



Terry McKee, IS & Procurement Director
901 Broadway, N.E. • Knoxville, TN 37917-6699
865.403.1133 • Fax 865.594.8858
purchasinginfo@kcdc.org
www.kcdc.org

Requests for Proposals

Development of 625 N. Broadway in Knoxville, Tennessee

Due Date: 11:00 a.m. (Eastern Standard Time) on September 3, 2015

Check KCDC's web page for addenda and changes before submitting your proposal.

Pre-Proposal Meeting: 9:00 a.m. on August 18, 2015 in KCDC's Small Conference Room at 901 Broadway.

Proposal Number: Q1607

Deliver Proposals to: Knoxville's Community Development Corporation
Purchasing Division
901 Broadway N.E.
Knoxville, Tennessee 37917

Faxed/Emailed Responses are acceptable: **Yes** **No**

Award Results: KCDC posts both a summary of the proposals received and the award decision to its web page at:

<http://www.kcdc.org/en/DoingBusiness/SolicitationResults.aspx>

KNOXVILLE'S COMMUNITY DEVELOPMENT CORPORATION

General Information for Vendors

1. **BACKGROUND AND INTENT**

- a. Knoxville's Community Development Corporation (KCDC) is the public housing and redevelopment agency for the City of Knoxville and for the County of Knox in Tennessee. KCDC's public housing property portfolio includes seventeen housing properties with approximately 3,500 dwelling units. KCDC also administers approximately 3,700 vouchers through our Section 8 department and has three tax credit properties.
- b. KCDC is requesting proposals from responsible individuals or firms to provide a detailed plan to purchase and develop 625 N. Broadway (Tax ID 094-PD-013) in Knoxville, Tennessee. The subject property lies within the boundaries of the Downtown North/I-275 Corridor Redevelopment and Urban Renewal Plan. The plan shall address the size, scope, and purpose of the proposed development; the purchase price, the investment in and timing of the development, as well as the projected economic impact to the area and the City of Knoxville.
- c. On May 8, 2007, the Council of the City of Knoxville adopted a redevelopment and urban renewal plan for the area (the "Plan"). The Knox County Board of Commissioners also approved the plan on April 16, 2007. The Plan, which includes a project boundary map, is available for review on KCDC's website (www.kcdc.org) and at KCDC's offices at 901 N. Broadway, Knoxville, Tennessee.
- d. Those interested in submitting a proposal should read the Plan in detail. The concepts presented in the Plan, are based on two documents of the Knoxville-Knox County Metropolitan Planning Commission: (1) The I-275/North Central Street Corridor Study, and (2) the Broadway-Central-Emory Place Small Area Plan.
- e. The purposes associated with those documents are to foster:
 - (1) Economic development, particularly on the older, often vacant, industrial properties.
 - (2) Conservation of historic resources, especially the adjacent old North and Fourth & Gill neighborhoods, and the turn-of-the last century resources in the Broadway and Central area.
 - (3) Improved multi-modal transportation, including a new access road along I-275, sidewalks and bicycle facilities.
 - (4) New land use opportunities on underutilized and vacant properties, offering mixed-use development.
 - (5) Enhancement of environmental and recreational systems (that is, the green infrastructure), including a Second Creek greenway.
- f. The Plan's general goals and objectives are:

- (1) To facilitate the redevelopment of the area with mixed land uses, including commercial, light manufacturing, office, cultural and residential uses;
- (2). To protect the unique architectural and historic character of the redevelopment district;
- (3) To provide adequate parking and promote vehicular, bicycle, and pedestrian circulation within the redevelopment district and between the district and surrounding areas;
- (4) To eliminate the conditions of blight and inappropriate land uses existing within the project area. Ensure, to the greatest possible extent, that the causes of blighting conditions are eliminated or protected against;
- (5) To provide participation opportunities, for owner and business tenants in the areas to the overall redevelopment objectives of the Redevelopment Plan; and
- (6) To encourage the development of commercial space.

2. CONTACT POLICY

The vendor may not contact anyone other than the KCDC's Purchasing Division from the issuance of this solicitation until award about matters pertaining to this solicitation. Information obtained from an unauthorized officer, agent, or employee of KCDC will not affect the risks or obligations assumed by the vendor or relieve the vendor from fulfilling any of the conditions of the resulting award for the purpose of this project. Additionally, such contact can disqualify the vendor from participation in the solicitation process.

3. GENERAL INSTRUCTIONS

KCDC no longer inserts "General Instructions to Vendors" in the solicitation document. Instead, these instructions are at www.kcdc.org. Click on "Doing Business With KCDC" where you will find a link to the instructions. By submitting a response to this solicitation, the vendor accepts the responsibility for downloading, reading and abiding by the terms and conditions set forth in KCDC's "General Instructions to Vendors."

4. SUBJECT PROPERTY

- a. The subject property is located on the west side of North Broadway between North Central Street and Tyson Street. The site is improved with a one story building with a full basement constructed in 1925 according to public records. The building has exterior dimensions of 100' x 149.5', thus containing 14,950 SF per floor or 29,900 gross square feet. Subject is improved with a one-story masonry structure with concrete floors and a basement. Metal beams and trusses support a central raised roof.
- b. The tax parcel is known as 094-DP-013 and measures approximately 0.334 acres.
- c. The site is a rectangular shaped tract fronting 100' on the west side of Broadway, and extending a depth of 150'. Site area is estimated at 15,000 SF or 0.344 acres.

- d. The Broadway frontage is level at road grade. Topography slopes down from front to rear, so that the basement level of the building has an at-grade entrance to the alley which extends north-south along the rear of the site. The site is a “zero lot line” site, with the subject building abutting the buildings on the north and south sides. The building covers virtually the entire site, and no on-site parking is available.
- e. The exterior walls are brick with marble trim. The foundation on the basement level is a concrete slab. The floor system for the main or street level is precast concrete planks. Interior walls are primarily a combination of painted brick and concrete block. The roof has clerestory windows typical of early 20th century industrial buildings and has wood decking with a steel post and beam structure. The roof is in poor condition and significant water intrusion has occurred on both levels for an extended period of time.
- f. The main level interior had a partitioned office area near the Broadway entrance but the remainder of the space is open, warehouse type space with essentially unfinished interior and high ceilings. The concrete floor is damaged in some places where equipment once stood. The windows are old, energy inefficient single pane glass in metal casements. Many are broken. An old freight elevator of unknown condition is located along the south wall near the front of the building.
- g. An interior stairwell provides access from the street level to the basement. The basement level is partitioned into several different sections. These include a former apartment area at the front used by a former owner, a “boiler room” at the northwest corner, and a shipping dock area with an overhead door which has at grade access to the alley at the rear of the building.
- h. Electric and plumbing services to the building are disconnected and their operating condition is unknown.
- i. Sanitary Laundry and Dry Cleaning operated on the subject property from 1926 until 1993.
- j. Current zoning is C-3, General Commercial District; however, the 2007 Broadway-Central-Emory Place Small Area Plan recognized the existing C-3 zoning as an “obstacle” and recommends rezoning to C-2, Central Business District, or a similar mixed-use district and an H-1 overlay to create a “Greater Emory Place, including the Central-Broadway intersection”.
- k. The Knoxville-Knox County Metropolitan Planning Commission’s current One Year Plan and Sector Plan recognized mixed use as the preferred development objective.
- l. Known environmental conditions may preclude residential uses. (See below)

5. RECOGNIZED ENVIRONMENTAL CONDITIONS

- a. The subject property has several recognized environmental conditions. The following documents are available at KCDC’s website (www.kcdc.org) or at KCDC’s offices at 901 N. Broadway, Knoxville, TN. A high speed connection is recommended due to the size of the documents.

- (1) A Phase I Environmental Site Assessment, dated July 31, 2013, was conducted under EPA Brownfields Cooperative Agreement No. BF-95443509-1 by the engineering firm of S&ME.
- (2) A Phase II Environmental Site Assessment, dated September 12, 2014, was conducted under EPA Brownfields Cooperative Agreement No. BF-95443509-1 by the engineering firm of S&ME.
- (3) A Limited Asbestos and Lead-Based Paint Survey, dated October 22, 2014, was conducted under EPA Brownfields Cooperative Agreement No. BF-95443509-1 by the engineering firm of S&ME.
- (4) A draft Voluntary Brownfield Agreement is available. A document in substantially the same form would be signed at closing.

6. GENERAL PROPOSAL GUIDELINES

- a. The Plan recognizes that the Broadway-Central corridor is unique and that new development should focus on mixed-uses. Consistent with the Plan, proposals should focus on mixed-uses. Consistent with the Plan, proposals should contemplate commercial and retail businesses to be located on the first floor of the building. The upper floor may be used for professional office space, residential use or other uses that complement the general area.
- b. Proposals should address the preservation of the architectural appearance and historical character of the area.
- c. Proposals should be specific to the use, tenants, timeline, and budget as possible. General statements without specific information will be considered as non-responsive.
- d. Proposals should specifically state the amount to be paid for the property. The minimum accepted amount for the property is \$1,000.00. All proposals must be accompanied by a surety deposit to be considered. All deposits must be in the form of Cashier's Check, Certified-Check or Money Order, made payable to: Knoxville's Community Development Corporation. The deposit must be at least 10% of the stated purchase price. Should the apparent successful proposer fail to complete the sale according to the terms stated herein, the deposit will be retained by the KCDC as liquidated damages. The remaining balance of the sale price shall be due and payable at closing. The deposits of unsuccessful proposers will be returned as soon as possible, normally within five business days of the recommendation of the evaluation committee.

7. PROPOSAL SUBMISSION

- a. All submissions shall comply with the instructions contained herein. These instructions are intended to ensure that submissions contain a degree of uniformity to facilitate evaluation.
- b. Proposals must be on 8 1/2 x 11-inch wide white paper.
- c. A serif font (e.g., Times Roman) should be used with a minimum typeface of 12 points. Pages must be consecutively numbered.
- d. Each section below should be noted within the proposal.

- e. Proposals shall be limited to twenty (20) pages, excluding the Required Forms found below.
- f. Submit one original (so marked) and five copies of your proposal.

8. EVALUTION & SCORING:

Proposals will be evaluated based on five criteria each carrying a different weight. Proposals shall be ordered under the following sections corresponding to the evaluation criteria and solicitation documents:

- a. **Proposer/Development Team (10%)**
Identify the legal structure of the proposer or entity. List any successful projects of similar size and scope to what is being proposed. Identify members of the development team including owners, managers, principals, architects, engineers, and others and what role they will play in the development.
- b. **Proposal (30%)**
Provide an executive summary or brief description of the proposed project. Attach any architectural renderings, drawings, or sketches of the proposed development. Describe the status of obtaining architectural renderings, drawings, or sketches if none are available. Include as much detail as possible.
- c. **Benefits to Community & Meeting Plan Objectives (35%)**
Describe how the proposed project will fulfill the goals and objectives of the Plan and improve the area. Quantify any benefits to the area and City of Knoxville (e.g., property taxes, sales taxes, job creation, improved safety, et cetera).
- d. **Financing (20%)**
Discuss how the proposal will be financed. Include projected sources and uses of funds, projected hard and soft costs, and a project schedule. Attach a letter of interest as evidence of financing. If debt will not be necessary, attach a letter from a bank indicating that sufficient funds are available to finance the projected costs.
- e. **Purchase Price (5%)**
State the purchase price and include a good faith deposit of at least 10% of the stated amount.

When assessing points for each of the criteria, evaluators will utilize an evaluation matrix substantially similar to that identified below. Individual scores will be multiplied by the assigned weights.

Score	Quality	Description	Strengths	Weaknesses	Confidence
90-100	Excellent	The proposal addresses the criteria in question or requirements completely, exhibits outstanding knowledge, creativity, innovation or other factors to justify this rating. Nothing could be added to materially improve the score.	Meets all requirements – numerous strengths in key areas	None	Very High
80-89	Good	The proposal addresses the criteria in question or addresses the requirements in an outstanding manner.	Meets requirements – some strengths in key areas.	Minor – not in key areas	High
70-79	Moderate	The proposal addresses most of the criteria in question.	Meets most requirements – minimal strengths provided in their response	Moderate – Weaknesses do not outweigh strengths	Moderate
60-69	Marginal	The proposal meets some of the criteria requirements.	Meets some of the requirements with some clear strengths	Weaknesses exist in key areas and outweigh strengths	Low
0-59	Unacceptable	The proposal meets a few to none of the criteria.	Meets few to none of the requirements with few or no clear strengths	Significant and numerous	No confidence

Other:

- a. Discussions and/or presentations may be conducted with responsible proposers for purposes of clarification to assure full understanding of and conformance to the requirements contained herein. Any person or entity selected for a presentation will be notified by KCDC should be prepared to meet at the time and date determined by KCDC.
- b. Provided it is in the best interest of KCDC and the City of Knoxville, the person or entity determined to be the most responsive will be selected to begin negotiations for a development agreement. Conveyance of the property shall be by Special Warranty Deed with reversionary language to ensure completion of the development agreement.

c. KCDC reserves the right to reject any and all proposals.

9. QUESTIONS

Submit questions pertaining to this document via email with “Questions about 625 N. Broadway” in the subject line, at least five days prior to the due date to purchasinginfo@KCDC.org.

10. TIMELINE

This timetable is for the information of submitting entities. Project constraints, including interviews with submitting entities, may cause these dates to change. Changes are only upon by written modification from KCDC Purchasing Division.











Availability of Solicitation	August 3, 2015
Pre-Proposal Meeting	August 18, 2015
Proposal Due Date	September 3, 2015
Review	September 28, 2015
Evaluation Committee Recommendation	September 29, 2015
Development Agreement Approved by the KCDC Board	October 30, 2015
Approval by City Council	November 19, 2015
Project Completion	November 30, 2016
Release of Development Liens & Restrictions	December 15, 2016

[This and the previous pages do not need to be returned.](#)

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document A General Response and Cost Section

General Information about the Vendor

<p>Sign Your Name to the Right of the Arrow </p> <p>Your signature indicates that you have read and agree to "KCDC's General Instructions to Vendors" on www.kcdc.org.</p>	
<p>Printed Name and Title </p>	
<p>Company Name </p>	
<p>Street Address </p>	
<p>City/State/Zip </p>	
<p>Contact Person (Please Print Clearly) </p>	
<p>Telephone Number </p>	
<p>Fax Number </p>	
<p>Cell Number </p>	
<p>Vendor's e-mail address (Please Print Clearly) </p>	
<p>Vendor's State of Tennessee Vendor License Number</p>	

Addenda

Addenda are posted at www.kcdc.org. Click on "Doing Business With KCDC" and then on "Open Solicitations" to find addenda. Please check for addenda prior to submitting a proposal.

Acknowledge addenda have been issued by checking below as appropriate:

None <input type="checkbox"/>	Addendum 1 <input type="checkbox"/>	Addendum 2 <input type="checkbox"/>	Addendum 3 <input type="checkbox"/>	Addendum 4 <input type="checkbox"/>	Addendum 5 <input type="checkbox"/>
-------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------	-------------------------------------

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document B Affidavits

Vendor: _____

1. Vendor fully understands the preparation and contents of the attached offer and of all pertinent circumstances respecting such offer;
2. Such offer is genuine and is not a collusive or sham offer;
3. Neither the said vendor nor any of its officers, partners, owners, agents, representatives, employees or parties interest, including this affiant, has in any way colluded conspired, connived or agreed, directly or indirectly, with any other responder, firm, or person to submit a collusive or sham offer in connection with the award or agreement for which the attached offer has been submitted or to refrain from making an offer in connection with such award or agreement, or collusion or communication or conference with any other firm, or, to fix any overhead, profit, or cost element of the offer price or the offer price of any other firm, or to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against KCDC or any person interested in the proposed award or agreement; and
4. The price or prices quoted in the attached offer are fair, proper and not tainted by any collusion, conspiracy, connivance, or unlawful agreement on the part of the firm or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.
5. The vendor is not ineligible for employment on public contracts because of a conviction or guilty plea or a plea of nolo contendere to violations of the Sherman Anti-Trust Act, mail fraud or state criminal violations with an award let by the State of Tennessee or any political subdivision thereof.
6. No commissioner or officer of KCDC or other person whose duty it is to vote for, let out, overlook or in any manner superintend any of the work for KCDC has a direct interest in the responder.
7. No employee, officer or agent of the grantee or subgrantee will participate in selection, or in the award or administration of an award supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the employee, officer or agent, any member of his immediate family, his or her partner, or an organization, which employs, or is about to employ, any of the above, has a financial or other interest in the firm selected for award.
8. The grantee's or sub-grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from vendors, potential vendors, or parties to sub-agreements.
9. By submission of this form, the vendor is certifying that no conflicts of interest exist.

The undersigned hereby acknowledges receipt of the above applicable laws and verifies that the proposal submitted in response to this solicitation is in full compliance with the listed requirements.

Signed by _____	
Printed Name _____	
Title _____	
Subscribed and sworn to before me this date _____	
By (Notary Public) _____	
My Commission Expires on _____	

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document C Description of the Proposer/Development Team

1. Identify the legal structure of the proposer or entity.
2. List any successful projects of similar size and scope to what is being proposed.
3. Identify members of the development team including owners, managers, principals, architects, engineers, and others and what role they will play in the development.
4. Other information.

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document D Description of the Proposed Project

1. Provide an executive summary or brief description of the proposed project.
2. Attach any architectural renderings, drawings, or sketches of the proposed development.
3. Describe the status of obtaining architectural renderings, drawings, or sketches if none are available. Include as much detail as possible.
4. Other information.

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document E Benefits to Community & Meeting Plan Objectives

1. Describe how the proposed project will fulfill the goals and objectives of the Plan and improve the area.
2. Quantify any benefits to the area and City of Knoxville (e.g., property taxes, sales taxes, job creation, improved safety, et cetera).
3. Other information.

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document F Financing

1. Discuss how the proposal will be financed.
2. Include projected sources and uses of funds, projected hard and soft costs, and a project schedule.
3. Attach a letter of interest as evidence of financing.
4. If debt will not be necessary, attach a letter from a bank indicating that sufficient funds are available to finance the projected costs.
5. Other information.

Development of 625 N. Broadway in Knoxville, Tennessee Q1607

Solicitation Document G Purchase Price

1. State the purchase price and include a good faith deposit of at least 10% of the stated amount.