



REQUEST FOR PROPOSALS

Single Family Homes for Sale for the Resale to Qualified Homeowners in Dakota County

SUMMARY/INTRODUCTION

In 2020 the Dakota County Community Development Agency (CDA), as Sole Member of the DCCDA Section 18 LLC through the U.S. Department of Housing and Urban Development (HUD) converted 120 scattered site public housing units to Section 18 assistance program. The Section 18 program allows the CDA to sell homes to prospective resident purchasers or non-profit agencies for resale to low/moderate buyers. The homes must be sold at Fair Market Value to maintain the housing value within the community of other homes

The CDA seeks a non-profit agency (Agency) to purchase the homes for resale to income qualified buyers. A list of the homes along with the appraised market value is listed in Attachment A.

GENERAL INFORMATION AND REQUIREMENTS

RFP Released	January 4, 2021
RFP Responses Due	February 5, 2021; 3:00 p.m.
CDA Board of Commissioners Holds Public Hearing to Consider Sale of Property	March 15, 2021 or TBD
Execute Purchase Agreement	TBD
Completion of Project	Within one (1) year of closing

The CDA reserves the right to change the timeline to ensure the RFP process is successful.

Property History

The homes being offered were previously public housing properties that have been held by the Dakota County CDA for the past thirty plus years. All properties have been maintained and updated and are being sold for fair market value.

Project Planning Assistance

The CDA will provide information as available to facilitate cost estimations, including appraised market value. The selected Agency(ies) is/are responsible for ordering any additional tests and updates required to meet their guidelines to resell the properties to low/moderate income end buyers.

Successful respondents must offer to pay a minimum of appraised market value for each property to be acquired. Within 30 days following award, the Agency will execute a Purchase Agreement ("Purchase Agreement") with the CDA that will include, but not be limited to, the program requirements stated below.

1. **Due Diligence Period.** The Purchase Agreement will establish a due diligence period not to exceed three (3) months after the date of execution of the Purchase Agreement. The Agency will be

responsible for obtaining all required approvals and completion of all property due diligence and investigation within this three-month period.

2. **Conveyance of Property.** The conveyance of each property to the Agency will not occur until the Agency has demonstrated readiness to proceed and complete the project in a timely manner (i.e. have financing in place and qualified buyers).
3. **Project Timeline.** The Purchase Agreement will establish a timeline for the timely completion of the sale of each home.
4. **Reversion Clause.** The Purchase Agreement will contain a reversionary clause allowing the CDA Section 18 LLC to re-purchase the property if resale to qualified buyer does not occur according to the schedule set forth in the Purchase Agreement.
5. **Escrow.** An escrow deposit will be required at the time the Purchase Agreement is executed.

CRITERIA

Responses received will be subject to a two-part review process.

Part 1: Mandatory Requirements

A Respondent must meet minimum criteria in order to have their proposals considered. A majority of these criteria are addressed in Part 1 of the RFP Application. At a minimum, Respondents must:

1. Demonstrate experience: A minimum of 5 years' experience doing projects of similar scope and size to those proposed.
2. Demonstrate capability to complete the project: The Respondent must demonstrate that during a 5-year period it has successfully completed projects of similar scope and size to those proposed, in similar markets. Include experience with purchasing homes and reselling them to income qualified households and demonstrate how income eligibility is certified.
3. Demonstrate credit worthiness: For each project applied for, the Respondent must demonstrate that it has the ability to secure funding for the project.
4. Be willing to pay a minimum of appraised market value for each property proposed to be acquired.

If a Respondent proposes acquisition of multiple properties, CDA staff reviewing the proposals will determine whether the Respondent has the experience, capability, and creditworthiness to successfully complete all, some, or none of the proposed acquisitions. Only the acquisitions that staff determines can be successfully completed will be scored.

Part 2: Additional Scoring Criteria

The CDA's preference is to select one Agency to complete all eight homes. The CDA may also consider applications from Agencies on a per property basis. When multiple proposals exist for a property, the following factors will be considered:

- Demonstrated experience and capacity to feasibly sell multiple homes (up to 8).
- Demonstrated experience and capability to successfully income qualify households

SELECTION CRITERIA

	Maximum Points
Prior Agency experience of similar project	60
Willingness and ability to acquire and resell all eight properties	10
Points Subtotal	70
80% median or less; however, additional points awarded if home can be sold to lower income families under 60% of median income (maximum of 10 points)	1 point for each 1%
Total Possible Maximum Points	80

APPLICATION PROCEDURE

Applications are due by 3:00 pm on February 5, 2021

Email application materials to Lori Zierden at lzierden@dakotacda.org

LATE PROPOSALS WILL NOT BE ACCEPTED

Questions about the RFP must be submitted in writing to Lori Zierden at lzierden@dakotacda.org.

SUBMITTAL REQUIREMENTS AND CHECKLIST

Each Respondent shall submit one (1) unbound copy of the following documents on 8.5 x 11-inch format.

Respondents must adhere to the submission requirements. Failure to comply with the instructions of this RFP will be cause for rejection of the proposal. The CDA reserves the right to seek additional information to clarify responses to this RFP and to reject any or all submittals it deems nonresponsive. Accepting any proposal(s) is at the sole discretion of the Dakota County CDA Board of Commissioners.

Each response must include the following:

- Cover sheet (Attachment A)
- Agency Application. Provide one Business Application per proposal. (Attachment B)
 - Resumes of the development team
 - Documentation supporting financial feasibility
 - Disclosure Affidavit (Attachment C)

ATTACHMENT A: COVERSHEET

Single Family Lots for Sale Request for Proposal

Dakota County Community Development Agency
Applications are due by 3:00 pm on January 29, 2021

For each property included in your application proposal, provide the information below

Property Address	Offer Amount	Order of Acquisition (for multiple properties, which will be acquired 1 st , etc.)	Appraised Market Value
195 Kathleen Drive West St. Paul	\$		Should be available by 1/8
15442 Drexel Way Apple Valley	\$		Should be available by 1/8
3551 69 th Street Inver Grove Heights	\$		Should be available by 1/8
1921 Walnut Street Hastings	\$		Should be available by 1/8
157 E Butler Street West St. Paul	\$		Should be available by 1/22
3650 77 th Street Inver Grove Heights	\$		Should be available by 1/22
2262 Apache Street Mendota Heights	\$		Should be available by 1/22
14201 Diamond Path Court Apple Valley	\$		Should be available by 1/22

ATTACHMENT B: BUSINESS APPLICATION

PART 1

Complete and submit this application

1. Business/Developer Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Federal Tax ID Number: _____ Email address: _____

2. List individuals having an interest of ten percent (10%) or more in the business:

Name	Title	Description of Interest	Percentage of Interest

3. The business was established on _____, organized or operating under
Date
 the laws of the state of _____, as:

- A corporation
 A limited liability company
 A non-profit or charitable institution or corporation
 A partnership known as a business association
 A joint venture known as _____.

4. Number of years in business: _____

5. List the members of the development team and consultants. Insert additional pages as necessary (attach resumes of all members of the development team).

Name	Title	Firm	Role

6. On separate page please provide the following information (limit to 4 pages or less):
- a. Brief description of the Respondent's experience in selling homes to low/mod families.
 - b. Please list similar projects in similar markets wherein the Respondent has completed transactions similar to this project within the last five years.
 - c. Attach evidence of financing feasibility and/or how much financial assistance is needed from the CDA.
 - d. Additional Comments.

The information contained herein is true and correct to the best of my/our knowledge and belief.

Signature	Title	Date
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Signature	Title	Date
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ATTACHMENT C: DISCLOSURE AFFIDAVIT

1. PRINCIPAL INFORMATION

This affidavit must be completed by an authorized person or persons on behalf of the business or non-profit entity (“Business”) submitting the proposal.

If the Business is a for-profit, investors, officers, and principal members having an interest of ten (10%) or more of the corporation must submit individual copies of this affidavit. If the Business is non-profit, the executive director must provide an individual submission.

Business Name
Business Address

Individual Name
Phone Number
Email Address
Home Address

2. PRINCIPAL DISCLOSURES

Check the boxes below regarding each individual and/or business listed above. For each item listed below and answer in the affirmative, please provide a full explanation including, as appropriate, (1) date, (2) charge or claim, (3) place, (4) court and case number, (5) current status of case, and (6) outcome of case. Attach documentation as necessary.

- | Yes | No | |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Business/Individual is a party in a pending lawsuit. |
| <input type="checkbox"/> | <input type="checkbox"/> | Business/Individual is the subject of a judgment or has a conviction or pending case for criminal or civil fraud or bribery or felony within the past ten (10) years. |
| <input type="checkbox"/> | <input type="checkbox"/> | Business/Individual has been a debtor in a bankruptcy proceeding, either voluntary or involuntary, within the past 10 years. |
| <input type="checkbox"/> | <input type="checkbox"/> | Business/Individual has unpaid delinquent taxes, municipal liens, and/or outstanding civil money judgments. |
| <input type="checkbox"/> | <input type="checkbox"/> | Business/Individual has been declared in default of a loan or failed to complete a development project. |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Business in good standing with the Minnesota Office of the Secretary of State? |
| <input type="checkbox"/> | <input type="checkbox"/> | Is the Business/Individual subject to any defaults, liens, or judgments? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the Business/Individual failed to complete or currently in violation of a development agreement or other agreement involving the City of South Saint Paul or another city in Dakota County? |
| <input type="checkbox"/> | <input type="checkbox"/> | Has the Business/Individual previously been involved in a lawsuit with the City of South Saint Paul or any other city in Dakota County? |

Statement of Non-Collusion

The individual signing this affidavit, on his/her own behalf or on the Business’s behalf, as applicable, swears or affirms that:

1. He or she is fully informed respecting the preparation and contents of the subject proposal.
2. The proposal is genuine and is not a collusive or sham offer, nor does the Business/Individual, as applicable, intend to hold said property as a “speculative” investment.
3. The price or prices quoted in this offer are fair and proper and this Business/Individual or any of its officers, partners, agents, representatives, owners, or employees, as applicable, has not in any manner sought to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the CDA, or any person interested in the Proposed contract and/or redevelopment.

I swear or affirm, on my own behalf or on the Business’s behalf, as applicable, that the information contained in this Disclosure Affidavit is true and correct to the best of my/our knowledge and belief. I further acknowledge that the statements made in this Disclosure Affidavit are material and will be relied upon by the Dakota County Community Development Agency in determining what action to take on this proposal.

 Signature Title Date

STATE OF MINNESOTA}

SS

COUNTY OF DAKOTA}

The forgoing instrument was acknowledged before me this ___ day of _____, _____ by _____ (individually) on behalf of _____ (company name).

By _____
Notary Public

ATTACHMENT D: PROJECT APPLICATION

PART 2

Property Address(es):

Developer:

1. Proposed project description: Who/how will you sell the homes to low/moderate income families?

2. Describe innovative use of financial assistance and how much or what type of financial assistance will be needed from the CDA.

3. Provide the justification for expected sales prices to end buyers. Attach supporting material as needed.

4. Project commencement schedule:

6 months or less

12 months or less

State typical resell timeline per home: _____ months.

5. Additional Comments:

The information contained herein is true and correct to the best of my/our knowledge and belief.

Signature

Title

Date

Signature

Title

Date