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June 22, 2009

SUBJECT: Request for Qualifications for Planning and Development Consulting Services for Downtown Revitalization and Economic Assistance for Missouri (DREAM) Initiative

The Missouri Development Finance Board is seeking proposals from qualified planning and development consulting firms to assist in providing communities technical assistance in connection with the State of Missouri's DREAM Initiative — see <http://www.dream.mo.gov>.

Scope of Services

Interested firms would be able to provide the following services:

1. Lead in the creation of a downtown redevelopment plan suited to the needs of each DREAM community. The plan may include facilitating local visioning; establishing a sustainable local organization to manage and direct local efforts; assessment of the downtown; and market analysis. Components of the plan must include project identification; project prioritization; and project costing; and working with the Program Sponsors to evaluate viable financing options.
2. Provide two educational seminars per year on topics relevant to Downtown Revitalization. Target Audience will include both designated and non-designated DREAM applicants.
3. Technical assistance and guidance to the Program Sponsors.
4. Fact-finding and planning meeting in each DREAM community.
5. Development and regular updating of a Web site to showcase the DREAM initiative, feature community accomplishments, and provide information to communities.

Qualifications and Questions

Firms should submit written proposals responding to each of the following questions. PROPOSALS SHOULD BE BRIEF AND TO THE POINT. To the extent possible, background information should be referenced by providing your Web site address or in a separate attachment. DO NOT INCLUDE BOILERPLATE INFORMATION IN RESPONSE TO THESE QUESTIONS.

1. Describe your overall experience in providing planning services for redevelopment projects in Missouri.
2. Describe your downtown redevelopment planning experience and familiarity with adaptive re-use, economic and environmental sustainability concepts in redevelopment.
3. Describe your planning and redevelopment experience in communities of various population sizes.
4. Describe your experience in preparing or evaluating market studies, economic impact studies, and cost benefit studies.

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Visit our Web site at www.mdfb.org

5. Describe your experience with Missouri's state finance incentive programs.
6. Describe your experience with community-based finance incentive programs.
7. Describe your experience in architectural evaluation (building condition/rehab feasibility/historic) including site and building selection and evaluation experience.
8. Describe your experience with estimating or evaluating development cost information and pro-forma analysis.
9. Describe how you would staff a project that may require assisting the Sponsors in evaluating applications from up to six communities simultaneously and providing the above services for the three years communities would be program designees. (Attach resumes of those who would manage these activities and conduct on-site work if different from management).

Undocumented Workers

All respondents to the RFQ shall provide MDFB with the attached certification stating that the respondent does not employ any person who is an unauthorized alien in conjunction with the contracted services and that the respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the contracted services.

Evaluation of Proposals

Initial selection will be based upon the responses to the questions set forth above. Selected firms will then be asked to provide pricing information. Pricing will be negotiated. Final selection will be based on the best combination of experience and price.

To be selected, the firm must have an office and full-time, full-service community development planning staff located within the State of Missouri. Preference will be given to those firms that have in-house architectural design staff.

MDFB will contact one or more firms for an interview approximately one week from the date the proposals are submitted. MDFB may select more than one firm. MDFB is under no obligation to select any respondents.

Deadline and Forms of Proposals

Written responses are due no later than the close of business on Monday, July 20, 2009.

Four (4) copies should be submitted to the following address:

Missouri Development Finance Board
Governor Office Building
200 Madison St., Ste. 1000
Jefferson City, MO 65101

Questions should be directed by e-mail only to Kimberly Martin at kimberly.martin.mdfb@ded.mo.gov.

Equal Opportunity Employer

CERTIFICATION AND AFFIRMATION

- I certify that I am an authorized representative of the Applicant and as such am authorized to make the statement of affirmation contained herein.
- I certify that the Applicant does NOT knowingly employ any person who is an unauthorized alien and that the applicant has complied with federal law (8 U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien.
- I certify that the Applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo, with respect to employees working in connection with the activities that qualify the Applicant for the Missouri DREAM Initiative Consultant. I certify that the Applicant will maintain and, upon request, provide the Missouri Development Finance Board documentation demonstrating the Applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify the Applicant for this Program.
- I understand that, pursuant to section 285.530.5, RSMo, a general contractor or subcontractor of any tier shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with its direct subcontractor who violates section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of section 285.530.1 and shall not henceforth be in such violation and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States.
- I understand that if the Applicant is found to have employed an unauthorized alien, the Applicant may be subject to penalties pursuant to sections 135.815, 285.025, and 285.535, RSMo.
- I hereby agree to allow representatives of the Missouri Development Finance Board access to the property and applicable records as may be necessary for the administration of the Missouri DREAM Initiative Program.
- I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief.

Required Attachment:

- Copy of the executed Memorandum of Understanding between the Applicant and the United States Citizenship and Immigration Services (USCIS).

Name _____

Title _____

Signature _____

Date _____

STATE OF MISSOURI

)

) ss.

COUNTY OF _____)

On this _____ day of _____, 20__ before me, _____, a Notary Public in _____, and for said state, personally appeared _____, known to me to be the person who executed the Certification and Affirmation and acknowledges and states on his/her oath to me that he/she executed the same for the purposes therein stated.

Notary Public

My commission expires _____.