

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

Date: July 3, 2006

## REQUEST FOR PROPOSALS (RFP)

### **3942 Burgen Ward 13**

The Community Development Administration of the City of St. Louis (CDA), together with the Land Reutilization Authority (Owner) hereby solicits your proposal for development of the property located at **3942 Burgen**. **The property is located in the Holly Hills Neighborhood.**

Your proposal is hereby solicited for development plans to **construct a single family for sale to an owner-occupant**. City assistance, if needed, in the form of **prepaid acquisition** may be available to supplement private financing for this project.

**The selected developer will be expected to apply for Missouri Neighborhood Preservation Tax Credits to offset the cost of rehabilitation. For assistance in completing your proposal, contact Angela Pinex, CDA Housing Analyst, (314) 622-3400, ext. 503.**

Please submit a brief proposal with the following information. A project worksheet is attached for your convenience. A complete proposal, including architectural drawings and budget will be required of the selected developer.

The format for your proposal is as follows:

1. Name and addresses of developer, general contractor and architect
2. Name of construction lender
3. Description of the development, including:
  - a. Type of residential unit to be developed
  - b. Description of site improvements, including landscaping, construction of fences, walls, patios, garage/off street parking, etc.
  - c. Description of interior improvements, including number of bedrooms and baths, kitchens, etc.
4. Time frame for beginning project and schedule for completion.
5. Track record of company or individual(s). Please submit reference, lists of projects completed or in progress, and other helpful information.
6. Marketing strategy.
7. Financial structure of development.

**An abridged budget worksheet is attached for your convenience. A complete proposal package, including architectural drawings and detailed budget will be required of selected developer.**

Developers are encouraged to submit any additional information to assist the owner in reaching a decision. Of particular interest is your experience in residential projects, as well as, an acceptable time frame for completion. All proposed construction will be subject to review and approval by CDA to ensure the development meets neighborhood architectural guidelines and housing goals developed by the City of St. Louis and Alderman Alfred Wessels.

In awarding the development, the Community Development Administration will take into consideration skill, facilities, capacity, experience, ability, responsibility, previous work, and financial standing; amount of other work being carried on by bidder; 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 bidder to meet the requirements mentioned above may be cause for rejection of proposal.

The Community Development Administration reserves the right to reject any or all proposals. The successful bidder must have a current City of St. Louis business license, or be willing to obtain one, and be able to 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:

Community Development Administration (CDA)  
Attn: Angela Pinex, Housing Analyst  
1015 Locust Street, Suite 1200  
St. Louis, MO 63101

**Proposals will be received until a qualified developer has been chosen.**

***Community Development Administration***

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

PROJECT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

TOTAL SQ \_\_\_\_\_

FT: \_\_\_\_\_

TOTAL # \_\_\_\_\_

UNITS: \_\_\_\_\_

PREPARED \_\_\_\_\_

BY: \_\_\_\_\_

DEVELOPMENT BUDGET

TOTAL  
COST

CATEGORY  
TOTALS

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

\_\_\_\_\_

\_\_\_\_\_

31 SALES PRICE

\_\_\_\_\_

\_\_\_\_\_