

COMMUNITY DEVELOPMENT ADMINISTRATION  
1015 Locust Street  
St. Louis, MO 63101  
622-3400  
April 23, 2004

## REQUEST FOR PROPOSALS (RFP)

The Community Development Administration of the City of St. Louis (CDA), working with the Dutchtown South Community Corporation, the Mt. Pleasant Neighborhood, and the Land Reutilization Authority (Owner) hereby solicit your proposal for development of the property located at: **4657 Minnesota**.

**The intent is to rehabilitate this building as townhouses for-sale to owner-occupant families. City assistance, if needed, in the form of acquisition write-down and/or tax abatement may be available to supplement private financing for the project.**

**For access to the site, assistance in completing your proposal, and to submit your proposal, contact: Jo Ann Vatcha, Housing Development Analyst, Community Development Administration, (314) 622-3400, ext 369, 1015 Locust Street, St. Louis, MO 63101.**

For consideration as purchaser and developer of this property, please submit a proposal with the following information:

### PRELIMINARY PROPOSAL

1. Names and Addresses of Developer, proposed General Contractor and Architect

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2. Description of your plan:
  - a. Residential unit(s) to be developed:

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- b. Brief description of site improvements, including landscaping, construction of fences, walls, patios, garage/off street parking, etc.

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- c. Brief description of interior features, including number of bedrooms and baths.

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3. Time frame for beginning project and schedule for completion.

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4. Track Record of company or individual(s): please submit references, list of projects completed or in progress, and other helpful information.  
**A company brochure or folder may be substituted.**

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5. Marketing plans, including name of real estate broker

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6. Financial structure of development, including purchase offer for building. Please include name of construction lender.

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7. Name and address of construction lender:

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**A project worksheet is attached for your convenience but is not required at this time. A complete proposal package, including architectural drawings and detailed budget will be required of selected developer(s).**

*Developers are encouraged to submit any additional information to assist in reaching a decision. Proposals are reviewed to ensure the development meets architectural guidelines and housing goals developed by the **Community Development Administration, the City of St. Louis, the Dutchtown South Community Housing Corporation, and the Mt. Pleasant Neighborhood.** Of special interest will be the developer's experience with residential projects in City neighborhoods, as well as an acceptable time frame for completion.*

*In awarding the development, the owners may take into consideration: skills, facilities, capacity, experience, ability, responsibility, previous work, and financial standing; amount, efficiency and quality of other work being carried on by developer; and necessity of prompt and efficient completion of the work. Inability of any developer to meet these requirements 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.*

**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: \_\_\_\_\_  
 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		_____
I	31 SALES PRICE		_____