

REQUEST FOR PROPOSAL (RFP)

Tax Increment Financing District

Consultant

Issued by the City of Montpelier, Vermont
Department of Planning and Community Development

Responses Due: December 4, 2009, 3:00 PM

The City of Montpelier (the City) seeks a management consultant or consultants to assist the city with the development of an application for a Tax Increment Financing District (TIF). This will include technical assistance with analysis, design, public involvement, and the preparation of application materials to the Vermont Economic Progress Council (VEPC).

Please submit 3 copies of your complete proposal, including the cost proposal, to:

Gwendolyn Hallsmith
Director of Planning and Community Development
City of Montpelier
39 Main Street
Montpelier, VT 05602-2950
802-223-9506 phone
802-223-9524 fax

1.0 Background and Project Purpose:

The City of Montpelier was recently granted Growth Center status by the State of Vermont, a process that provides the city with several new tools to encourage development in the city, including higher permit thresholds, priority funding for state grants and technical assistance, and a competitive advantage in the application process for Tax Increment Financing. The next step in the process is for the city to make an application to the Vermont Economic Progress Council (VEPC) to establish a Tax Increment Financing District, which in turn will enable the city to partner with developers in the construction of improvements and infrastructure.

The city is interested in encouraging further infill residential and commercial development that supports and enhances our historic downtown and provides residents with a reduced tax burden for existing public services. The city is in a unique position in having surplus capacity in our water and sewer service and our schools, so development can happen here without incurring a lot of additional costs.

2.0 Scope of Services:

The Consultant's responsibilities are expected to include:

2.1 TIF Plan Preparation and Review: Assist the City Planning and Community

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Development Department with the preparation of a TIF Plan for local approval. This includes:

1. A **redevelopment plan** describing the objectives and project timetable, stakeholder needs and engagement, special features pertinent to the overall TIF district creation policies of the City, region, and state such as affordable housing requirements, neighborhood impact statements, transportation improvements, and any legal and practical guidance on land use and private partners.
2. **Geographical boundaries** of the TIF District, with a specific list of properties will be involved. Stakeholders will need to be involved in the boundary setting process.
3. Estimate **project timeline and costs**, including TIF District approvals (local and state), bonding approvals, infrastructure improvement schedule, development and/or redevelopment build out schedules, and debt financing schedules. The cost estimates will include debt and project costs and detailed cost estimates of the infrastructure to be developed
4. Estimate **tax base and revenue increment** and draft **debt financing policies**, including the limitations on the amount of debt and/or maximum allowable debt service payments.
5. Draft **evaluation requirements** and **termination date**, including criteria that will be used to measure success and set benchmarks for evaluating those criteria throughout and at the end of the project.

2.2 Technical Support for the Local Approval Process: Assist the City Planning and Community Development Department with the public education and outreach and the presentations and staff support when presenting the plan to the Planning Commission and the City Council. This includes:

1. Developing evidence to support a finding that establishing a TIF District and incurring indebtedness will serve a public purpose of a TIF as stated in statute.
2. Attending public meetings and public hearings on the proposed TIF District plan.
3. Recording the TIF District with the municipal clerk and assessor.

2.3 Technical Support for the State Approval Process: Assist the Planning and Community Development Department with the requirements for State approval of the TIF Plan. This includes:

1. Preparation of an Intent to Apply notice to VEPC.
2. Preparation of the complete state application for TIF designation
3. Attendance at meetings of the VEPC to support the application.
4. Preparation of any follow-up documentation required by the state.

2.4 Development Planning and Implementation: The consultant will assist the City with the preparation of the necessary materials for the local voting on the bonds needed to implement the TIF district.

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3.0 Knowledge and Skills Requirements:

- 3.1 Infrastructure Planning and Implementation:** Knowledge of building and infrastructure construction, experience in capital planning, land use planning, and other related subjects.
- 3.2 State of Vermont TIF Legislation:** Knowledge of state statutes and guidelines associated with Tax Increment Financing.
- 3.3 State of Vermont Development Legislation:** Knowledge of Vermont permitting, regulatory, and reporting requirements.
- 3.4 Local Project Finance:** Knowledge of local and state requirements for securing long-term financing for infrastructure improvements.
- 3.5 LEED Certification:** Knowledge of and experience with the requirements for LEED Certification for residential, commercial and government buildings.
- 3.6 Development Expertise:** A proven track record managing complex development projects with a mix of public and private funders and owners.

4.0 Period of Service:

December, 2009 – December, 2010

5.0 Proposal format:

In order to be considered, an original and three (3) copies are required from the proposing entity. Proposals must be received at the above address no later than December 4, 2009, and should include the following:

Description of Services to be Rendered, including:

- 5.1 A description of the proposed approach** to be used to accomplish the design objectives and to produce the work product outlined in Section 2 of this RFP;
- 5.2 A timeline for the engagement**, including the appropriate starting and ending dates of specific activities.
- 5.3 A description of the experience and qualifications** of all personnel that will contribute to the project. (Please provide a work sample).
- 5.4 The names of three references** drawn from past clients or associates, including a description of relationship to reference, address, e-mail, and telephone number for each.

A separate cost proposal that includes the following information:

- 5.5 A per diem rate** for all personnel contributing to the review and a not to exceed total, all-inclusive maximum proposed price to perform all of the services described in this RFP, including all direct and indirect costs, as well as the proposed manner of payment and/or payment terms.

The City will not be responsible for expenses incurred in preparing this proposal (RFP) and such costs should not be included.

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6.0 Evaluation of Proposals

The staff at the City of Montpelier will evaluate the proposals with regard to the proposed services, and the experience and qualifications of the proposer. Specifically, proposals will be evaluated based on the following criteria:

- Proposer’s understanding of the work to be performed and proposed approach to the project (30%);
- Extent to which proposal personnel meet or exceed the “Knowledge and Skills Requirements (20%);”
- Prior experience with and knowledge of local and state development requirements (20%);
- Prior experience with and demonstrated knowledge of real estate development (10%);
- Demonstrated ability to prepare TIF application and bond documents, (10%);
- Proposed timeline (10%);

7.0 Selection Process

City staff will independently evaluate each proposal. The highest evaluated proposer(s) may be invited to discuss their proposal(s) and qualifications with staff prior to awarding the contract. The City of Montpelier will make the final consultant selection and reserves the right to reject any and all proposals and to negotiate with more than one firm at the same time.

8.0 Supervision/Project team:

The project will be administered by the City of Montpelier, Montpelier, VT; supervision will be provided by the City.

9.0 Interview:

The City of Montpelier may require a personal interview in Montpelier or by telephone as part of the proposal review process.

The City of Montpelier reserves the right to reject any and all proposals. Award of the contract will be subject to City Council funding decisions.