



REQUEST FOR EXPRESSIONS OF INTEREST

602 Thompson Street
&
1548 Lewis Street

Issued: January 6, 2021

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SECTION ONE: GENERAL INFORMATION

1.1. Purpose

The City of Charleston’s Purchasing Office is soliciting Expressions of Interest (“EOI”) on behalf of the Charleston Land Reuse Agency (“CLRA”) from qualified developers to provide a development plan for the subject properties.

1.2. Background

The CLRA is seeking interest from a developer who will redevelop or re-use vacant lots at **602 Thompson Street and 1548 Lewis Street** in a manner that fits within the needs and desires of the public, as expressed in the input received by the CLRA through a public idea board and online survey in June 2021.

The community has expressed an interest in putting these vacant lots back into productive use as housing, community garden, or park/playground.

Submissions will be scored based on how the proposal matches with the community input received. Of course, no project could implement all of the ideas received from community input.

A commitment to performing any construction in compliance with all applicable health and safety codes is essential for all proposals. The subject property is made up of two lots that are zoned R-6: Medium Density Residential and are legal, non-conforming, preexisting lots that may require zoning variance approval for redevelopment as housing for setbacks and other zoning provisions. Redevelopment for housing could take three basic forms: merger of the two lots into one with development of a single family home, one single family home developed on each of the two lots, or merger of the two lots into one with development of a duplex dwelling.

SECTION TWO: INSTRUCTIONS TO DEVELOPERS SUBMITTING PROPOSALS

2.1. The Proposal

Proposals should be prepared simply and economically, providing straightforward, concise descriptions of the firm’s capabilities to satisfy the City’s service needs. Emphasis should be placed on completeness and clarity of content.

Ownership of all data, materials, and documentation originated and prepared for the City pursuant to this solicitation will belong to the City and are subject to the West Virginia Freedom of Information Act, unless the content is proprietary in nature such that it is

excluded from production. All pages or sections of submitted documents considered by the firm to be proprietary in nature should be clearly labeled.

2.2. Questions About the Solicitation

All questions must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

2.3. Submission of Proposal

All proposals must be submitted in electronic format as a PDF file readable with Adobe Acrobat software.

Proposals must be transmitted according to established deadlines to Ms. Jamie Bowles, Purchasing Director, by emailing Jamie.Bowles@cityofcharleston.org.

2.4. Qualifications, Experience, and Past Performance

Developers should provide information regarding its employees, such as staff qualifications and experience in completing similar services; copies or descriptions of any staff certifications or degrees applicable to this solicitation; descriptions of past services completed, including the location of the client, project manager name and contact information, and type of services provided.

SECTION THREE: PROPOSAL EVALUATION & SHORTLIST

3.1. Evaluation Committee

All proposals will be reviewed by an Evaluation Committee, which will consider the statements of qualifications and performance data and other material submitted by the interested developers. The Evaluation Committee will select no more than 3 developers that, in the committee's opinion, are the best qualified to redevelop the properties.

The shortlisted developers will be invited to participate in interviews.

3.2. Shortlisted Firm Evaluation

The CLRA will evaluate the developers that have been determined most qualified and able to perform the desired services. The evaluation criteria are based on a 100-point total score:

Evaluation Criteria

Experience & Qualifications..... 25 pts

- Professional competence
- References
- Experience with comparable developments

Proposed Use 30 pts

- Two single family homes or duplex dwellings (30 pts)
- One single family home (20 pts)
- Park/playground or community garden (15 pts)

Proposed Ultimate Owner of the Properties 30 pts

- Individual owner-occupied home (30 pts)
- Individual or entity owned but not occupied (managed property) (25 pts)
- CLRA-owned (5)

Implementation Services.....15 pts

- Developer’s suggested project timeline
- Current workload and ability to complete work

SECTION FOUR: SCHEDULE OF EVENTS

Release of the EOI.....1/6/22

Written Questions Submission Deadline.....2/3/22, 4:00 PM (EST)

Addendum Issued2/7/22

Expressions of Interest Due Date.....**2/14/22, 4:00 PM (EST)**

Evaluation Committee to Release Developer Shortlist2/18/22

Estimated Date for Interviews of Shortlisted Developers.....week of 2/28/22

NOTE: The schedule is subject to change. Please visit the following City website for updates:
<https://charlestonwv.gov/bids-purchasing/current-bids>