

**COMMUNITY REDEVELOPMENT AUTHORITY
OF THE
CITY OF AUBURN, NEBRASKA**

REQUEST FOR PROPOSALS

For: Northwest Sewer Area Property, Redevelopment Area No. 1, New Southeast Area Property

RFP Phase #12

Applications Available: January 4, 2016

Submission of Applications: Applications will be reviewed and considered as they come in
Final Submission Deadline: 5:00 p.m. on December 30, 2016

Approval of Application: Applications will be acted on at CRA meetings beginning after
January 4, 2016 and at future meetings depending on remaining funds
and CRA action

Introduction

The Community Redevelopment Authority of the City of Auburn, Nebraska, (the "CRA") proposes to have a Phase 12 of economic activity to enhance and support the mission of the CRA.

The CRA will consider funding potential projects by giving either a grant, a loan, or a combination of both (collectively, a "Reimbursement Amount") in a total amount not to exceed \$15,000 per project for projects other than windows and \$20,000 per project for windows. The total amount to be awarded in Phase 12 will be capped at \$200,000. The Reimbursement Amount will be limited to 20% of approved expenditures up to a total of \$15,000 per project for projects other than windows and up to 50% of approved expenditures for window projects up to \$20,000. Loans will be provided at a zero percent interest rate and will be repaid over a period not to exceed ten years. The loan repayments will be made monthly by electronic transfer into a designated CRA bank account. If a loan is approved, a deed of trust and promissory note will be filed in the name of the CRA as a prerequisite to disbursement of loan proceeds. There will be a maximum pay-out by the CRA in the amount of \$45,000 per legal description/address over a five year period. All sources of funding for proposed projects must be made known to the CRA and may influence CRA funding.

The City of Auburn, Nebraska (the "City") approved the Redevelopment Plan (the "TIF Plan") for a certain redevelopment area (the "Redevelopment Area"), described and depicted on Exhibit A-1, A-2, and A-3. The CRA invites proposals from the record owners of property (the "Owner(s)") in the Redevelopment Area to construct certain specific projects (the "Redevelopment Projects") authorized and approved by the TIF Plan. The Owners are eligible to apply for a Reimbursement Amount from the CRA to construct any of the Redevelopment Projects:

- a) **Facade Restoration Projects** - Courthouse Square and Downtown Auburn. Individual projects concentrated on historic preservation or adaptive reuse of non-historic structures to enhance the architectural character of the late 1880's commercial districts.
- b) **Brick Streets Rehabilitation** - Courthouse Square brick streets and Courthouse Avenue street restoration projects to smooth the brick surface to remove potholes.
- c) **Infill of Vacant Parcel** - Replacement of Courthouse Square vacant parcels with new commercial properties.

- d) **Alley Resurfacing** - Commercial areas in the Courthouse Square, downtown and the "J" Street highway corridor alley resurfacing.
- e) **Parking Areas** - Paving of private parking areas in the rear of commercial properties.
- f) **Infrastructure Improvements/Expansions** - Repair/replacement of water and sanitary sewer mains that are either undersized by current standards, or are between 70 and 90 years of age and are composed of materials that are prone to breakage.
 - A. Water mains northeast of the Downtown along 9th Street east of "G" Street and along 11th Street between "B" and "H" Streets that are 4 inches in diameter and range between 50 to 90 years of age.
 - B. East/west water mains south of the Downtown along 13th, 14th, 15th, 17th and 18th Streets; and north/south water mains along "M" Street between 19th and 21st Streets, that are 4 inches in diameter and range in age between 50 to 90 years.
 - C. Expand water reservoir capacity and clearwell capacity. Enhance booster pumps from the reservoir to the higher elevation areas of the City.
- g) **Streets, curb and gutters** - Repair or replace deteriorated streets, curb and gutters.
- h) **Sidewalks** - - Establish sidewalks in areas that currently lack sidewalks and repair/replace sidewalks which are in fair to poor condition.
- i) Encourage the removal of *substantially* dilapidated and substandard structures with the Redevelopment Area, buildings not cost effective to rehabilitate.
- j) Rehabilitate residential, commercial and industrial properties that are cost effective to renovate.
- k) Establish a housing rehabilitation program in targeted neighborhoods of the community where Tax Increment Financing, Community Development Block Grants and local funding could be utilized as incentives for property improvements.
- l) Develop a plan for screening and/or buffering of industrial areas from outside storage of materials from residential and public land uses.
- m) Removal of excessive debris from commercial, industrial and residential properties.

Application Submission Procedure

Applications conforming to the requirements set out below must be received by the CRA by hand delivery, US mail, courier or email no later than the deadline stated in this RFP. All applications must be received on the attached Application form.

The CRA reserves the right to waive irregularities in any and all applications and to reject any or all bids. The CRA may consider informal any bid not prepared and/or not submitted in accordance with the provisions hereof. Any bid may be withdrawn at any time. Any bid received after the time and date specified shall not be considered.

Opening, Evaluation and Contracting

Proposals may be opened by the CRA at any time after submission. All proposals satisfying the requirements of this Request for Proposals will be evaluated to establish which of the Owners best fulfills the needs of the CRA and the TIF Plan.

The CRA will enter into contracts with each Owner that is awarded a Reimbursement Amount to construct the project. This Request for Proposals, however, does not commit the CRA to award a contract, to pay any costs incurred in the preparation of a proposal or to contract for the goods and/or services offered. The CRA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified Owners or to cancel this Request for Proposals, if it is in the best interests of the CRA to do so. The decision of the CRA shall be final. After the selection of an Owner, the CRA and Owner will create a schedule to better define, elaborate upon and fix the Owner's exact and final scope of Work (the "Final Scope"). While the Owner should assume work begins immediately upon notification that they have been selected, the Final Scope will be defined by editing, redlining or adding superseding documents or drawings to the Project set forth in the Owner's application. The Owner shall construct the project according to the Final Scope.

Form of Contract

Enclosed with this Request for Proposal is a sample copy of the CRA's typical form of contract. The CRA expects to enter into a contract with the successful Owner(s) on the basis of this form of contract. The submission of a proposal implies a general acceptance on the part of the Owner(s) of the terms of this form of contract, subject to revisions required pursuant to the Final Scope.

Project Completion

The Redevelopment Projects are to be completed within six months of time after the award of the Reimbursement Amount, unless otherwise agreed by the CRA and the applicant.

Proposal Contents

Proposals should include the Owner's description of the work that would be performed and the following information:

- Bids or estimates for cost of construction.
- Evidence of Owner's financial ability to privately fund the costs of the Redevelopment Project that exceed the total amount of any Reimbursement Amount.
- A schedule for the work, including the range of start dates to which the Owner is prepared to commit and anticipated completion dates.
- Proof of insurance.
- Completed Application.

Each Owner shall use the Application attached to prepare their bid. If the applicant is submitting a window project in addition to other project work they need to submit the window project on a separate application. No other bid forms or formats will be accepted. All applicable blank spaces must be filled in.

Schedule

The Contractor's schedule of work must fit within the following estimated project schedule.

January 4, 2016
December 30, 2016
Following Award:
Within 6 Months:

RFP issued
Final date application are due
Construction may commence immediately
Construction complete

Applications will be acted on at CRA meetings beginning after January 4, 2016 and at future meetings depending on remaining funds and CRA action. Final date of Applications for Phase 12 will be December 30th as already noted.

Insurance

Insurance requirements are specified in the Sample Contract provided as part of the RFP materials.

**CITY OF AUBURN, NEBRASKA
COMMUNITY REDEVELOPMENT AUTHORITY**

APPLICATION FOR GRANT/LOAN TO CONSTRUCT A REDEVELOPMENT PROJECT

For: Northwest Sewer Area Property, Redevelopment Area No. 1, New Southeast Area Property

RFP Phase #12

Brief Description of Approved Tax Increment Financing Plan and Reimbursement Process:

The CRA invites the record owners of the property (the "Owner(s)") in the Redevelopment Area to construct one or more Redevelopment Projects and to have certain costs reimbursed by the CRA. Eligible Redevelopment Projects are described on Exhibit A.

1. General Information:

Owner of Property (Name Appearing on Deed): _____

Business Name: _____

Address: _____

Telephone No: () _____ Fax: () _____ Email: _____

Cell Phone No. _____

Contact Person: _____

Business Form: Corporation _____ Partnership _____ LLP/LLC _____ Other _____

State of Incorporation or Organization: _____

Years in Business: _____ Years an Auburn Business: _____

Applicant must submit and attach estimates, site plans, engineering or architectural drawings for review and consideration.

2. Brief Description of Business:

3. Proposed Project Site:

a. Location: _____

b. Present Ownership: _____

c. Zoning: _____

d. Rezoning Required: _____

e. Will property be subdivided? _____ If so, please attach a layout of planned subdivision.

f. Will variances of the Zoning Ordinance be requested? _____ If so, please list.

4. Estimated Project Costs:

- a. Land Acquisition: _____
- b. Site Development: _____
- c. Building Cost: _____
- d. Demolition Cost: _____
- e. Equipment: _____
- f. Architectural/Engineering Fees: _____
- g. Legal Fees: _____
- h. Financing Costs: _____
- i. Broker Costs: _____
- j. Contingencies: _____
- k. Other (Please Specify): _____
- Total: _____

5. Description of Proposed Project:

(Building Square Footage, Size of Property, Description of Buildings, Materials, Etc.)

6. Estimated Costs Eligible For Tax Increment Financing Reimbursement:

- a. Land Acquisition: _____
- b. Utilities _____
- c. Site Work/Architectural Engineering Fees _____
- d. Site Work _____
- e. Legal Fees _____
- f. Parking Lot/Landscaping _____
- g. Other (see appendix; please specify) _____
- Total: _____

7. Sources of Financing:

- a. Equity: _____
- b. Bank Loan: _____
- c. TIF Reimbursement: _____
- d. Grant (Example: DTR): _____
- e. Other (please specify): _____
- Total: _____

8. Professional Services of Applicant:

Architectural Firm/Contact: _____

Address: _____

Telephone No.: () _____ Fax No.: _____ E-mail: _____

Engineering Firm/Contact: _____

Address: _____

Telephone No.: () _____ Fax No.: _____ E-mail: _____

General Contractor/Contact: _____

Address: _____

Telephone No.: () _____ Fax No.: _____ E-mail: _____

Attorney Firm/Contact: _____

Address: _____

Telephone No.: () _____ Fax No.: _____ E-mail: _____

Accounting Firm/Contact: _____

Address: _____

Telephone No.: () _____ Fax No.: _____ E-mail: _____

9. Project Construction Schedule:

a. Construction Start Date: _____

b. Construction Completion Date: _____

10. Statement of Necessity for the Use of Tax Increment Financing Reimbursement for the Project:

a. Benefit or Service of the Project to the Community:

b. Description of Need for TIF Assistance:

*Required Information

11. Additional Information:

In addition to the foregoing, information such as environmental studies, marketing studies, and/or business plans may be requested by the CRA prior to considering any application.

12. Certification by Applicant:

The Applicant hereby certifies that all information contained above and in the exhibits attached hereto is true and correct to the best of his or her knowledge and belief and is being submitted for the purpose of obtaining financial assistance from the CRA. It is also understood that the costs incurred by the CRA for outside professional review or expertise of this application or any tax increment assistance ultimately provided by the CRA to the Applicant may be the responsibility of the Applicant.

Applicant: _____

By: _____

Date: _____

Return Application to:

City of Auburn
COMMUNITY REDEVELOPMENT AUTHORITY
1101 "J" Street
Auburn, N 68305

Phone Number: 402-274-3420

DISCLAIMER: This is not an offer to contract by the CRA. The CRA reserves the right to accept or reject all Applications in accordance with the TIF Act. Nothing in this Application creates a binding obligation on the CRA. The terms of any contract to be executed between the CRA and any successful applicant shall govern the use of TIF revenues for any project that is approved by the CRA.

Exhibit A

Reimbursements may fund construction of any of the following Redevelopment Projects, among others:

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