



## **Town of Bluffton**

### **Request for Statement of Interest – 2019-46**

### **Development of Affordable / Workforce Housing**

#### **1. SUMMARY**

The Town of Bluffton, South Carolina (Town) is issuing this Request for Statement of Interest (RSI) seeking qualifications from interested firms or joint ventures with past, proven, positive experiences in developing high-quality workforce and/or affordable housing solutions through all of the major development milestones, such as financing and construction, marketing for sale or lease, and long-term management. RSI submissions shall not be scored and no award of any agreement or other commitment will be made based on the results of this process. Those respondents identified as best meeting these criteria may be invited to participate in a future Request for Proposals (RFP) process.

#### **2. BACKGROUND**

The Town of Bluffton is committed to improving the quality of families and communities, by helping to develop, produce and/or assist with low-cost affordable and/or workforce housing in safe neighborhoods including rental units and home ownership programs. The 2018-2019 Strategic Plan adopted by Town Council included a seventh Strategic Focus Area – Affordable and/or Workforce Housing. This focus area is tied to four (4) guiding principles that identifies action items, creating a work plan for Town Council and Staff. As a regional leader, we will maximize strategic public/private partnerships and enhance ordinances/policies while continuing to provide and seek opportunities for meeting our community's future housing needs.

To facilitate the objective of providing low-cost affordable and/or workforce housing, the Town is seeking proposals for development of any combination or all of the Town-owned properties identified in the attachment. Through the Town Affordable Housing Committee, the Town has prioritized these parcels and is interested in reading Statements of Interest from qualified teams. The goal is to negotiate a long-term, public-private partnership which shall maintain the purpose and integrity of low-cost affordable and/or workforce housing through a long-term commitment.

#### **3. CONSIDERATIONS**

Respondents shall consider the following:

- A. New housing units may be designated as homeownership or rental and the target resident shall have income between 60-100% of the Area Median Income based on the current Housing and Urban Development (HUD) limits at the time of execution of the sale or signing of the lease;
- B. Carefully consider what concessions (in addition to the donation of the land) the Developer team will request from the Town. Many professional-related costs such as survey and environmental due diligence may have been paid and reports already completed depending on the parcel. Bring all ideas.
- C. Preliminary pricing estimates ARE NOT required at this stage. As part of the final negotiated development agreement, the successful proposer will agree to disclose all costs and profits as part of the transparency required by a public/private partnership.

#### **4. GENERAL TERMS AND CONDITIONS**

- A. The purpose of this RSI is to start the dialog surrounding a public-private partnership for creative development, financing, and long-term management of affordable or workforce housing.
- B. The Town shall not be responsible for any costs respondents incur as a result of preparing the RSI.
- C. This RSI shall not obligate the Town to make any award to a respondent or to obligate the Town to issue a different form of solicitation based on this RSI or submission of Statements of Interest by a respondent.
- D. The Town will review all Statements of Interest and may schedule discussions with respondents. The Town may use information received to develop a Request for Proposal (RFP).
- E. A proposal is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA.
- F. All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12-point type, in the upper right-hand corner of the page. All information not so denoted and identified may be subject to disclosure by the Town.

#### **5. PRELIMINARY MEETING, OPTIONAL**

The Town shall host a preliminary meeting to foster discussions and answer questions. This shall be an informal forum and participation in the meeting is optional. Interested parties who are unaffiliated with teams or potential joint venture partners may attend and make connections.

The preliminary meeting shall be held:

**2:00 pm, Tuesday, June 18, 2019**

**Town of Bluffton  
Main Conference Room  
20 Bridge Street  
Bluffton, South Carolina 29910**

#### **6. SUBMISSION INSTRUCTIONS**

Sealed proposals shall be received by or prior to:

**2:00 pm, Thursday, July 18, 2019**

The closing date and time shall be scrupulously observed. Packages containing submittals shall be presented as such that they may be easily identified. The outside of the package shall be identified as follows:

**Town of Bluffton**  
**20 Bridge Street**  
**Bluffton, South Carolina 29910**

**RSI # 2019-46**  
**Development of Affordable / Workforce Housing**  
**Attn: Kevin Icard**

Offerors shall submit one (1) hard copy original by the stated deadline. An additional copy saved on a thumb drive is required. Packages shall be delivered by USPS, other carrier or courier, or in person to the Customer Service counter.

## **7. SUBMISSION CONTENT**

- A. Signatory sheet. Form attached.
- B. Firm's Profile – if a Team or JV is proposed, provide details for each prime participating entity
  - Identify primary point of contact for the lead entity, including corporation or business name, address, telephone numbers, email address, and the name of the primary project contact.
  - Describe the roles and responsibilities of partners. Identify known investment and development partners, financial partners or team members, technical partners such as architects, engineers, etc.
  - Briefly describe the respective roles of all team members, including a thumbnail of relevant experience and qualifications.
- C. Firms Experience and Performance (Past and Current) of Comparable Projects
  - Describe the developer's relevant project experience for at least three (3) projects of similar scope and complexity. Include the project name and location, size and scope, including number of units, unit type, and drawings, if available.
  - Describe the structure of the public/private partnerships of these past projects. Include contact name and information of the primary public official who worked with the developer on the project, if a public sector agency was involved, and the roles and responsibilities of the parties.
  - Describe how each of these comparable projects was financed including descriptions of fund sources, amount of debt, and equity. Provide a description of development and financing experience and capacity to leverage or maximize available funding.

### **Attachments**

1. Article 6 – Unified Development Ordinance
2. Town Owned Property Map



# TOWN OF BLUFFTON

SOLICITATION NO: 2019-46  
ISSUED BY: Kevin Icard  
EMAIL: kicard@townofbluffton.com

**SUBMITTAL PACKAGES DUE:**  
**CLOSING DATE:** Thursday, July 18, 2019  
**CLOSING TIME:** 2:00 p.m.

**FAX / E-Mail not accepted**

**PROJECT TITLE & DESCRIPTION: DEVELOPMENT OF AFFORDABLE/WORKFORCE HOUSING**

**ACKNOWLEDGEMENT OF ADDENDA:** This bid is submitted subject to Addenda numbers \_\_\_\_ through \_\_\_\_.

**THIS FORM MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE**

COMPANY NAME:

DATE:

MAILING ADDRESS:

PHONE:

FAX:

CITY:

STATE:

ZIP:

SSN OR FEDERAL TAX NO:

TITLE OF AUTHORIZED REPRESENTATIVE:

E-MAIL:

WEB URL:

AUTHORIZED SIGNATURE:

PRINTED NAME:

By my signature I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, business entity, or person submitting a response to this solicitation for the services to be provided, and is in all respects true, accurate and without collusion or fraud.