valuable development capital partner based upon the tour of the Fort Mac LRA's properties.
6. Insurance Documentation as follows:
 - Certificate of Insurance for General Liability in the amount of \$2 million.
 - Professional Liability insurance in the amount of \$1 million with a \$1 million aggregate.
 - Name of Workers Compensation Insurance Provider with statutory limits.
7. List three (3) professional references with complete name, address, email address and telephone number.

DBE Participation: Fort Mac LRA encourages all interested respondents to promote opportunities for diverse businesses, including Female Business Enterprises ("FBE"), Minority Business Enterprises ("MBE") and Small Business Enterprises ("SBEs" and together with FBEs and MBEs, "DBEs") to compete for business as consultants, sub-consultants and/or suppliers. Goals are based on the Scope of Work and general availability of firms with the requisite experience and capacity to perform the work. Consultants are encouraged to involve DBEs in all aspects of the work. All respondents shall include specific information regarding DBE participation, if any.

SELECTION PROCESS AND NEGOTIATION

Fort Mac LRA may select one or more Respondents for in-person interviews. The most responsive Respondent or Respondent team will be identified and Fort Mac LRA will proceed to the interview (if it is deemed necessary by Fort Mac LRA) and the negotiation of an agreement. Selection criteria are listed below in the section marked "Selection Criteria". Fort Mac LRA and the successful Respondent will negotiate an agreement promptly following the selection. If a mutually satisfactory contract cannot be reached with the selected Respondent, Fort Mac LRA may enter into negotiations with the second-place respondent as determined under the selection criteria.

Selection criteria that will be used to select the successful respondent are set forth below:

Criteria	Points
Firm Experience with similar projects	20
Adaptive Reuse Creativity /Marketing	25
Pricing and Timeline	20
Financing Approach	25
DBE and/or Local Participation	10
Total	100

REFERENCES AND ADDITIONAL INFORMATION

Include names, telephone numbers, email addresses, and street addresses for all references. Provide three (3) references from projects that are comparable to this engagement. Include any other information that you feel is pertinent but not specifically requested herein.

CONTACT PERSONS

Questions concerning any aspect of this project, including the submittal process, should be directed to Arthur Mallard, Director of Real Estate and Economic Development, Fort Mac LRA, 1794 Walker Avenue, SW, Atlanta, Georgia 30310. Suggestions and questions regarding the RFP and the proposed Scope of Services should be made in writing via e-mail to amallard@fortmaclra.com not later than **September 19, 2016 by 3:00 pm E.D.T.** Answers to those questions will be shared with all parties who have expressed interest by close of business September 21, 2016.

FORT MAC LRA POLICY ON COMMUNICATIONS AND CONTACT

Respondents are required to conduct the preparation of their applications with professional integrity and free of lobbying activities. Respondents and their respective agents and consultants are not permitted to contact or communicate with, directly or indirectly, any member of the Fort Mac LRA Board regarding the subject matter of this RFP after the issuance date of this RFP, except as specifically permitted herein or approved in advance by Fort Mac LRA. Any verified allegation that a Respondent or team member or an agent or consultant of the foregoing has made such contact or attempted to influence the evaluation, ranking, and/or selection of Respondents is cause for Fort Mac LRA to disqualify the Respondent and its team member from further consideration.