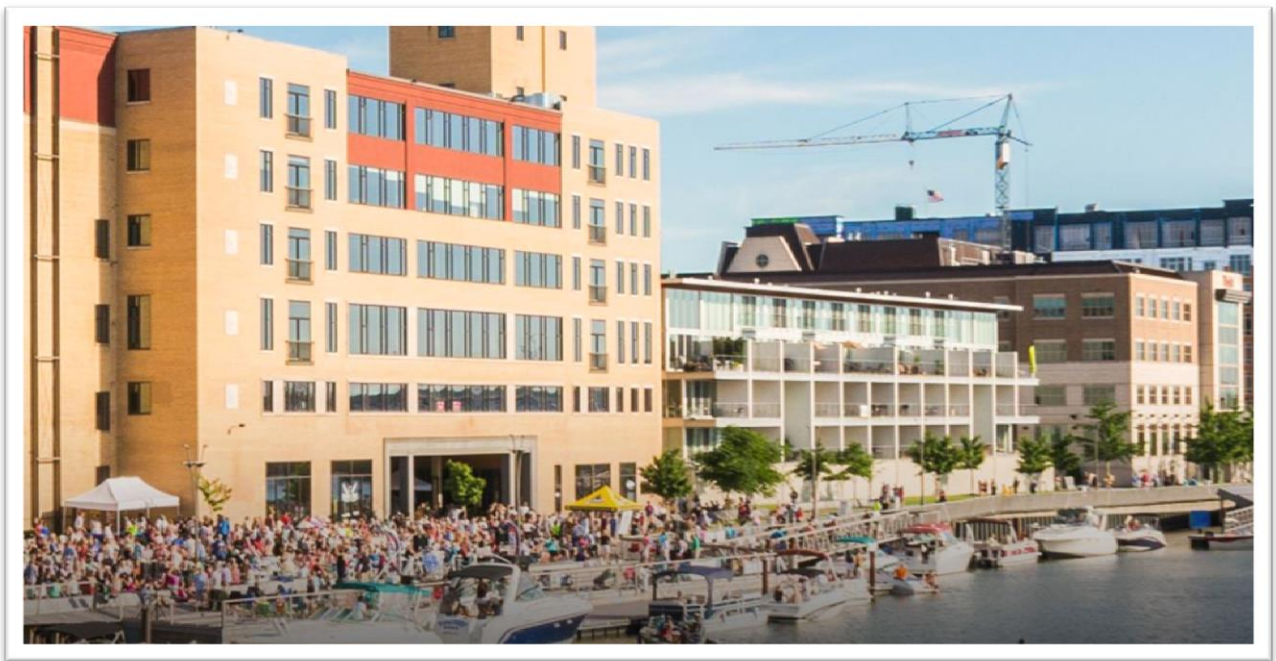




City of Green Bay
Department of Community and Economic Development

Request for Proposals

Community Development Investment Grant Program (2019-2020)



**Economic Development Authority of
the City of Green Bay**

Released August 12, 2019

**Request for Proposals:
Community Development Investment Grant Program
(2019-2020)**

I. Introduction

A. Project Overview

The Economic Development Authority of the City of Green Bay (EDA) is seeking shovel ready projects that meet the requirements laid out by Wisconsin Economic Development Corporation (WEDC) for the Community Development Investment Grant Program. WEDC will have final approval of project selection. Submittals are not guaranteed funding.



B. Program Description

The program will support community redevelopment efforts by providing financial incentives for shovel-ready projects with emphasis on, but not limited to, downtown community-driven efforts. Funded activities should lead to measurable benefits in job opportunities, property values and/or leveraged investment by local and private partners.

C. Eligible Requirements

The project must be within the City of Green Bay's city limits.

The applicants will need to follow the below criteria to receive grant assistance under the following restrictions:

- Grant recipients must provide a minimum 3:1 match investment in project costs.
- No more than 30 percent of the match investment may consist of other state and/or federal grant sources.
- Applicants must provide a signed resolution by the City of Green Bay authorizing the submittal of an application to the CDI Grant Program.
- Generally, applicants may only receive one CDI Grant per fiscal year; applicants within Designated Rural Counties may receive more than one grant per year, based on available funding.

D. Eligible activities

- Building renovation
- Historic preservation
- Demolition
- New construction
- Infrastructure investment
- Project or site development planning

E. Eligible projects

- Development of significant destination attractions
- Rehabilitation and reuse of underutilized or landmark buildings
- Infill development
- Historic preservation
- Infrastructure efforts, including disaster prevention measures, providing substantial benefit to downtown residents/property owners
- Mixed-use developments (not exclusively residential)

F. Activities ineligible for grant assistance or match include, but are not limited to:

- Past costs
- In-kind contributions
- Indirect construction costs (a.k.a. “soft” costs)

G. The following will be taken into account when considering a CDI Grant:

- Impact on the community
- Financial justification
- Previous planning efforts
- Readiness to proceed
- Involvement of public-private partnerships
- Other factors determined by WEDC

H. Incentives and Available Funding (FY19)

The grants will be limited to 25% of eligible project costs, with a maximum grant amount of up to \$250,000.

I. Activities and Expected Outcomes

22:1 leverage of other investment.

II. Proposal Requirements

A. Proposal Content and Organization

To achieve a uniform review process and a degree of comparability, the proposals should be organized in the following order and contain all of the following information:

1. Title Page

Show the proposal title, the name of organization, address, telephone number(s), name of contact person, the date, and other relevant information.

2. Investment

Describe the project and provide a scope of work. Include preliminary project work that has been to date and submit drawings, renderings or maps describing what the proposed development will look like and how it relates to the community.

3. Capacity

Provide a timetable for the project, including start and completion dates.

4. Financials

Proposals should identify planned sources of financing for the project. Attach any proof of funding sources; i.e. loan approvals, financial statements, letters of credit etc.

5. Experience

Explain related experience in project development. Provide résumés of project team members, any examples of previous projects that may relate to this type of development.

Submittal Requirements

Proposals must be received by the EDA by Friday, October 4, 2019, no later than 4:00 p.m. CDT

Please send proposals to:

City of Green Bay
Department of Community & Economic Development
Attn: Wendy Townsend
100 N Jefferson St, Room 608
Green Bay, WI 54301
OR
Email to: wendyto@greenbaywi.gov

III. Selection Process and Criteria

A. Selection Criteria

City staff will review and score proposals according to the following criteria:

Factor
Investment
Scope of work- project story Community impact Populations served Project sustainability
Capacity
Time to complete Time to attain Jobs created for all ages, abilities and incomes
Financials
Planned sources of funding
Experience
Demonstrated success Project team qualifications
Design Considerations
Location
Creativity
Economic Impact

B. Questions and Comments

All questions can be submitted by email to the contact information provided below. Answers will then be provided weekly, via the City website (www.greenbaywi.gov), as a part of an addendum to this RFP.

Mail to: City of Green Bay
Department of Community & Economic Development
Attn: Wendy Townsend
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Green Bay, WI 54301
OR
Email to: wendyto@greenbaywi.gov

C. Selection Process

The project selection process will involve the following primary steps:

1. *Proposal review*
2. *Staff recommendation of selected project*
3. *EDA approval of selected project*

D. Timeline

- Proposals due: Friday, October 4, 2019 by 4:00 p.m.
- EDA selection: Monday, October 14, 2019 at 5:00 p.m.

E. Rules Governing Competitive Evaluation

1. Examination of Request for Proposals

Applicants should carefully examine the entire RFP, any addenda, and all related materials and data referenced in the RFP. .

2. Contract Negotiations

The highest-ranked project will submit a CDI Grant application to WEDC. The Project Manager will be responsible for contacting WEDC and working through the application process.

3. Completeness, Addenda, Rejection, Cancellation, Preparation Cost

This Request for Proposals (RFP) has been prepared by the EDA and does not purport to be all-inclusive or to contain all of the information a prospective purchaser or developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

The EDA reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline. The EDA reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the EDA's or the City's best interest. All materials submitted in response to this RFP become the property of the EDA.

The EDA will not be responsible for costs associated with preparing proposals. By submitting a proposal, each Project Manager agrees to be bound in this respect and waives all claims regarding such costs and fees.