

**REQUEST FOR PROPOSALS**  
**TO DEVELOP CITY-OWNED PROPERTY**  
**CDBG Program – 314, 320, 324 7th Street North; 712 4th Avenue North**  
*March 16, 2020*

The City of Fargo is seeking proposals from housing developers to redevelop City-owned vacant property at 314, 320, 324 7th Street North and 712 4th Avenue North. Proposals must propose a land use that meets CDBG national objectives to include either mixed-use with affordable housing, or a 100% housing project. Proposed housing (rental or owner-occupied) must be for households earning 80% or below Area Median Income (AMI). **Proposals are due Tuesday, March 31, 2020.** Cost alone will not be the primary deciding factor. Project will be awarded to the developer who most effectively addresses the following goals.

**PROPOSED REDEVELOPMENT OF SITE MUST:**

- Highest and best use of land – units can be a mix of sizes to suit varying household sizes;
- Be affordable for individuals or families whose incomes do not exceed 80% of Fargo’s AMI;
- Be consistent with the character of the surrounding neighborhood;
- Provide evidence that the proposed redevelopment will create quality affordable housing upon completion;
- Be completed or substantially complete no more than 24 months after the date of the signed Redevelopment Agreement.

**DESCRIPTION OF SUBJECT PROPERTY**

Address: 314 7th Street North

- Legal Description: Lot 4, Block 10, Roberts 2nd Addition
- Lot size: 7,000 sq. ft.
- Dimensions: 50’ x 140’
- Zoning: DMU, Downtown Mixed Use

Address: 320 7th Street North

- Legal Description: Lot 5, Block 10, Roberts 2nd Addition
- Lot size: 7,000 sq. ft.
- Dimensions: 50’ x 140’
- Zoning: DMU, Downtown Mixed Use

Address: 324 7 Street North

- Legal Description: East 53.5 feet of Lot 6, Block 10, Roberts 2nd Addition
- Lot size: 2,675 sq. ft.
- Dimensions: 50' x 53.5'
- Zoning: DMU, Downtown Mixed Use

Address: 712 4 Avenue North

- Legal Description: West 43 feet of Lot 6, Block 10, Roberts 2nd Addition
- Lot size: 2,150 sq. ft.
- Dimensions: 43' x 50'
- Zoning: DMU, Downtown Mixed Use

#### **PARAMETERS OF PROJECT**

- The City will provide the building site, which was paid for with Community Development Block Grant (CDBG) funds.
- The activity carried out under this Agreement will meet the Low-to-Moderate Income Housing National Objective under 24 CFR Part 570.208(a)(3) including the following requirements:
  - At least 51% of the residents must have income at or below 80% of the area median income at the time of occupancy;
  - Rents must be set at levels which are affordable to low-to-moderate income persons as provided by 24 CFR Part 570.483(b)(3); and,
  - Rent and income levels shall align with published limits for the Low Income Housing Tax Credit (LIHTC) program.

[Referred to herein as the "Low-to-Moderate Income Housing National Objective"]. The HUD Income Limits change annually and are available at the HUD User website ([www.huduser.gov](http://www.huduser.gov)) under "Data Sets". The most up to date Income Limits must be used to calculate income of residents. HUD Income Limits are set by the Department of Housing and Urban Development (HUD), which determine eligibility for assisted housing programs. Income limits are based on Median Family Income estimates and Fair Market Rent area definitions for each metropolitan area, parts of some metropolitan areas, and each non-metropolitan county. Income, race, and ethnicity data for each resident will be provided to the City upon occupancy of at least 51% of units by low and moderate income households (e.g., at least 20 units in a 39 unit complex are occupied by LMI households).

- Residential occupancy of the Property must be occupied and rented to residents meeting the Low-to-Moderate Income Housing National Objective for five (5) years following the date of the Certificate of Occupancy.

- Progress Reports & Data Collection – Regular progress reports shall be submitted upon request of the City in the form, content, and frequency as required by the City.
- The Developer must follow all CDBG rules for redevelopment, including awarding construction contracts by competitive bid procurement.
- Davis Bacon Labor Standards and Prevailing Wages will apply. Preference may be given to contractors with this experience.
- Contractors and Subcontractors must be registered in the System for Award Management ([www.sam.gov](http://www.sam.gov)) within 30 days of awarding the contract and before execution of the contract.
- Construction contracts (by competitive bid procurement) must be awarded by a mutually agreed upon timeline by City and project developer.
- Developer must negotiate and sign a Redevelopment Contract that outlines the nature of the project and its consistency with the parameters outlined in this RFP and CDBG requirements. This Agreement will be negotiated and executed between the City and the proposer(s) at the end of the RFP process. The Redevelopment Contract will outline the responsibilities of both parties, define the terms of the agreed upon project, and set up the process for transferring ownership of the property.
- The City will not dispose of CDBG properties for speculation, land banking, or any other purpose that is not intended for timely redevelopment.

## SUBMISSION REQUIREMENTS

All proposals must be **received by March 31, 2020 at 4:00 p.m.** Any proposals received after that time will be rejected. Submit proposals containing the required information, along with a signed copy of page 4 of this request to:

Auditor's Office  
 225 4th Street North, Fargo, ND 58102  
 Attn: Tia Braseth  
 Re: CDBG Infill RFP – 314, 320, 324 7th Street North, 712 4th Avenue North

The following information must be provided about the developer:

- Name and Mailing Address
- Legal status (e.g., for-profit corporation, individual, non-profit, etc)
- Qualifications to undertake proposed redevelopment
- Relevant Experience
- Demonstrated financial capacity to complete the proposed project (e.g., performance bond)

The following information must be provided about the proposal:

- Project description
- Timeline
- Proposed project budget and financing/pro-forma
- Preliminary plans (Minimal preparation suggested – concept and diagrammatic only)
  - Drawing/elevations of the proposed structure

- Site plans
- Preliminary/schematic floor plans and/or descriptions of the proposed structure, including number of bedrooms, square feet, parking, etc.

All information should be submitted in a format that is concise, clear, and responsive to the RFP.

### **EVALUATION OF PROPOSALS**

The City reserves the right, in its sole discretion, to reject any and all proposals or accept any proposal in whole or in part. The City's review committee will evaluate proposals based on the following criteria:

- Consistency with CDBG goals and regulations
- Project's consistency with character of surrounding neighborhood
- Experience and proven capacity of managing facility during monitoring period
- Experience and knowledge of managing construction with federal grant requirements
- Experience and knowledge of working with HUD CDBG or HOME funds
- Quality of and processes for public engagement and inclusion of neighborhood input
- Timeliness of completion of proposed project (submitted timeline will be reviewed)
- Consistency with stated City goals
- Impact on the neighborhood
- Proposer's ability to complete the project
- Proposer's previous project management and construction administration experience
- Proposer's experience with related projects and past project history

*I the undersigned attest by my signature that I have read the terms and conditions outlined in this request for proposals and intend to submit a proposal in conformance with said guidance.*

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*Signature (for)*

*Printed Name*

*Date*