

# **REQUEST FOR PROPOSALS**

## **WORKFORCE HOUSING OPPORTUNITY**

Yankton Thrive (Thrive), Yankton, SD is soliciting qualified design/construction groups (Development Group) through a Request for Proposals (RFP) process. The RFP process is designed to encourage affordable proposals for multi-family workforce housing consistent with the goals of Yankton Thrive.

### **I) OVERVIEW**

Yankton Thrive hereby requests proposals for multi-family workforce housing. Thrive is acquiring property for the development of multi-family housing. Thrive, in partnership with the City of Yankton, is developing Gehl Drive which will become a connection between Whiting Drive and East 8<sup>th</sup> Street. Thrive and the preferred Development Group will enter into a Development Agreement to include, but not limited to land transfer, development concept, easements, rights-of-way, etc.

### **II) PROJECT LOCATION**

The workforce housing opportunity site consists of 2 parcels (Lot 16 is 3.81 acres and Lot 17 is 2.15 acres) of B-2 Business zoned property located in the southeast quadrant area of Yankton along Whiting Drive. The land is in the process of being transferred to Yankton Thrive. There is no assigned address at this point.

Industrial property owned by Manitou Group will border the project location to the south. Single family housing is located to the west and adjacent to the parcels. The entire development area is located in a tax increment district.

### **III) VISION FOR NEIGHBORHOOD**

Yankton Thrive is interested in selling property to a Development Group for the successful design, construction, and creation of multi-family housing. It is our vision to provide workforce housing units in B-2 Highway zoned properties emphasizing design, functionality, density, and compatibility with existing neighborhood while maintaining rental prices consistent with the needs of the Yankton workforce. Affordable workforce housing is defined as families paying less than 30% of their gross income for housing (principal, interest, taxes, insurance and utilities). Utilization of energy efficient programs, materials, equipment and fixtures should be considered.

### **IV) SUBMITTAL REQUIREMENTS**

- A. Cover letter.
- B. Project Group. The Development Group (e.g. architects, engineers, legal representatives, real estate brokers/marketing representatives, and contractor) should describe the role of each group member and the project organization in a narrative format. Identify the person or persons with the authority to represent and make legally binding commitments on behalf of the Development Group. Identify the contractual relationship among multiple parties in the proposal, if applicable.

- C. Project Concept. Development Groups shall thoroughly describe the conceptual design for the project. Please note that up to two concepts per lot can be submitted for consideration. If submitting more than one concept, each concept shall be submitted as a separate response to the RFP and must address criteria as if only one response was submitted.
- i. Project Summary. Provide important project data, such as square footage of individual residential units, number of residential units (broken down by unit type/size, number of bedrooms, and affordability levels), number of parking stalls, building height, etc.
  - ii. Site Plan. Include a conceptual site plan and building elevations of the units. Identify public streets, setbacks, pedestrian entrances, garages and or parking areas, and location of water and sanitary sewer service connections to the public infrastructure. It is incumbent upon the Development Group to demonstrate the benefits of its individual project. The developments will utilize existing easements for access to sewer infrastructure being installed in Gehl Drive.
  - iii. Floor Plans. Provide rough floor plans for the proposed project showing the arrangement of various uses and functions, including parking and pedestrian circulation.
  - iv. Elevation Sketches if available. Include elevation drawings showing the architectural treatment of key elevations at a conceptual level of detail, heights of key building elements, and the arrangement of ground floor frontage treatments.
- D. Financial Capacity (Pro Forma). Under a separate cover, proposers shall submit a pro forma analysis, identifying anticipated construction costs and other relevant information. The pro forma will be treated and reviewed confidentially. Submit a complete pro forma, which includes the following components:
- i. Thrive anticipates that based upon the overall scope of the project, the land cost to the developer will be \$0.00. Moreover, contingent upon accessing either public or private funding programs, Thrive may offer the developer additional incentives. With regard to Lot 17, the Development Group will not be responsible for any costs relative to the construction of Gehl Drive.
  - ii. Identify anticipated project lenders and proposed financing mechanisms. Please note previous experience with these lenders and financing strategies. Financing assumptions, including sources, estimated amount to be financed, interest rate, if applicable, and loan costs should be included.
  - iii. Utilization of the discretionary tax formula will not be available because Lots 16 and 17 are located within a tax increment district.
- E. Estimated Project Schedule. Proposers shall provide a project development schedule through completion that contains time and performance benchmarks. Include all predevelopment activities, and any plans for phased development. The Project Schedule shall address all phases of the project including acquisition, zoning, design, construction and marketing.
- F. References. Please provide at least three (3) relevant projects the Development Group has completed and primary points of contact for each project.

**V) PRE-SUBMITTAL INFORMATION**

Development Groups can submit questions or requests for additional information to Yankton Thrive. A response to all questions will be issued within 5 business days. Questions or requests can be directed to Nancy Wenande, Yankton Thrive CEO, at 605-665-3636 x 202 or [nancy@yanktonsd.com](mailto:nancy@yanktonsd.com).

**VI) SUBMITTAL DEADLINE**

Proposals should be submitted no later than 5:00 p.m., Central Standard Time on Friday, January 31<sup>st</sup> to be considered in the first round of reviews. Proposals submitted after that date will also be accepted and reviewed until a project has been selected for each parcel. Please submit one electronic PDF copy of your proposal, which should contain the information listed in the Submittal Requirements.

Send your submittal to Nancy Wenande, Yankton Thrive CEO, at [nancy@yanktonsd.com](mailto:nancy@yanktonsd.com).

Submittal should be flagged with an email read receipt and/or followed up with a telephone call to Nancy Wenande at (605) 665-3636 x202 to verify receipt of email submittals.

**VII) EVALUATION CRITERIA**

Submittals will be evaluated based upon the following criteria:

- A. The development concept for the Site that meets Thrive’s goals.
- B. Experience of the Development Group in the successful construction of multi-family workforce housing.
- C. Economic feasibility of the project, demonstrated ability to finance similar development projects and financial capability of the Development Group.
- D. Relation between number of workforce residential units provided and rental cost.
- E. Project schedule in terms of number of months to complete from start to finish including any pre-construction approval processes.

**VIII) SELECTION COMMITTEE**

Thrive will use a selection committee to conduct the selection process. Thrive is the sole and final decision-maker regarding this selection.

During the selection phase of the process, members of the selection committee may contact references and industry sources, investigate previous projects and current commitments, interview some or all of the development group members, and take any other information into account in their evaluation of the responses. Thrive may request clarification or additional information from respondents and to request respondents make presentations to the selection committee.

Thrive, pending approval from the Board of Directors, will execute a Development Agreement with the preferred developer. Prior to finalizing the Development Agreement, Thrive and Developer will discuss all issues relevant to the project. This would include the development schedule, project financing – including construction and permanent design elements, and marketing of the project.

Selected Development Group will be responsible for obtaining all required approvals for their project. This RFP and the selection process shall in no way be deemed to create a binding contract or agreement of any kind between Thrive and any respondent. It is expected that a Development Agreement will be negotiated between Thrive and the selected Development Group.

Each respondent to this RFP agrees that the preparation of all materials for submittal to Thrive and all presentations are at the respondent's sole cost and expense, and Thrive shall not, under any circumstances, be responsible for any costs or expenses incurred by a respondent. In addition, each respondent agrees that all documentation and materials submitted with a proposal shall remain the property of Thrive. Thrive reserves the right to adjust or withdraw this RFP if the land transfer of Lot 16 and Lot 17 to Thrive does not occur.

**PROJECT LOCATION and LOT PLATS:**

PLAT OF  
**LOTS 16, 17 AND 18 OF WHITING'S SUBDIVISION**  
 TO THE CITY OF YANKTON, SOUTH DAKOTA

(A portion of Lots 4, 5, 6 and 13 of Whiting's Subdivision, Lot 2 of Tucker's Addition and Lot 12 of Tucker's 3rd Addition, City and County of Yankton, South Dakota)  
 CONTAINING 325,798 SQ.FT. (7.48 ACRES) MORE OR LESS

