

**REQUEST FOR INFORMATION
(RFI)
FOR**

**Existing Facility Development and/or Redevelopment
410 Pierce Street
402 Pierce Street
Houston, TX**

November 7, 2019

Midtown Redevelopment Authority
410 Pierce Street
Suite 355
Houston, TX 77002
713-526-7577

Proposals Due by 2:00 p.m., January 22, 2020

Midtown Redevelopment Authority
410 Pierce Street
Suite 355
Houston, TX 77002
713-526-7577

REQUEST FOR INFORMATION (RFI):
Existing Facility Development and/or Redevelopment

410 Pierce Street
402 Pierce Street
Houston, TX 77002

GENERAL CONDITIONS

I. PURPOSE

Midtown Redevelopment Authority (“MRA”) is soliciting market input for the development and/or redevelopment of property currently existing in the Midtown area of Houston, Harris County, Texas, commonly known as 410 Pierce Street and 402 Pierce Street (collectively, the “Property”). Any proposals (“Proposals”) made in response hereto will be required to either comply with the restrictions contained in those certain grants (the “Grants”) awarded to MRA by the United States Economic Department Administration relating to the Property or otherwise provide an economically viable solution for the repayment thereof in order to release such restrictions.

A. Property Description: The Property consists of two buildings, located at 410 Pierce Street and 402 Pierce Street, Houston, Harris County, Texas, owned by MRA, subject to the restrictions provided for in the Grants. While MRA expects to retain ownership of the Property, it is anticipated that any Developer ultimately selected to develop or redevelop the Property may enter into a long-term ground lease for the use of the Property.

- **Schedule:** Any Proposals submitted hereunder shall include a proposed schedule of development, redevelopment and/or occupancy. NOTE: Should any Developer submitting a Proposal hereunder determine to comply with the restrictions of the Grants in lieu of providing for a repayment structure to be released from the Grants, the Grants provide, among other things, that the Property’s use will be restricted to the uses authorized under the Grants (i.e. business incubator) until the end of the useful life of the Property, which is 20 years from the date of completion thereof (2023).

B. Proposal Submission Information

1. **Submission Date:** As further described in the Expected Timeline section below, Proposals must be submitted no later than **2:00 p.m. CST on January 22, 2020.**

2. **Documentation:** Copies of the documents related to this RFI may be obtained from www.CIVCASTUSA.com: search “Development and/or Redevelopment of 410/402 Pierce Street”. Developers must register on this website in order to view and/or download documents for this RFI. There is NO charge to view or download documents.
 3. **Inquiries:** Inquiries concerning this RFI should be submitted through the www.CIVCASTUSA.com website.
 4. **Costs of Proposal Preparation:** All costs incurred in the preparation of a Proposal responding to this RFI will be the sole responsibility of the Developer and will not be reimbursed by MRA. Unless otherwise stated, all materials submitted by Developer in response to this RFI shall become the property of MRA.
- C. **Proposal Submission Instruction to Developers:** Your Proposal should be submitted using the CIVCAST platform.
1. Please submit all Proposals and accompanying documents using the www.CIVCASTUSA.com website.
 2. Developers must have a registered account with CIVCAST and submit all questions, forms, and acknowledgements through the www.CIVCASTUSA.com website.
 - a. The registration for CIVCAST is free to Developers.
 - b. The name of the RFI is “Development and/or Redevelopment of 410/402 Pierce Street”.
 3. For any technical issues with CIVCAST or submitting questions through CIVCAST, please direct all inquiries to Vernon Williams, Chief Administrative Officer, at vernonw@houstonmidtown.com no later than 5:00 pm CST on Friday, November 22, 2019.
 4. Proposals must be submitted in full on or before the Due Date indicated in the Expected Timeline section below.

It is the responsibility of the Developer to ensure that MRA receives the Proposal by the date and time specified above. **Late Proposals will not be considered. Confirmation of receipt is the sole responsibility of Developer.** Each Developer must submit its Proposal using the enclosed format in Section II below. If any Proposal submitted deviates from the requested Proposal format, it may be cause for disqualification. This does not, however, preclude the Developer from offering value-added alternatives and additional, relevant information in addition to the information requested in the RFI. The alternatives, however, must be fully explained in written form, and must be separately stated as alternatives in the Proposal content.

Expected Timelines:

	Date(s)	Event
1	November 7	RFI Released to public
2	November 7 – December 9	Diligence Period, including Property walk-throughs (which must be scheduled with MRA at least twenty-four (24) hours in advance) and delivery of diligence documents (i.e. Grant documents and copy of existing lease) via www.CIVCASTUSA.com (search “Development and/or Redevelopment of 410/402 Pierce Street”)
3	November 22	Due date for Developer questions
4	December 9	Responses to Developer questions emailed posted to CIVCAST
5	January 22, 2020	DUE DATE FOR PROPOSALS FROM DEVELOPERS
6	On or about February 2020	Analysis of Proposals and interviews if required
7	March 9, 2020	Selection of preferred Developer Proposal

- D. Right to Reject:** MRA reserves the right to reject any and all Proposals received in response to this RFI. The selection of the preferred Proposal will be based upon the factors described in this RFI. MRA reserves the right to waive any and all informalities or irregularities in any Proposal.
- E. Confidentiality:** The Developer agrees to keep the information related to any potential negotiations in strict confidence. Other than the reports submitted to MRA, the Developer agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form or authorize or permit others to do so, taking such reasonable measures as are necessary to restrict access to the information, while in the Developer’s possession, to those employees on the Developer’s staff who must have the information on a “need to know” basis. The Developer agrees to immediately notify, in writing, MRA’s authorized representative in the event the Developer determines or has reason to suspect a breach of this requirement.
- F. Notification of Selection of Preferred Proposal:** MRA anticipates but does not guarantee that any Proposal selected hereunder will be made by **March 9, 2020**. Selection of a preferred Proposal pursuant to this RFI does not guarantee the execution of any agreement with the Developer submitting the Proposal; however, the Developer submitting any Proposal selected hereunder will be given the opportunity to negotiate with MRA to develop a mutually beneficial structure for the development/redevelopment and use of the Property.

- G. Small, Women and/or Minority-Owned Business:** Efforts will be made by MRA to utilize small businesses, women and minority-owned businesses (MWDBE), with the consideration that the primary responsibility is the most favorable return to MRA.

A Developer qualifies as an MWDBE if it meets the definition of “Minority Business Enterprise” or “Women-Owned Business Enterprise” as set out in Chapter 15 of the Code of Ordinances, Houston, Texas and certified by the City’s Office of Business Opportunity.

II. PROPOSAL CONTENT REQUIREMENTS

Proposals must include the following:

- A. Cover Letter:** A brief cover letter with the name and contact information of the proposed Developer, including a brief history of the firm, number of years in business, and structure of the organization.
- B. Form of Proposal:** It is requested that Developers provide a proposed non-binding Memorandum of Understanding detailing (i) the financial and economic structure relating to MRA’s shared economic/legal participation in the redevelopment and/or use of the Property (i.e. lease/joint venture/sale of land); (ii) evidence of sufficient capital or access to capital to cause the development or redevelopment of the Property; (iii) how the Developer will maintain compliance with or provide for a payoff of the Grants; (iv) the proposed uses of the Property and proposed economics of the development (i.e. estimates of lease revenues, franchise or hotelier arrangements, etc.); and (v) the economic benefit to MRA of the Developer’s investment in the Property.
- C. Conflict of Interest:** Provide a statement of any potential conflicts Developer and/or key staff may have regarding providing these services to MRA. The statement should not only include actual conflicts, but also any working relationships that may be perceived by disinterested parties as a conflict. If no potential conflicts of interest are identified, so state in your Proposal.

Developer shall have read and shall be aware of the provisions of Chapters 171 and 176, Texas Local Government Code, as amended, relating to conflicts of interest of public officers and employees. No officer or employee of MRA or member of its governing body shall have any pecuniary interest, direct or indirect, in the resulting Contract or the proceeds thereof.

- D. Developer Information Sheet:** Appendix A.
- E. W-9:** Appendix B.

III. DEVELOPER REQUIREMENTS

- A. Any selection of a preferred Proposal will be made on the basis of the Proposal that most effectively furthers the articulated public policy goals of MRA and its Project Plan and Financing Plan. MRA will be the sole judge in making this determination. Consideration will also be given to whether Developer has sufficient capital/financing on hand to complete the project.

IV. PROPOSAL SUBMITTAL PROCESS

- A. The submission of a Proposal shall be an indication that the Developer has investigated and satisfied itself as to the conditions to be encountered, the character, quality and scope of work to be performed, and the requirements of MRA.
- B. All Proposals received by MRA will be considered “Public Information” as defined in Chapter 552, Texas Government Code, as amended, and shall be open to public inspection, except to the extent the Developer designates trade secrets or other proprietary material to be confidential. Any documentation which the Developer believes to be a trade secret must be provided to MRA in a separate envelope and must be clearly marked as a trade secret. MRA will endeavor to restrict distribution of material and analysis of the Proposals. Developers are cautioned that materials designated as trade secrets may nevertheless be subject to disclosure and MRA shall in no way be liable or responsible for any such disclosure. Developers are advised that MRA does not wish to receive material designated as trade secrets and requests that Developers not supply trade secrets unless necessary. The Developer’s qualification package, and any other supporting materials submitted to MRA in response to the request, will not be returned and will become the property of MRA.

V. SELECTION PROCESS AND CRITERIA

Any agreements ultimately entered into as a result of Proposals initiated by this RFI will be negotiated to develop a mutually beneficial redevelopment and financial structure, and as such, any selection will be made based on the Proposal most clearly satisfying MRA’s requirements, as determined by MRA, including consideration of economic structuring concept, MWDBE status, capital availability and other indicated factors.

Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The Proposal is not received timely in accordance with the terms of this RFI.
- The Proposal does not follow the specified format.

Proposal Evaluation

Evaluation of each Proposal will be scored on the factors identified in Section B. below. The selection process is designed to ensure that the Developer's services are engaged on the basis of demonstrated competence and qualifications for the type of services to be performed and a beneficial structure for MRA.

- A. All Proposals received by the specified deadline will be reviewed by MRA for content, fees, related experience and professional qualifications of Developer.
- B. The evaluation and selection of the successful Developer shall be based upon the factors listed below with corresponding point evaluation. **Total points available are 100.**

Evaluation of each Proposal will be scored on the following factors:

1. Prior experience of Developer	
a. Prior experience with a public or community agency on projects similar to the project	Points = 15
b. Three (3) references for similar projects	<u>Points = 5</u>
Sub□Total	Points = 20
2. Developer's organization, size, structure and capacity, including capital availability and MWDBE status	Points = 30
3. Staff qualifications and relevant experience	Points = 20
4. Redevelopment/Property structure and financial structure	Points = 30
Total	Points =100

- C. MRA may, at its discretion, request presentations by or meetings with any or all Developers to clarify the Developers' Proposals.

However, MRA reserves the right to select a preferred Proposal without further discussion of the Proposals submitted. Therefore, Proposals should be submitted initially on the most favorable terms, from both technical and economic standpoints, which the Developer can propose.

MRA contemplates selection of the preferred Proposal with the highest total points awarded by MRA's proposal evaluation team.

VI. CONDITIONS TO AWARD

- A. MRA reserves the right to delay the selection process, withdraw and reissue the RFI, or cancel this RFI.

- B.** This solicitation does not commit MRA to pay any costs in the preparation or presentation of a submittal or to consummate any development or lease transactions with the Developer of the preferred Proposal.

VII. PROHIBITED ACTIVITY

Developers or their agents shall not make any personal contacts with any member of MRA's Board of Directors, personnel or consultants prior to selection of the preferred Proposal, except as prescribed in section I.B.2. hereof.

APPENDIX A

Midtown Redevelopment Authority
410 Pierce Street, Suite 355, Houston, TX 77002 • 713.526.7577

VENDOR INFORMATION SHEET

Date: _____ Prepared By: _____

Official Business Name: _____

DBA: _____

Location Address: _____

Street City State Zip

Remit Address: _____

Street City State Zip

Contact Person: _____ Title: _____

Phone #: _____ Accts. Receivable Phone #: _____

Fax #: _____ Customer Service Phone #: _____

E-mail Address: _____

Federal ID # or SS#: _____ Type of Business: _____

Contractor Lic #: _____ Business Lic #: _____ City Issued: _____

General Liability Insurance Carrier & Policy #: _____

Auto Liability Insurance Carrier & Policy #: _____

Worker's Compensation Insurance Carrier & Policy #: _____

FEDERAL TAX CLASSIFICATION:

- Individual/Sole Proprietor C Corporation S Corporation Partnership Trust/Estate
- Limited Liability Co. C = C Corp S = S Corp P = Partnership Other _____

BUSINESS ENTITY/CLASSIFICATION:

- Board Member Employee Faith Based Fed Gov't For Profit Housing Collaborative Local Gov't
- Non-Profit Parent Post Secondary Ed Provider School District

SBA CLASSIFICATION

It is the policy of MRA, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises, Women's Business Enterprises and Veteran Business Enterprises.

- Minority-Owned Small Business Veteran-Owned Woman-Owned

Years in Business: _____

Accept Purchase Orders: Yes No

If your business has a Social Security number as Tax ID, we require the signature of the owner.

Authorized Signature: _____

Print Name: _____

Title: _____

Date: _____

APPENDIX B

Form W-9 (Rev. December 2014) Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Request for Taxpayer Identification Number and Certification</h2>	Give Form to the requester. Do not send to the IRS.
---	--	---

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, P-partnership) ▶ _____ <i>Note.</i> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>Wheels to accounts established outside the U.S.A.</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)																					
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																					
Social security number	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																				
or																					
Employer identification number																					
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>																					

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	
Sign Here	Signature of U.S. person ▶ _____
Date ▶ _____	

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

• Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

• Form 1099-C (canceled debt)

• Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filed-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.