



EXPRESSION OF INTEREST

CLRA Project – 2nd Avenue and 30th Street -2021-02

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SECTION ONE: GENERAL INFORMATION

- 1. PURPOSE:** The City of Charleston Purchasing Office is soliciting Expression(s) of Interest (“EOI” or “Proposals”) on behalf of the Charleston Land Reuse Agency (“CLRA” or “Agency”), from qualified developers to provide a development plan as defined herein.
- 2. PROJECT:** The mission or purpose of the project for which proposals are being solicited is to provide a proposal which addresses the redevelopment or re-use of the vacant lot at the corner of 2nd Avenue and 30th Street, Charleston, WV 25387 that fits the needs and desires of the public as further defined herein (“Project”).
- 3. SCHEDULE OF EVENTS:**

| | |
|--|-------------------|
| Release of the EOI | January 25, 2021 |
| Written Questions Submission Deadline | February 15, 2021 |
| Addendum Issued | March 1, 2021 |
| Expressions of Interest Opening Date | March 15, 2021 |
| Evaluation Committee to Release Developer Short-list | March 25, 2021 |
| Estimated Short-list Interview Date | March 29-31, 2021 |
| Price Negotiations Commence with Highest-scoring Developer | April 5, 2021 |



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SECTION TWO: INSTRUCTIONS TO DEVELOPERS SUBMITTING PROPOSALS

1. All proposals must be submitted in electronic format as a PDF file readable with Adobe Acrobat software.
2. All questions and submissions must be transmitted according to established deadlines to Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.



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SECTION THREE: PROJECT SPECIFICATIONS

- 1. Background:** The Charleston Land Reuse Agency is seeking interest with a willing developer who will take ownership in the redevelopment or re-use of the vacant lot at the corner of 2nd Avenue and 30th Street that fits within the needs and desires of the public in a way that benefits the community, as expressed in the input received by the CLRA through a public idea board and online survey in December 2020.

The community has expressed an interest in putting this vacant lot back into productive use as a single-family home, community garden, or park/playground.

The CLRA is interested in seeing the property returned to productive use. Submissions will be scored based on how the proposal matches with the community input received. A commitment to performing any construction in compliance with all applicable health and safety codes is essential for all proposals. Of course, no project could implement all of the ideas received from community input.

- 2. Project and Goals:** The project goals and objectives are listed below. Developers should discuss any anticipated concepts and proposed methods of approach for achieving each of the listed goals and objectives:

- 2.1. Goal/Objective 1:** Evaluate for the purpose of entering into a contract for the redevelopment of the vacant lot located at the corner of 2nd Avenue and 30th Street, Charleston, West Virginia.

Specifically, the proposals will receive preference in scoring based on the following community preferences for the final use of the building:

| Proposed Use | Score |
|--------------------|-------|
| Single Family Home | 30 |
| Community Garden | 10 |
| Park/Playground | 10 |



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In addition, the CLRA has a strong interest in a proposal that would ultimately see the CLRA deed ownership to another person or entity. Therefore, proposals will receive preference in scoring based on the following ultimate ownership status:

| Proposed Ultimate Owner of Property | Score |
|---|--------------|
| Individual for an owner-occupied home | 30 |
| Individual or entity that will manage the property but not reside on it | 25 |
| CLRA | 5 |

2.2. Goal/Objective 2: The CLRA will consider the completeness of the application, whether the proposer has identified funding sources to implement the proposal, any experience that the developers submitting the proposal have with similar projects, organizational capacity to achieve the proposal, willingness to partner with other community organizations, a commitment to using local labor for the work on the property, and whether the proposal is consistent with the City of Charleston's Comprehensive Plan and applicable zoning/development rules.

3. **Qualifications, Experience, and Past Performance:** Developers should provide descriptions of past projects completed entailing the location of the project, project manager name and contact information, type of project, and the project goals and objectives and how they were met. If the proposal is being made by a non-professional developer, information regarding financial ability to complete the proposed development and the ability to secure professional services for site development, construction, etc. is necessary.

4. **Oral Presentations/Interviews:** The CLRA will conduct individual interviews with the three developers that are determined to be qualified to provide the required development plan. During oral presentations/interviews, developers may not alter or add to their submitted proposal, but only clarify information already submitted. A description of the materials and information to be presented is provided below:

4.1. Materials and Information Required at Oral Presentation/Interviews:

Selected developers should be prepared to conduct an approximately thirty-minute interview question-and-answer session, with allowance to the developer for the first quarter hour to make a presentation of any type they deem suitable to demonstrate



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their abilities, knowledge of the subject matter and qualifications. Questions can be based on any aspect of the project or submitted proposals.



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SECTION FOUR: DEVELOPER PROPOSAL, EVALUATION, & AWARD

1. **Economy of Preparation:** Proposals should be prepared simply and economically, providing a straight-forward, concise description of the developer’s abilities to satisfy the requirements and goals and objectives described in this document. Emphasis should be placed on completeness and clarity of content. The response sections should be labeled for ease of evaluation. Among other response items developers may wish to include in their proposals, developers should include a listing of their assumptions and/or contingencies regarding how they would proceed with the contract (i.e., listing anticipated partnerships, means of obtaining funding, anticipated project timeline, and total project investment in U.S. dollars).
2. **PROPOSALS MUST NOT CONTAIN PRICE INFORMATION: Real property purchase price discussions will occur only after ascertaining the highest-scoring developer.**
3. **Evaluation and Award Process:**
 - 3.1. **Selection Committee Evaluation and Negotiation:** A committee comprised of three to five representatives of CLRA will:
 - 3.1.1. evaluate the statements of qualifications and performance data and other material submitted by the interested developers and select three developers which in their opinion are the best to perform the desired proposal.
 - 3.1.2. conduct interviews with each of the three developers selected;
 - 3.1.3. rank the three selected developers in order of preference; and
 - 3.1.4. commence negotiations with the highest scoring qualified developer that best demonstrates the objectives of the community as well as the CLRA Board of Directors.

If negotiations are successful, the contract documents will be considered for approval by the CLRA Board of Directors.



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Should the CLRA be unable to negotiate a satisfactory contract with the developer considered to be the highest scoring qualified choice, the agency will then commence negotiations with the second highest scoring developer that best demonstrates the objectives of the community as well as the CLRA Board of Directors, and so on, until an agreement is reached or the solicitation is cancelled.

3.2. **Three Developer Evaluation Rankings:** The CLRA will evaluate the developers on the evaluation criteria defined in the Procurement Specifications section and based on a 100-point total score. Points shall be assigned based upon the Developer’s response to the evaluation criteria as follows:

- | | |
|--|--------------------|
| • Proposed Use Based on Community Input | 30 Points Possible |
| • Proposed Ultimate Owner | 30 Points Possible |
| • Qualifications, Experience, Past Performance/ Oral Interview | 40 Points Possible |
| | Total 100 |