

**CITY OF CHATTANOOGA PURCHASING DEPARTMENT
101 EAST 11th STREET, CITY HALL, SUITE G-13
CHATTANOOGA, TENNESSEE 37402**

Request for Proposal No.: 164044

Ordering Dept.: Economic and Community Development and Real Property

Buyer: Deidre Keylon; e-mail: dmkeylon@chattanooga.gov (NO E-MAILED PROPOSALS WILL BE ACCEPTED)

Phone No.: 423-643-7231; Fax No.: 423-643-7244

RFP for Purchase of Property and Associated Structures

SEALED PROPOSALS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN 4:00 P.M. E.S.T. ON JANUARY 18, 2018;

Non-mandatory Information Session on JANUARY 9, 2018, starting at 9:00 am, est, at DRC Bldg, 1250 Market St, Chattanooga, in Room 1A; ALL QUESTIONS MUST BE RECEIVED AS SPECIFIED AND NO LATER THAN 4:00 P.M. E.S.T. ON JANUARY 10, 2018

The City of Chattanooga reserves the right to reject any and/or all proposals, waive any informalities in the proposals received, and to accept any proposal which in its opinion may be for the best interest of the City. The City of Chattanooga will be non-discriminatory in the purchase of all goods and services on the basis of race, color or national origin. The City of Chattanooga (COC) Terms and Conditions posted on Website are applicable:

<http://www.chattanooga.gov/purchasing/standard-terms-and-conditions>

NOTE: ALL PROPOSALS MUST BE SIGNED.

All proposals received are subject to the terms and conditions contained herein and as listed in the above referenced website. The undersigned Offeror acknowledges having received, reviewed, and agrees to be bound to these terms and conditions, unless specific written exceptions are otherwise stated within Offeror's proposal.

PLEASE PROVIDE THE FOLLOWING:

Company Name: _____

Mailing Address: _____

City & Zip Code: _____

Phone/Toll-Free No.: _____

Fax No.: _____

E-Mail Address: _____

Contact Person: _____

Signature: _____

Date: _____

COMPLETED AND SIGNED COVER PAGE TO BE RETURNED WITH PROPOSAL

December 20, 2017

Ref. No. RFP 164044

PURCHASING DEPARTMENT
101 EAST 11th STREET, STE. G-13
CHATTANOOGA, TENNESSEE 37402
CITY HALL

Request for Proposals for the City of Chattanooga, TN

Proposals will be received at 101 East 11th Street, Suite G-13, Chattanooga, TN 37402, until 4:00 p.m. e.s.t. on January 18, 2018.

RFP 164044 Purchase of Property and Associated Structures

Items Being Purchased: The property and any structures located at (128D G 015) 4436 KINGS LAKE COURT, (128L D 007) 4320 BENTON DRIVE, (128P C 014) 2103 STUART STREET, (128P J 007) 2402 WILDER STREET, (136D F 004) 0 BACHMAN STREET, (136D H 014) 2111 DAISY STREET, (136D J 015) 2513 TAYLOR STREET, (136E C 016) 0 TAYLOR STREET, (136K F 035) 1803 WILCOX BLVD, (136K G 018) 1509 N ORCHARD KNOB AVE, (136M H 011) 1501 TAYLOR STREET, (136M J 025) 1602 ARLINGTON AVENUE, (136N E 011) 1111 N HAWTHORNE STREET, (136N E 012) 0 N HAWTHORNE STREET, (136N E 024) 1001 N HAWTHORNE STREET, (137A B 018.01) 2905 WHEELER AVENUE, (137A M 021) 2508 TAYLOR STREET, (146B K 049) 722 N GREENWOOD AVE, (146C E 002) 1902 RAWLINGS STREET, (146C F 024) 1911 RAWLINGS STREET, (146C M 028) 0 WALKER AVENUE, (146C P 021) 1800 JACKSON STREET, (146C R 007) 1920 WALKER AVENUE, (146F K 042) 607 DODSON AVENUE, (146O H 008) 1001 S HOLLY STREET, (147B C 027) 1500 TUNNEL BLVD, (147H D 014) 816 FERN STREET, (147H K 029) 606 LEDFORD STREET, (147J A 026) N GERMANTOWN RD, (147P K 028) 3606 PERRY ST, (155M D 015) 1105 E 32ND STREET, (155N P 007) 3821 KIRKLAND AVE, (156F L 027) 2614 E 20TH ST, (157B H 020) 428 TALLEY ROAD, (156B U 006) 2104 E 17TH, (167F D 009) 111 WORKMAN RD, (167K C 022) 5217 SLAYTON AVE, (168A K 004) 3609 2ND AVENUE, (168G Q 003) 3905 14TH AVENUE, (168O E 003) 4804 13TH AVENUE, (168P A 032) 1409 E 49TH STREET, (146O-G-015) 1502 E. 12TH STREET, (156B-P-017) 1905 HUFF PLACE, (146F-H-013) 2102 RAULSTON STREET, (146O-B-010) 1104 S. GREENWOOD AVENUE, (167C-L-004) 4022 CHANDLER AVENUE, (168A-S-010) 3711 4TH AVENUE, (136K-E-025) 1709 RUBIO STREET, (117G-B-002) 108 SOUTHVIEW STREET, (156B-A-023.01) 1510 E. 17TH STREET, (148G-F-009) 5905 CLARK AVENUE, (137A-D-016) 3003 CAMPBELL STREET

**Prospective applicants are encouraged to attend an Information Session
and Technical Assistance Training Workshop on
Wednesday, January 9, 2017
Beginning promptly at 9:00 a.m., e.s.t, at the
Development Resource Center
1250 Market St.
Room 1A
Chattanooga, TN 37402**



REQUEST FOR PROPOSAL

PURCHASE OF PROPERTY AND ANY ASSOCIATED STRUCTURES IDENTIFIED AS:

(128D G 015) 4436 KINGS LAKE COURT	(147J A 026) N GERMANTOWN RD
(128L D 007) 4320 BENTON DRIVE	(147P K 028) 3606 PERRY ST
(128P C 014) 2103 STUART STREET	(155M D 015) 1105 E 32ND STREET
(128P J 007) 2402 WILDER STREET	(155N P 007) 3821 KIRKLAND AVE
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(136E C 016) 0 TAYLOR STREET	(167F D 009) 111 WORKMAN RD
(136K F 035) 1803 WILCOX BLVD	(167K C 022) 5217 SLAYTON AVE
(136K G 018) 1509 N ORCHARD KNOB AVE	(168A K 004) 3609 2ND AVENUE
(136M H 011) 1501 TAYLOR STREET	(168G Q 003) 3905 14TH AVENUE
(136M J 025) 1602 ARLINGTON AVENUE,	(168O E 003) 4804 13TH AVENUE
(136N E 011) 1111 N HAWTHORNE STREET	(168P A 032) 1409 E 49TH STREET
(136N E 012) 0 N HAWTHORNE STREET	(146O-G-015) 1502 E. 12TH STREET
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(137A M 021) 2508 TAYLOR STREET,	(146O-B-010) 1104 S. GREENWOOD AVENUE
(146B K 049) 722 N GREENWOOD AVE	(167C-L-004) 4022 CHANDLER AVENUE
(146C E 002) 1902 RAWLINGS STREET	(168A-S-010) 3711 4TH AVENUE
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(146C P 021) 1800 JACKSON STREET	(156B-A-023.01) 1510 E. 17TH STREET
(146C R 007) 1920 WALKER AVENUE	(148G-F-009) 5905 CLARK AVENUE
(146F K 042) 607 DODSON AVENUE	(137A-D-016) 3003 CAMPBELL STREET
(146O H 008) 1001 S HOLLY STREET	
(147B C 027) 1500 TUNNEL BLVD	
(147H D 014) 816 FERN STREET	
(147H K 029) 606 LEDFORD STREET	

The City of Chattanooga, hereinafter called the "City", is making available certain Real Property for Sale. The property will be available for the development of housing units for low-income individuals and families within the city limits of Chattanooga.

Area developers, nonprofits, individuals, and for-profit organizations may apply as single applicants or in partnership with other entities. Partnerships are encouraged but not required for this program.

The "City", is requesting the submission of Formal Proposals for **THE PURCHASE OF PROPERTY AND ANY ASSOCIATED STRUCTURES IDENTIFIED AS: (128D G 015) 4436 KINGS LAKE COURT, (128L D 007) 4320 BENTON DRIVE, (128P C 014) 2103 STUART STREET, (128P J 007) 2402 WILDER STREET, (136D F 004) 0 BACHMAN STREET, (136D H 014) 2111 DAISY STREET, (136D J 015) 2513 TAYLOR STREET, (136E C 016) 0 TAYLOR STREET, (136K F 035) 1803 WILCOX BLVD, (136K G 018) 1509 N ORCHARD KNOB AVE, (136M H 011) 1501**

Request for Proposal



Form GS-RFP1

TAYLOR STREET, (136M J 025) 1602 ARLINGTON AVENUE, (136N E 011) 1111 N HAWTHORNE STREET, (136N E 012) 0 N HAWTHORNE STREET, (136N E 024) 1001 N HAWTHORNE STREET, (137A B 018.01) 2905 WHEELER AVENUE, (137A M 021) 2508 TAYLOR STREET, (146B K 049) 722 N GREENWOOD AVE, (146C E 002) 1902 RAWLINGS STREET, (146C F 024) 1911 RAWLINGS STREET, (146C M 028) 0 WALKER AVENUE, (146C P 021) 1800 JACKSON STREET, (146C R 007) 1920 WALKER AVENUE, (146F K 042) 607 DODSON AVENUE, (146O H 008) 1001 S HOLLY STREET, (147B C 027) 1500 TUNNEL BLVD, (147H D 014) 816 FERN STREET, (147H K 029) 606 LEDFORD STREET, (147J A 026) N GERMANTOWN RD, (147P K 028) 3606 PERRY ST, (155M D 015) 1105 E 32ND STREET, (155N P 007) 3821 KIRKLAND AVE, (156F L 027) 2614 E 20TH ST, (157B H 020) 428 TALLEY ROAD, (156B U 006) 2104 E 17TH, (167F D 009) 111 WORKMAN RD, (167K C 022) 5217 SLAYTON AVE, (168A K 004) 3609 2ND AVENUE, (168G Q 003) 3905 14TH AVENUE, (168O E 003) 4804 13TH AVENUE, (168P A 032) 1409 E 49TH STREET, (146O-G-015) 1502 E. 12TH STREET, (156B-P-017) 1905 HUFF PLACE, (146F-H-013) 2102 RAULSTON STREET, (146O-B-010) 1104 S. GREENWOOD AVENUE, (167C-L-004) 4022 CHANDLER AVENUE, (168A-S-010) 3711 4TH AVENUE, (136K-E-025) 1709 RUBIO STREET, (117G-B-002) 108 SOUTHVIEW STREET, (156B-A-023.01) 1510 E. 17TH STREET, (148G-F-009) 5905 CLARK AVENUE, (137A-D-016) 3003 CAMPBELL STREET

Sealed Proposals must be submitted to the Purchasing Division, City of Chattanooga, clearly labelled on the package with RFP 164044 Purchase of Property, by no later than 4:00 p.m., est, on January 18, 2018, to the attention of:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon
101 East 11th Street
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

Requests for Proposals can be viewed on the City of Chattanooga website, www.chattanooga.gov, then Bids / Solicitations.

QUESTIONS and REQUESTS FOR ADDITIONAL INFORMATION

All questions and requests for information or clarification must be submitted **in writing**, and will be accepted until 4:00 p.m., e.s.t., on JANUARY 10, 2018, and shall be **clearly labelled** as **:QUESTION re:RFP 164044 Purchase of Property** and sent to the address to the right.

City of Chattanooga Purchasing Division
Attn: Deidre Keylon, Buyer
101 East 11th Street, Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244
dmkeylon@chattanooga.gov

A QUESTION AND ANSWER ADDENDUM WILL BE POSTED TO THE WEBSITE WITH THE MAIN SOLICITATION DOCUMENT AS SOON AS POSSIBLE AFTER THE DEADLINE FOR QUESTIONS.



REQUEST FOR PROPOSAL

PURCHASE OF THE PROPERTY AND STRUCTURES IDENTIFIED AS:

(128D G 015) 4436 KINGS LAKE COURT
(128L D 007) 4320 BENTON DRIVE
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(148G-F-009) 5905 CLARK AVENUE
(137A-D-016) 3003 CAMPBELL STREET

City of Chattanooga, Tennessee



Form GS-RFP1

Request for Proposal

PURPOSE

The City is requesting area developers, nonprofits, individuals, and for-profit organizations and qualified firms to submit Formal Proposals for the purchase of the property and associated structures located in Chattanooga, TN and at: **(128D G 015) 4436 KINGS LAKE COURT, (128L D 007) 4320 BENTON DRIVE, (128P C 014) 2103 STUART STREET, (128P J 007) 2402 WILDER STREET, (136D F 004) 0 BACHMAN STREET, (136D H 014) 2111 DAISY STREET, (136D J 015) 2513 TAYLOR STREET, (136E C 016) 0 TAYLOR STREET, (136K F 035) 1803 WILCOX BLVD, (136K G 018) 1509 N ORCHARD KNOB AVE, (136M H 011) 1501 TAYLOR STREET, (136M J 025) 1602 ARLINGTON AVENUE, (136N E 011) 1111 N HAWTHORNE STREET, (136N E 012) 0 N HAWTHORNE STREET, (136N E 024) 1001 N HAWTHORNE STREET, (137A B 018.01) 2905 WHEELER AVENUE, (137A M 021) 2508 TAYLOR STREET, (146B K 049) 722 N GREENWOOD AVE, (146C E 002) 1902 RAWLINGS STREET, (146C F 024) 1911 RAWLINGS STREET, (146C M 028) 0 WALKER AVENUE, (146C P 021) 1800 JACKSON STREET, (146C R 007) 1920 WALKER AVENUE, (146F K 042) 607 DODSON AVENUE, (146O H 008) 1001 S HOLLY STREET, (147B C 027) 1500 TUNNEL BLVD, (147H D 014) 816 FERN STREET, (147H K 029) 606 LEDFORD STREET, (147J A 026) N GERMANTOWN RD, (147P K 028) 3606 PERRY ST, (155M D 015) 1105 E 32ND STREET, (155N P 007) 3821 KIRKLAND AVE, (156F L 027) 2614 E 20TH ST, (157B H 020) 428 TALLEY ROAD, (156B U 006) 2104 E 17TH, (167F D 009) 111 WORKMAN RD, (167K C 022) 5217 SLAYTON AVE, (168A K 004) 3609 2ND AVENUE, (168G Q 003) 3905 14TH AVENUE, (168O E 003) 4804 13TH AVENUE, (168P A 032) 1409 E 49TH STREET, (146O-G-015) 1502 E. 12TH STREET, (156B-P-017) 1905 HUFF PLACE, (146F-H-013) 2102 RAULSTON STREET, (146O-B-010) 1104 S. GREENWOOD AVENUE, (167C-L-004) 4022 CHANDLER AVENUE, (168A-S-010) 3711 4TH AVENUE, (136K-E-025) 1709 RUBIO STREET, (117G-B-002) 108 SOUTHVIEW STREET, (156B-A-023.01) 1510 E. 17TH STREET, (148G-F-009) 5905 CLARK AVENUE, (137A-D-016) 3003 CAMPBELL STREET.** The legal descriptions of the properties are recorded and may be referenced in the Hamilton County Clerk's Office.

It is the intent of the City to provide each purchaser with a vacant lot where applicable, and any structures present will be provided in "as is" condition. The City intends to enter into Purchase and Sale Agreements for the subject properties and as a part of the City's Affordable Housing Initiative, the purchaser will reserve the awarded property for low income rental property for a specified time period.

During the Request for Proposal submission time period and at other subsequent times necessary, the subject property can be inspected by the proposer. The proposer shall hold harmless the property owners from any loss or damage to the property arising from the process of conducting any engineering tests, surveys and inspections. To make arrangements to visit the site, contact Jonathan Butler at 423-643-7315 or jmbutler@chattanooga.gov.

Background Information

The City of Chattanooga invites qualified for-profit and/or nonprofit developers ("Developers") with documented experience in developing and managing federally funded affordable rental properties, to submit their qualifications for the City's Affordable Housing Initiative ("AHI"). The objective of the Affordable Housing Initiative is to take City owned, abandoned and vacant lots and residential properties and rehabilitate/develop them for affordable housing. The initiative may be funded with City General Funds and HOME Investment Partnership Act (HOME) from the U.S. Department of Housing and Urban Development's (HUD). The City has an inventory of abandoned and vacant lots and residential properties available to partner with eligible developers to develop affordable rental housing. The City will transfer available lots/structures for rehabilitation/ redevelopment. The City will require the properties be leased to



income-eligible tenants, at restricted rent levels.

The scope of work for the Project will include, but not be limited to the following items:

1. All applicants submitting Formal Proposals are responsible for compliance with all laws, rules and regulations which may be applicable on the date of submittal.
2. Proposal shall be for the Purchase of the property and structures listed above.
3. Purchase and Sale Agreement shall be entered into by the Proposer and City of Chattanooga contingent upon approval of acceptance of the proposal by the Chattanooga City Council.

CITY SUPPLIED SERVICES

The City will provide the following:

The City will provide a designated representative for communication related to this RFP.

The City will provide all interested applicants with access to the facilities for this Project for the purpose of preparing proposals.

Each Developer selected will be required to enter into a Developer Agreement with the City pursuant to federal regulations associated with HOME funds and sign Land Use Restrictive Covenants.

PROPOSAL INFORMATION

Proposals must include all items listed below to be considered complete and evaluated. Multiple bids are allowed. In order to help review each submission, City is asking that all Proposals be organized according to the following format:

1. Date of the Application.
2. The Name of the individual or Company.
3. The Contact Person, The Contact Person's Address, Phone number, and email address.
4. The Property address of the desired property.
5. The Bid/Purchase Amount
6. The Capacity and signature of the person representing the individual or company.

Some of this information can be provided by completing and signing/dating the cover sheet and returning it with your proposal. The City will not bear liability for any costs incurred in the preparation and delivery of proposals.

REVIEW AND EVALUATION OF PROPOSAL

All proposals submitted in response to this RFP will be evaluated by an Evaluation Committee, in accordance with the criteria described below. Total scores will be tabulated, and the contract will be awarded to the proposer(s) whose proposal is deemed to be in the best interests of the City. The City may award a contract to more than one proposer.

Evaluation Committee

A committee consisting of individuals selected by the City will receive all proposals submitted. Each proposal will be awarded a maximum of 100 points based on the evaluation criteria. The City, at its sole judgment, will decide if a proposal is viable.



Evaluation Criteria

In preparing responses, proposers should describe in detail how they propose to meet the specifications as detailed in this solicitation document.

The specific categorical factors that will be applied to the proposal information, in order to assist the City in selecting the most qualified proposers for the contract, are as follows:

- **35 points: Qualifications, Experience, Organizational/Developer Capacity**
- **35 points: Approach to Scope of Work/ Project Development Details**
- **15 points: Readiness to Proceed**
- **15 points: Value to the City and Time Period for Affordability**

Selection of Proposers for formal presentations (if any) and for contract negotiations will be evaluated based on an objective evaluation of the criteria listed above.

Formal Presentations

In the event that a Proposer cannot be selected solely on the Proposals submitted, the City may invite qualified entities in for formal presentations.

The City Evaluation Committee may revise the initial scores based upon additional information and clarification received in this phase. If your company is invited to give a presentation to the City, the offered dates may not be flexible.

A presentation may not be required, and therefore, complete information must be submitted with a proposer's proposal.

Selection of Finalist(s)

After review of the proposals by the Evaluation Committee and formal presentations (if any), the City may, at its sole option, elect to reject all proposals or elect to pursue the project further. In the event that the City decides to pursue the project further, the City will select the highest ranked finalist(s) to negotiate an agreement.

RESPONSE FORMAT

Cover Letter

Include a cover letter, issued by an Officer of the proposing entity, introducing your company, summarizing your qualifications, and detailing any exceptions to the RFP.

Include principal contact information for this RFP, including address, telephone number, email address, and website (if applicable).

Qualifications, Experience, Organizational/Developer Capacity [35 Points]

Exceptional proposals will come from development teams with an outstanding track record in the development, experience developing and managing affordable housing, and their ability to efficiently maintain the additional property/asset.



Applicants will be expected to show ability to manage additional projects if other development is in progress. The developer must demonstrate that their organization is financially viable.

Capacity assessment varies by project size, scope, complexity and type of development entity. Developer capacity and fiscal soundness will be evaluated on information demonstrating experience and skills and financial ability to implement, complete and maintain the project. This includes, but not restricted to:

1. Applicants' prior experience with development of properties similar to proposed project, including such details as acquisition of real property, rehabilitation, marketing, leasing of affordable rental housing, and history of partnership with support service providers. If proposal is serving specific target populations, the organization's experience serving that population must be stated.
2. Qualifications and experience of proposed staff and strength of the development team. The City reserves the right to refuse funding a project if prior experience with the City was unfavorable.

The City will review information submitted to determine whether the applicant/developer has adequate financial management systems and practices and sufficient financial resources to carry the project to completion or through initial lease-up, as the case may be.

Approach to Scope of Work/ Project Development Details [35 points]

Proposals must include a well-defined project description that addresses the plan for development, a development budget, proposed financing package with sources and uses of funds, an operating budget, a property management plan for the entire Period of Affordability.

Applicants proposing construction or remodeling must present a detailed construction plan with costs estimates from qualified sources. The construction/renovation plan should be detailed by room and include costs for any exterior improvements. The construction plan will be reviewed by the City of Chattanooga and is subject to approval prior to construction.

Acceptable proposals will:

- a) present a well-developed design that is suitable for the targeted population(s) and project location
- b) comply with the applicable building codes
- c) demonstrate use of cost-effective green building measures (if applicable)
- d) demonstrate significant innovation or benefit through project design, compatibility with surrounding uses, or services for targeted population(s)
- e) include an affordability period

Readiness to Proceed [15 points]

It is important that applicants demonstrate the capability to complete the project in a timely manner. Evaluation of Application, support information and timeline indicate that work can commence promptly upon receipt of property and can reasonably be expected to be completed within indicated timeframe. Preference will be given to projects that have a high probability of moving forward quickly. Applicants are expected to be prepared to begin construction/rehab immediately upon receiving property. Projects will only be considered if they will be completed within one (1 year) from the date of closing. Preference will be given to single family houses that will be completed within nine months and multi units within twelve months. Extensions of time may be requested, and will be evaluated by ECD.



Value to the City and Time Period for Affordability [15 points]

In addition to returning property to productive use, the City is significantly promoting affordable housing development. Each applicant proposes the time period of Affordability for the development based on their own project projections. Based on feasibility, applicant proposals with longer affordability holding times will be viewed more favorably. Exceptional proposals will offer affordability options for persons whose incomes are less than 60% of the area median income. All proposals must offer a period of affordability for persons whose incomes are 80% or less of the area median income. All projects are subject to income and rent limits defined by HUD. These limits, included in the attachment, are available for applicant use in determining project feasibility and developing a pro forma (project income and expense statement).

REQUEST FOR PROPOSAL ADDENDUM

Receipt of all Addenda to this Request for Proposal, if any, must be acknowledged by attaching a signed copy of each Addendum to the RFP and listing each Addendum included in the Proposal on the Bid Form and attaching such to the front of the sealed RFP envelope. All Addenda shall become part of the requirements of this Request for Proposal as if originally included herein. Failure to acknowledge receipt of an Addendum both on the Bid Form and by attachment to the Proposal, as set forth herein, may result in rejection of the entire Proposal. All Addenda will be posted on the City's website and firms may obtain a copy of Addenda, at no charge, during the City business hours of 8:00 am until 4:30 pm, Monday through Friday from:

City of Chattanooga Purchasing Division
Attn: Deidre Keylon
101 East 11th Street
Suite G13
Chattanooga, TN 37402
Phone: (423) 643-7231
Fax: (423) 643-7244

RESERVATION OF CITY RIGHTS

In connection with the Request for Proposal and Project, the City of Chattanooga reserves all rights available to it under all applicable laws, including without limitation, and with or without cause, and with or without notice, the right to:

1. Reject any and all Proposals.
2. Reject any and all Proposals from any firm that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga and, if requested, must present within **forty-eight (48) hours** evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms of the Request for Proposal.
3. Cancel this Request for Proposal in whole or in part at any time prior to the execution of a contract by the City, without incurring any cost obligations or liabilities.
4. Issue addenda, supplements, and modifications to this Request for Proposal and to revise and modify, at any time before the Submittal Opening Date, the factors and/or weights of factors, if applicable, the City will consider in evaluating Proposals and to otherwise revise or expand its evaluation methodology as set forth herein.



5. Change the RFP Submittal Opening Date.
6. Investigate the qualifications of any firm and, if required, request additional information concerning contents of its Proposal, and additional evidence of qualifications.
7. Terminate evaluations of Proposals at any time.
8. Disclose information contained in a Proposal to the public as set forth herein.
9. Waive deficiencies in a Proposal, accept and review a nonconforming Proposal, or seek clarifications or supplements to a Proposal as permitted by law and according to City of Chattanooga purchasing practices and procedures.
10. Exercise any other right reserved or afforded to the City of Chattanooga under this Request for Proposal and to modify the Request for Proposal process in its sole discretion to address applicable laws, codes, or ordinances and to operate in the best interest of the City of Chattanooga.

Any exceptions to the RFP itself or to the Standard Terms and Conditions must be submitted with the Proposal.

Proposers shall state any exceptions to or deviations from the terms of this Request for Proposals and the Standard Terms and Conditions. Where proposer wishes to propose alternative approaches to meeting the City's technical or contractual requirements, these should be thoroughly explained in the proposal. The Contractor shall be bound to accept all stated terms not excepted in its proposal. The City of Chattanooga Standard Terms & Conditions are posted at www.chattanooga.gov, then Purchasing, then Standard Terms & Conditions.

GENERAL CONDITIONS

The following general rules and conditions apply to all purchases by the City and shall become a definite part of this Request for Proposal, unless otherwise specified therein. Proposers, or their authorized representatives, are expected to fully inform themselves as to the conditions, requirements and specifications before submitting Proposals in response to this Request for Proposal; failure to do so will be at the Proposer's own risk and he cannot secure relief on the plea of error.

Subject to State and City laws, and all rules, regulations and limitations imposed by legislation of the Federal Government, bids or proposals on all advertisements and invitations issued by the City and the Office of the City Purchasing Agent will bind Proposers to all applicable conditions and requirements set forth herein, unless otherwise specified in this Request for Proposal.

1. Proposals shall be submitted only on the forms provided by the City of Chattanooga or via the instructions issued in this document. The Proposer shall submit **two (2) hard copies and one (1) electronic copy on a flash drive** (not a disk), signed and sealed, and clearly marked on the outside of the package with RFP164044: Purchase of Property.
2. A written request for the withdrawal of a proposal or any part thereof shall be granted if the request is received by the City of Chattanooga prior to the specified time of opening. Proposals submitted may not be amended or withdrawn after the specified time of the Submittal Opening.
3. Proposals received after the specified time of the Submittal opening will not be accepted.
4. Proposals must be submitted in the special mailing envelope, contained in all RFP packages which are supplied to all prospective Proposers. In the event that the Proposal contains bulky subject material, the special mailing envelope must be firmly affixed to any other package being used.
5. All information required by the Request for Proposal must be supplied to constitute a proper proposal.
6. Unless specified otherwise, all Formal Proposals submitted shall be binding for **sixty (60) calendar days** following Submittal Opening date, unless the Proposer, upon request of the City, agrees to an extension.
7. Qualified Proposals are subject to rejection in whole or in part.



8. Proposers shall abide by and comply with the requirements of the Request for Proposal and shall not attempt to take advantage of any obvious error or omission therein, but shall fully complete every part of the Project in accordance with the Request for Proposal and requirements as set forth herein.
9. City of Chattanooga is Tax Exempt.
10. The Proposer certifies that his proposal is made without any previous understanding, agreement or connection with any person, firm, or corporation making a proposal for the same project without prior knowledge of competitive prices, and is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
11. All identical proposals submitted to the City as a result of advertised procurement for materials, supplies, equipment or services exceeding \$1,000.00 in total amount shall, at the discretion of the City, be reported to the Attorney General of the United States in accordance with Form DJ-1510 and the Presidential Order dated April 24, 1961 for possible violation and enforcement of antitrust laws.
12. The City may, at its sole discretion and in writing, waive or modify one or more of these General Conditions and Instructions that are inapplicable or inappropriate for a particular contract or purchase. A request for a waiver of or modification of any such condition or instruction shall be submitted to the City, in writing, together with supporting justification for any waiver or modification.
13. No Proposal will be accepted from, or Contract awarded to, any person, firm or corporation that is in arrears or is in default to the City of Chattanooga upon any debt or Contract, or that is a defaulter, as surety or otherwise, upon any obligation to said City of Chattanooga, or had failed to perform faithfully any previous Contract with the City of Chattanooga. The Proposer, if requested, must present within 48 hours evidence satisfactory to the City of performance ability and possession of necessary facilities, pecuniary resources and adequate insurance to comply with the terms, requirements, drawings and specifications as set forth herein.

NOTICE OF ACCEPTANCE

Following the review of all Proposals, and upon the recommendation of the Review Committee, the City may, at its sole option, reject all Proposals or elect to proceed with the Project. In the event that the City elects to proceed with the Project, the City will issue a written Notice of Acceptance to the Successful Proposer and enter into a contract therewith.



Chapter No. 817 (HB0261/SB0377).
"Iran Divestment Act" enacted.
Vendor Disclosure and Acknowledgement

By submission of this bid, each proposer and each person signing on behalf of any proposer certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each proposer is not on the list created pursuant to § 12-12-106.

(SIGNED) _____

(PRINTED NAME) _____

(BUSINESS NAME) _____

(DATE) _____

For further information, please see website: www.tn.gov, type in search term "List of persons pursuant to Tenn.Code Ann. 12-12-106," and search to access a link to the "Public Information Library."

<https://www.tn.gov/generalservices/article/Public-Information-library>. There, click on List of persons pursuant to

Tenn.Code Ann. 12-12-106, Iran Divestment Act. The list, which is periodically updated, is there. Currently, as of 10/17/17, the link for the list is available at this address:

https://www.tn.gov/assets/entities/generalservices/cpo/attachments/List_of_persons_pursuant_to_Tenn._Code_Ann._12-12-106_Iran_Divestment_Act_updated_7.7.17.pdf



Affirmative Action Plan

The City of Chattanooga is an equal opportunity employer and during the performance of this Contract, the Contractor agrees to abide by the equal opportunity goals of the City of Chattanooga as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, or handicap. The Contractor will take affirmative action to ensure that applicants are employed, and the employees are treated during employment without regard to their race, color, religion, sex, national origin, or handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, or handicap.
3. The Contractor will send to each labor union or representative of workers with which he/she has a collective bargaining agreement or other contract or understanding, a notice advising the said labor union or workers' representatives of the Contractor's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
4. During the term of this contract the following non-discriminatory hiring practices shall be employed to provide employment opportunities for minorities and women:
 - a. All help wanted ads placed in newspapers or other publications shall contain the phrase "Equal Employment Opportunity Employer."
 - b. Seek and maintain contracts with minority groups and human relations organizations as available.
 - c. Encourage present employees to refer qualified minority group and female applicants for employment opportunities
 - d. Use only recruitment sources which state in writing that they practice equal opportunity. Advise all recruitment sources that qualified minority group members and women will be sought for consideration for all positions when vacancies occur.
5. Minority statistics are subject to audit by City of Chattanooga staff or other governmental agency.



6. The Contractor agrees to notify the City of Chattanooga of any claim or investigation by State or Federal agencies as to discrimination.

(Signature of Contractor)

(Title and Name of Company)

(Date)

