



Request for Proposal

**Issued by the Cook County Land Bank Authority
Eleanor Gorski, Executive Director**

June 22, 2022

Development Proposal

3409 W. Monroe Street, Chicago

PIN# 16-14-205-020-0000

19,537 Sq. Ft.

Community Area: East Garfield Park

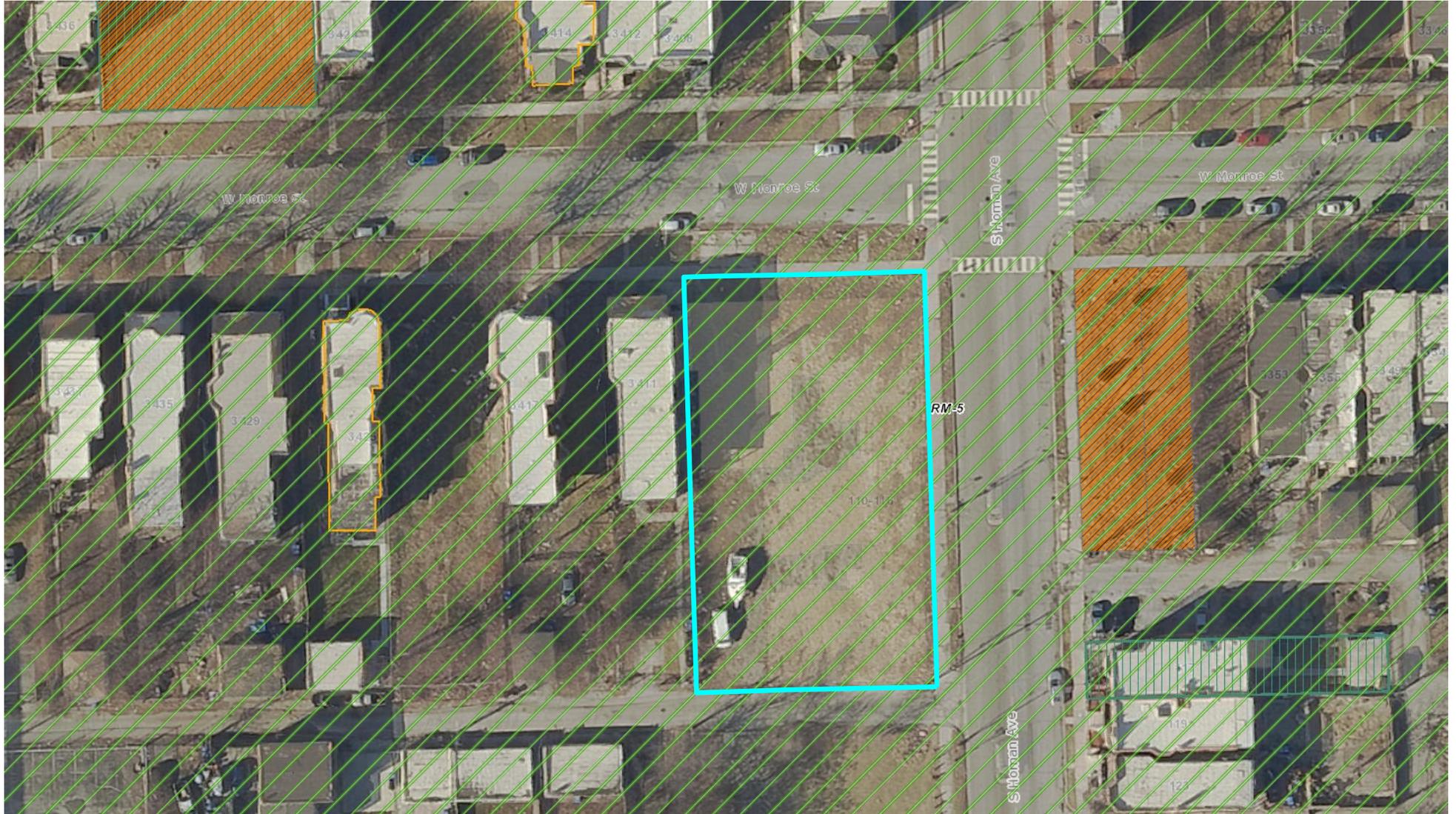
Ward: 28th Alderman Ervin

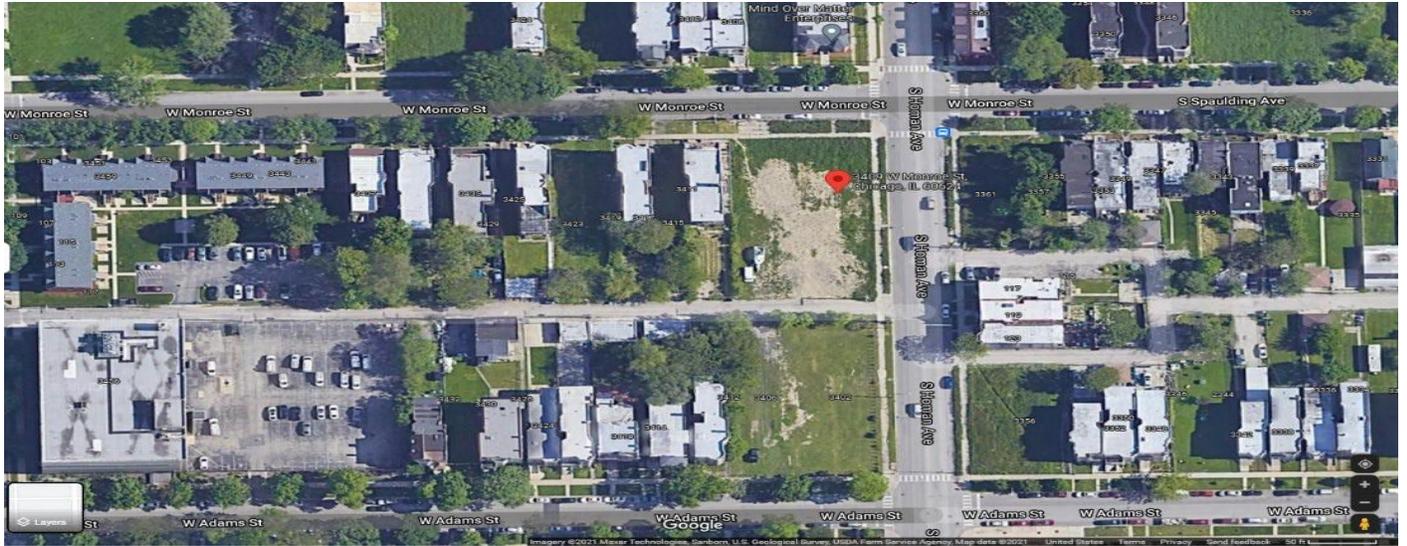
Zoning: RM-5

TIF: Midwest TIF

RESPONSE DEADLINE: Wednesday, July 20, 2022, 4:00PM CST







Request for Proposals

The Cook County Land Bank Authority (CCLBA) in partnership with the City of Chicago Department of Housing (DOH) seeks residential new construction to provide moderate-income working families with the opportunity to purchase high-quality new homes. The goal is to expand housing supply in support of healthy communities, especially those traditionally bypassed for new development.

CCLBA seeks qualified entities ("Developers") to propose a design and lead in the development of 3409 W. Monroe, a vacant lot located in the East Garfield Community area, in the 28th Ward within the City of Chicago. The property is approximately one mile from I-90 Expressway. The area surrounding the property is comprised of a mix of single-family homes, multi-unit buildings. Maximum sales prices for the residential new construction under this RFP are limited to homebuyers with income up to 120% of the area median income (AMI.) See table below.

Developer Responsibilities

The Developer will be responsible for all activities and requirements including but not limited to the following:

- a. Propose how best to maximize the land to develop residential for sale units serving moderate-income working families.
- b. Propose a development that is compatible with the character of the surrounding community.

- c. Physical planning including architecture and engineering, identify infrastructure requirements, infrastructure improvements, and site plans.
- d. Plans that include a design for, or which could be adapted to suit, people with disabilities.
- e. Reviews and approvals including zoning, building permits.
- f. Pre-and post- construction marketing and sales.
- g. A proposed development schedule which shall specify the completion and expected sale dates.
- h. A pricing plan for a swift but realistic absorption of homes.

Construction Requirements

The Developer will be responsible for all aspects of construction work and requirements including but not limited to the following:

- a. Responsibility for construction of a Project, with all work constructed in strict accordance with the approved design and all applicable laws, regulations and building codes.
- b. Supervision, scheduling, coordination, and direction of the work, procurement of all required permits, and subcontracting of the work as necessary.
- c. Provision of quality construction materials to minimize energy and maintenance expenses.

Selection Criteria

The criteria used to evaluate developers' applications are based on the following:

- Proposed residential development plan that maximizes the property for moderate-income families up to 120% of AMI for homeownership.
- Evidence of developer's financial capacity and ability to obtain project financing.
- Evidence that TPC will result in a product that will be priced to meet the financial capacity of buyers with 120% AMI, or demonstration of grants or other programs that will offset this cost.
- Completeness, quality, and experience of development team.
- Demonstrated progress on prior single family for sale projects.
- Demonstrated community input and support.
- Proven depth and quality of experience in successfully developing residential buildings in the community where the selected development is located, or in a community with similar market characteristics.
- Designs that respect the context of the block and surrounding community.
- Affirmative Action Plan.

Developer Benefit and Homebuyer Assistance

CCLBA and DOH recognizes today's high costs of construction and has packaged the following benefits designed to reduce the total development cost and yield a lower sales price to qualified purchasers:

Assistance available to the developer:

Conveyance of CCLBA vacant lot located at 3409 W. Monroe St., Chicago, IL for as little as \$68,000. Current market value is \$9.00/SF or \$172,332.

Assistance available to the qualified purchasers:

To help make homeownership possible for broad range of families, the City of Chicago will offer grants that support down payment and closing costs. DOH will administer the purchase assistance program, working in conjunction with the selected Developer Sales Team. The Home Purchase Assistance Program is open to families or individuals who are buying one of the units under this development project.

Income limits

Purchasers of the units under this development project are households with incomes up to 120% of the area median income who will occupy the home as their principal residence. DOH will review and verify the gross annual household income of the homebuyer(s) and the pre-approval letters issued by the first lender prior to commitment of purchase price subsidies for all households seeking a subsidy.

The income limits table provided below identifies household income levels as percentages of the median for the metropolitan area.

Household Size	80% Area Median Income (HUD Low Income Limit)	100% Area Median Income	120% Area Median Income
1 person	\$58,350	\$73,000	\$87,600
2 persons	\$66,700	\$83,400	\$100,080
3 persons	\$75,050	\$93,800	\$112,560
4 persons	\$83,350	\$104,200	\$125,040

2022 Income limits are based on the Chicago-Naperville-Joliet, IL HUD Metro FMR area. Effective until superseded.

DOH will review and verify the gross annual household income of the homebuyer(s) and the pre-approval letters issued by the first lender prior to commitment of purchase price subsidies for all households seeking a subsidy.

Subsidy amounts according to Household Area Median Income:

HH Area Median %	Grant amount
Below 80%	\$40,000
Between 81% - 100%	\$30,000
Between 101% - 120%	\$20,000

Purchasers currently residing in the East Garfield community area may receive an additional \$10,000 subsidy.

Occupancy Requirement

Eligible buyers agree to reside in the property for five (5) years. Resale restriction: if property is sold during the occupancy requirement it must resale to an income eligible buyer. The City of Chicago's Department of Housing will monitor this process.

SUBMISSION REQUIREMENTS

Respondents are advised to strictly adhere to the submission requirements described below. Failure to comply with the instructions may be cause for rejection. All submittals are subject to the Illinois Freedom of Information Act.

PRE-SUBMISSION CONFERENCE

An informational conference will be held on Tuesday, June 28, 2022 at 10:00AM virtually via Zoom. Meeting invites will be sent to applicants who register at darlene.dugo@cookcountyil.gov

Attendance is not required but is encouraged.

All questions received prior to and during the Pre-Submission Conference, as well as the list of attendees, will be posted to the website above as soon as practicable.

COMMUNICATION WITH THE LAND BANK

Respondents should refer to the Land Bank's website for updates and additional information regarding this RFP at www.cookcountylandbank.org. In addition, questions should be directed to Darlene Dugo, Deputy Director at darlene@cookcountylandbank.org.

SUBMISSION FORMAT

Submissions must be prepared as 8.5-by-11-inch PDF files. Drawings included with submissions must be formatted as no larger than 11-by-17 inches. If the respondent considers that certain portions of the submission contain proprietary information; such portions should be clearly marked CONFIDENTIAL. All submittals are subject to the Illinois Freedom of Information Act.

One original and five copies of the proposal must be submitted, along with an electronic version on CD- flash drive. The original must be left unbound, contain original signatures, and be marked ORIGINAL.

SUBMISSION CONTENTS

The submission must be organized so that each of the following numbered sections is included in the report in order and identified by tabs. All items described below must be provided.

1. Cover Letter

This section must include a cover letter that briefly describes the proposed development project, identifies the benefits that the project will create for the neighborhood, and describes the respondent's experience in similar development efforts. The cover letter must be signed by an authorized representative of the responding entity.

2. Respondent's Organization

This section must provide information concerning the respondent's organizational structure. Teams are strongly encouraged to engage in meaningful diversity, inclusion, and "partnership" in structuring a design team. The following information must be provided:

- a.** A statement describing the legal form of the development entity, including identification of the principal representatives and individuals authorized to negotiate on its behalf. Provide a description of the contractual structure of the respondent (joint venture, partnership, etc. .) and duties of respondent parties .

- b. An organizational chart that clearly illustrates the role of each team member, including developer(s), financier(s), architect(s), landscape architect(s), engineer(s), and community partners.

3. Respondent's Qualifications

This section must substantiate the ability of the development entity and key design / development team members to successfully complete the proposed project. The following information must be provided.

- a. Qualifications and experience of each entity and key staff person involved in the project.
- b. A description of the project development capability of the entity as evidenced by the ability to complete projects of similar scope, use or complexity within the last 10 years.

Submitted examples must include project identification, a brief description, duration, total development cost, and current status. Describe the involvement of the team or team member in the development, implementation, or management of the project and the names and roles of key personnel. Provide contact information for references.

- c. A description of the financial capacity of the entity as evidenced by the ability to finance projects of similar scope, use or complexity completed within the last 10 years. Submitted examples must include project identification, a brief description, current status, type of financial structure, sources of debt financing, public financial support if any, and the size of the equity investment.
- d. A description of the project design capability of the entity as evidenced by the ability to complete projects of similar scope, use, or character within the last 10 years.

Submitted examples must include project identification, a brief description, duration, total development cost, and current status. Describe the involvement of the team or team member in the design, implementation, or management of the project and the names and roles of key personnel. Include examples from all appropriate professions (e.g architecture, landscape architecture, urban design, interior design, engineering, etc.). Provide contact information for references.

4. Commitment to Design Excellence

Describe respondent's approach to excellence in design across development projects. Reference previous work in communities.

5. Project Narrative

This section must provide a detailed description of the project. The following information must be provided.

- a.** A detailed description of the proposed project, type of structure, number of structures, units, square footage, room counts, parking and green space.

6. Plans and Drawings

Provide scaled drawings that illustrate the overall character and planning of the development. Each drawing should be no larger than 11-by-17-inch format and be included in each of the submissions. At a minimum, the following drawings, plans, and descriptions must be provided:

- a.** A site plan showing proposed site configuration, building footprint, landscaping, ingress and egress, parking and loading
- b.** Floor plans showing floor area totals
- c.** Other plans, drawings, or models at the respondent's option.

7. Financial Information

Each respondent must submit a complete financial plan. The following financial information must be provided.

- a.** A narrative overview of the financial structure of the proposal. The respondent must identify the sources of equity investment and the sources and terms of lender financing. Provide evidence of the financial capacity to maintain and operate the property until the project is completed sold out.
- b.** Sources and uses of funds statement, Development budget including costs to meet the environmental requirements, and Pro-forma cash flow projection for sales revenue.
- c.** Project completion schedule with key dates.

8. Affirmative Action Plan

The respondent should outline its affirmative action plan designed to promote equal opportunity in every aspect of procurement of goods and services. The affirmative action plan shall include, but not be limited to the following:

- a.** A statement of commitment to achieving MBE and WBE contract expenditures.

- b. A written plan outlining a strategy for utilization of women and minority business enterprises in the proposed development.

9. Economic Impact

An estimate of the number of temporary construction jobs expected to be generated by the project.

10. Legal Actions

The respondent must provide a listing and description of all legal actions of the past three years in which the firm (or any team member) has been:

- a. A debtor in bankruptcy.
- b. A defendant in a lawsuit for deficient performance under a contract.
- c. A defendant in an administrative action for deficient performance on a project.
- d. A defendant in any criminal action.

11. Complete Website Application

Complete the “Initial” application and “Offer” application at www.cookcountylandbank.org. You do not need to upload documents to the website as you will submit documents as outlined below.

SUBMISSION ADDRESS AND DEADLINE

The original and five copies of the proposal, as well as a flash drive containing all digital files, must be delivered to the location below in a sealed envelope no later than 4:00 PM, CST., on Wednesday, July 20, 2022. Upon request CCLBA will confirm acceptance of the delivery in writing. Late deliveries will not be accepted. The respondent is solely responsible for ensuring timely delivery, and any proposal received after the deadline will be returned unopened.

Submit proposals to the following

Cook County Land Bank Authority
Darlene Dugo, Deputy Director
69 W. Washington, Suite 3100
Chicago, IL 60602

The outside of each envelope must be labeled as follows:

Request for Proposals
For the Purchase and Development of:
3409 W. Monroe Street
Respondent: Name of Respondent
Package Number ___ of ___