

COMMUNITY DEVELOPMENT ADMINISTRATION  
1015 Locust Street  
St. Louis, MO 63101  
622-3400  
April 7, 2008

**REQUEST FOR PROPOSALS (RFP)**  
**3517 MINNESOTA**  
**PROPOSALS WILL BE RECEIVED UNTIL August 29, 2008**



The Community Development Administration of the City of St. Louis (CDA), together with the Land Reutilization Authority (Owner), hereby solicit your proposal for development of the property located at:

**3517 MINNESOTA**

**3517 Minnesota is a two story building located in the Gravois Park Neighborhood in the 20th Ward. Your proposal is hereby solicited for a development plan for this property. The goal is to rehabilitate the residential building as a single-family home to be sold to an owner-occupant family. City assistance, prepaid acquisition cost, and tax abatement as a buyer incentive may be available. The selected developer must apply for Missouri State Historic Tax Credits and for Neighborhood Preservation Tax Credits. Of special interest will be the developer's experience with residential projects in established neighborhoods, as well as an acceptable time frame for completion. This project is part of a comprehensive development effort by Alderman Craig Schmid, The Gravois Park Neighborhood and CDA.**

**For access to the site and/or assistance in completing the RFP forms, contact:  
Sam K. Green, Housing Development Analyst, Community Development Administration,  
(314) 622-3400, ext 232.**

The format for your proposal is as follows:

1. Names and Addresses of Developer, General Contractor, Architect
2. Description of your plans for address, including:
  - a. Narrative description of project being proposed.
  - b. Brief description of site improvements, including landscaping, construction of fences, walls, patios, garage/off street parking, etc.
  - c. Description of interior features, including number of bedrooms and baths.
3. Time frame for beginning project and schedule for completion.
4. Corporate financial statements, references, and list of residential projects completed or in progress.
5. Marketing plans.
6. Financial structure of development
7. Preliminary plans including site plan, elevations, and floor plan. (Note preliminary plans need not be sealed by an architect.)

**A project worksheet is attached for your convenience. Your response and any accompanying presentation materials will be given preliminary consideration by CDA. A complete proposal, including, but not limited to, architectural drawings and detailed budget will be required of the selected developer.**

Developers are encouraged to submit any additional information to assist in reaching a decision. All proposed construction will be subject to review and approval by the owners, to ensure the development meets architectural guidelines and housing goals developed by the Community Development Administration of the City of St. Louis.

In awarding the development, the owners may take into consideration: skills, facilities, capacity, experience, ability, responsibility, previous work, and financial standing; amount of other work being carried on by developer; quality, efficiency, and construction of equipment proposed to be furnished; period of time within which equipment is proposed to be delivered; and necessity of prompt and efficient completion of the work. Inability of any developer to meet the requirements mentioned above may be cause for rejection of proposal.

The owners reserve the right to reject any or all proposals. The successful developer must have a current City of St. Louis business license or be willing to obtain one and pass city tax clearance.

By submission of a proposal, the applicant agrees to take every reasonable effort to make maximum use of Minority Business Enterprises (MBE) and Women Business Enterprises (WBE). The goal is "Maximum Utilization of MBE and WBE", with a minimum of 25% MBE plus 5% WBE of the potential subcontract amount.

The proposal should be submitted to:

CDA/ Attn: Sam K. Green, Housing Development Analyst  
1015 Locust Street  
St. Louis, MO 63101

**Proposals will be received at the above address any time after the date of this announcement, and until AUGUST 29, 2008**

**Community Development Administration  
An Equal Opportunity Employer**

**The funding of this project is financed in part through a grant from the Department of Housing and Urban Development and the Community Development Administration under the provisions of Title I of the Housing and Community Development Act of 1974 (P.L. 93-383).**

PROJECT NAME:	_____	TOTAL SQ	_____
ADDRESS:	_____	FT:	_____
DATE:	_____	TOTAL #	_____
		UNITS:	_____
		PREPARED	_____
		BY:	_____
		TOTAL	CATEGORY
		COST	TOTALS
DEVELOPMENT BUDGET			
A	HARD COSTS		
	1 CONSTRUCTION - ON SITE	_____	
	2 CONSTRUCTION- OFF SITE	_____	
	3 SUBTOTAL (EQUALS LINE 48/CONST. BUDGET)		_____
B	SOFT COSTS		
	4 ARCHITECTURAL		
	A. DESIGN	_____	
	B. INSPECTION	_____	
	5 ENGINEERING	_____	
	6 LEGAL	_____	
	7 ACCOUNTING	_____	
	8 TAX CREDIT APPLICATION	_____	
	9 S U B T O T A L		_____
C	NON PROFIT ITEMS (Soft Costs)		
	10 SURVEY	_____	
	11 APPRAISAL	_____	
	12 TITLE INSURANCE	_____	
	13 CONSTRUCTION PERIOD INSURANCE	_____	
	14 RECORDING FEES	_____	
	15 DISBURSING FEES	_____	
	16 CONSTRUCTION PERIOD TAXES	_____	
	17 UTILITIES	_____	
	18 CONSTRUCTION LOAN FEES	_____	
	19 BRIDGE LOAN FEE (TAX CREDITS)	_____	
	20 CONSTRUCTION INTEREST	_____	
	21 CONTINGENCY RESERVE	_____	
	22 MISCELLANEOUS	_____	
	23 S U B T O T A L		_____
D	24 ACQUISITION	_____	
	25 HOLDING	_____	
E	26 CONTRACTOR'S PROFIT	_____	_____
F	27 DEVELOPER'S PROFIT	_____	_____
G	28 MARKETING	_____	
	29 SALES COMMISSION	_____	
H	30 T O T A L	_____	_____
I	31 Sales Price of completed units	_____	