



# REQUEST FOR PROPOSAL

City and County of Denver  
Office of Economic Development

## Welton Development/ Design RFP 2013-01

### Schedule of Events

RFP Released	August 29, 2013
RFP Proposal Conference	September 5, 2013 from 2:00-3:30PM Blair Caldwell Research Library 2401 Welton St., Denver, CO 80205
Deadline to Submit Written Questions	September 6, 2013 at 12:00 p.m.
Addenda Issued for Questions and Answers	September 11, 2013
Proposals Due	October 28, 2013 at 4:00 p.m.

Nicole Edwards  
201 W. Colfax Avenue, Dept. 1011  
Denver, CO 80202  
720.913.1999  
[weltonchallenge@denvergov.org](mailto:weltonchallenge@denvergov.org)  
[www.denvergov.org/oed](http://www.denvergov.org/oed)

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## **SECTION A: General Information and Proposal Instructions**

### **A.1 Background**

The City and County of Denver's Office of Economic Development (OED) is seeking proposals to revitalization of the Welton Street corridor.

This Request for Proposal (RFP) package describes the required activities and contains pricing. This RFP package is divided into five sections. Section A describes the procedures for proposal submission, and contains background information necessary for submission of a responsive proposal. Section B, the Scope of Work, provides a description of the proposal and outlines the Scope of Work for the redevelopment of their property. Section C contains the required proposal format and evaluation criteria. Section D contains budget requirements. Section E is where additional City forms, which must be included with all applications, can be found.

### **A.2 Davis Bacon Act**

Contracts with the City and County of Denver, Office of Economic Development may or may not be subject to The Code of Federal Regulation Title 29 Part 5 also known as the Davis Bacon Act. The Davis-Bacon Act requires the payment of prevailing wage rates (as determined by Department of Labor) to all laborers and mechanics on construction projects in excess of \$2,000. For Davis Bacon purposes, the definition of laborers and mechanics means anyone who is performing construction work on the project including trade journeyman (for instance, carpenters, plumbers, sheet metal workers.) The definition for construction includes alteration and or repair of public buildings or public works such as alteration, repair, painting and decorating of public buildings or public works. In addition, Davis Bacon includes two other laws:

1. The Contract Work Hours and Safety Act (CWSSA) requires payment of overtime at time and a half.
2. The Copeland Act which makes it a federal crime for an employer to require kickbacks from employees.

### **A.3 Environmental Review**

All fund reservations are subject to the results of environmental review according to applicable State and federal environmental laws, such as the National Environmental Policy Act (NEPA), and related laws. Changes to your project may be required pursuant to those reviews. Projects may be denied funding or funding may be conditional based on the results of the NEPA reviews. For all projects, the NEPA review must be completed prior to acquisition or any other choice limiting occurrence.

An environmental review is necessary to comply with HUD regulations for all contracts that include HUD funding. Environmental Review regulations are found at 24 CFR Part 58. The OED has environmental staff who assume responsibility for environmental reviews, decision-making and required actions, and insure all appropriate reviews are completed prior to the release of any HUD funds to a contractor or borrower.

### **A.4 Data Universal Numbering System Number (DUNS Number)**

The Data Universal Number System (DUNS) number is a unique nine-character number that identifies your organization. The Federal government requires that all applicants for Federal grants and cooperative agreements with the exception of individuals other than sole proprietors have a DUNS number. The policy is available at: [http://www.omb.gov/grants/grants\\_docs](http://www.omb.gov/grants/grants_docs). The Federal government will use the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems.

Obtaining a DUNS number is absolutely free for all entities doing business with the Federal government. This includes grant and cooperative agreement applicants/prospective applicants

and Federal contractors. Be certain that you identify yourself as a Federal grant applicant/prospective applicant. If your organization does not have a DUNS number, apply for a DUNS number on the Dun & Bradstreet's (D&B) Government Customer Response Center online at <http://fedgov.dnb.com/webform> or call 866-705-5711.

#### A.5 Central Contractor Registration (CCR)

Proposers must have a valid Central Contractor Registration (CCR).

The CCR is a government-wide registry for organizations that seek to do business with the federal government. The CCR collects, validates, stores and disseminates data to support a variety of federal initiatives. A DUNS number is required to register in the CCR database.

Annual renewal of CCR is required. A Proposer may register or check if it is already registered by logging onto System for Award Management (SAM) <https://www.sam.gov/portal/public/SAM/>.

#### A.6 Section 3

The requirements of Section 3 apply to contractors or subcontractors that receive HUD Community Planning and Development funding in excess of \$100,000 for Section 3 covered projects/activities. Section 3 covered projects are those investments into activities involving housing construction, demolition, rehabilitation, or other public construction—i.e., roads, sewers, community centers, etc. Accordingly, the applicant must attempt to reach the Section 3 minimum numerical goals found at 24 CFR Part 135.30 by:

1. Awarding 10 percent of the total dollar amount of all covered construction contracts to Section 3 businesses;
2. Offering 30 percent of new employment opportunities to Section 3 businesses.

Section 3 is triggered when the normal completion of construction and rehabilitation projects creates the need for new employment, contracting, or training opportunities. Each applicant (and their covered contractors and subcontractors) are required to comply with the requirements of Section 3 for *new* employment, training, or contracting opportunities resulting from the expenditure of covered funding.

#### A.7 Section 504 of the Rehabilitation Act of 1973

Funding under this RFP is subject to Section 504 of the Rehabilitation Act of 1973. Programs funded by HUD cannot discriminate against persons with disabilities. Applicants must allow persons with disabilities to fully participate in programs. Applicants may be required to modify policies, practices and services so that persons with disabilities may participate in programs and benefit from services. Recipients of HUD financial assistance must take all steps necessary to ensure that their programs, services and activities comply with Section 504 to the maximum extent possible. However, a recipient is not required to take steps that it can demonstrate will cause an undue financial and administrative burden or change the fundamental nature of the program.

#### A.8 City Obligations

Proposals and awards are contingent upon Proposers being current to the City on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision on existing or past City contracts.

#### A.9 Submission of Proposals

Submit one (1) original, four (4) copies plus one (1) CD or JumpDrive copy of your proposal to the Office of Economic Development, Contracts and Performance Management Unit (CPM), 201 W. Colfax Ave., Dept. 1011, 7th Floor, Denver, CO 80202. Proposals are to be in either an enclosed envelope or a sealed box and labeled with the proposal number and name. Proposals must be received and time stamped in the CPM no later than date and time listed in the Schedule of Events. Individual Proposals will not be read in public or available for public inspection until after an award determination has been made.

#### A.10 Proposal Organization

The following is the required proposal format for proposers to follow:

- \*Signed Organizational Information Form (Section E.1)
- \*Table of Proposal Contents
- \*Technical Requirements (response to Sections C.1 – C.21)
- \*Artist rendering that includes:
  - (a) \*massing plan; and (b)\* conceptual drawing of street level view
- \*Predevelopment Budget (see Section D)
- \*Vendor Information Form
- \*W-9
- \*Certificate of Good Standing from Secretary of State

\*Indicates required documents.

#### A.11 RFP Questions

The City shall not be bound by and the Proposer shall not request or rely on any oral interpretation or clarification of this RFP. Therefore any questions regarding this RFP are encouraged and should be submitted in writing by email to:

Email: [weltonchallenge@denvergov.org](mailto:weltonchallenge@denvergov.org)

Questions received up to deadline to submit questions in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Proposer will be provided to all Proposers.

All communications regarding this proposal shall only be through the OED's contact listed above. No communication is to be directed to any other City personnel.

#### A.12 Addenda

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be posted on the OED website: [www.denvergov.org/oed](http://www.denvergov.org/oed) .

#### A.13 Alternate Responses

It is our intent to solicit proposals that afford the City the most cost efficient, technically responsive proposal for the acquisition of the subject matter of this RFP. However, we recognize that there may be arrangements different from that requested hereunder that would offer additional benefits to the City while satisfying the applicable requirements of this RFP.

Accordingly, you may submit alternative proposals for consideration, which offer such additional benefits in addition to the requested baseline proposal. These alternatives will be evaluated in conjunction with the primary (baseline) approach for each proposal.

#### A.14 Acceptance Period

Proposals in response to this RFP shall indicate that they are valid for a period no less than 120 days from the closing date.

#### A.15 Technical Requirements/ Statement of Work

Sections B and C of this RFP contain our proposed Statement of Work and/or Technical Requirements. This document shall form the basis of a Contractual Agreement covering the subject matter of this RFP. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on Proposer's letterhead and accompany proposal. Any exceptions to this documentation will be taken into consideration when evaluating proposals

submitted. The City reserves the right to reject any or all of your proposed modifications. The City welcomes cost saving proposals which still satisfy all technical and business objectives.

#### A.16 Pricing/ Proposed Budget

Budgets shall be in the format contained in Section D of this RFP. Alternative approaches for the pricing of the requested products and services may be provided; however, such alternate approaches shall be described separately and must be in addition to the format in Section D. Do not include cost or price figures anywhere except in the cost and pricing section.

#### A.17 RFP Conditions and Provisions

This proposal must be signed by a duly authorized official of the proposing company. The completed and signed proposal (together with all required attachments) must be returned to the Contracts and Performance Management Unit on or before the time and date in the Schedule of Events.

All participating Proposers, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or interlineation by the Proposer in this proposal shall constitute cause for rejection by the OED. Exceptions or deviations to this proposal must not be added to the proposal pages, but must be on Proposer's letterhead and accompany proposal. Should the City omit anything from this RFP which is necessary to a clear understanding of the work, or should it appear that various instructions are in conflict, then the Proposer shall secure written instructions from the OED.

Typographical errors in entering quotations on proposal may result in loss of award of this proposal.

All Proposers are required to complete all information requested in this proposal. Failure to do so may result in the disqualification of proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the best interest of the City to do so.

Unit price for each item shall be shown and shall be for the unit of measurement indicated. In case of error in extension of prices, the unit price will govern.

The OED reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award contract for the items hereon, either in part or whole, if he deems it to be in the best interests of the City to do so.

The successful Proposer shall be in complete compliance with all of the specifications, terms and conditions of this proposal as outlined above. The City shall have the right to inspect the facilities and equipment of the successful Proposer to insure such compliance.

The City shall not be liable for any costs incurred by Proposer in the preparation of proposals or for any work performed in connection therein.

#### A.18 Gratuities and Kickbacks

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content

of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime Proposer or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

#### A.19 Non-Collusive Proposer Certification

By the submission of this proposal, the Proposer certifies that:

- The proposal has been arrived at by the Proposer independently and has been submitted without collusion with any other proposer.
- The contents of the proposal have not been communicated by the Proposer, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the Proposer or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.
- No proposer shall submit more than one proposal for this purchase. It shall be the responsibility of each proposer to obtain the prior written permission of the OED before proposal opening in every situation in which the proposer, due to corporate association or other affiliation, may be found to be impermissibly associated with another proposer. Failure to observe this requirement could result in all such affiliated proposals being rejected.

#### A.20 Evaluation and Award

The criteria to be used for the proposal evaluation include but are not limited to:

- Required documents in Section A.11
- Proposed methodology, project schedule, experience, project team, and project management based on responses to C.1 through C.21
- Proposed costs See Section D

No weighting or relative importance of criteria is intended or implied by this list.

The City may request oral presentations as part of the evaluation process. Additionally, the City reserves the right to conduct negotiations with one or more Proposers.

#### A.21 Disclosure of Contents of Proposals

All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal which are designated by the proposer as Business or Trade Secrets and plainly marked "Trade Secrets", "Confidential", "Proprietary", or "Trade Secret". Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the City will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting the records, and to defend, indemnify, and hold harmless the City from any claim or action related to the City's non-disclosure of such information.

## **SECTION B: Scope of Work and Technical Requirements**

### **B.1 Background and Overview**

The Welton Development/Design RFP seeks redevelopment proposals that will catalyze redevelopment and revitalization in the Welton Street corridor. This an opportunity for property owners of all sizes: (1) single large property owners, (2) a group of smaller property owners, or (3) a single small property/business owner to submit proposals for predevelopment capital securing resources and support leading to a successful redevelopment of their property. Current property/ business owners to play a critical role in the revitalization of this area. While some property and business owners have taken a number of steps in the predevelopment process, others have only imagined the potential for revitalization. This RFP opens the door for property and business owners to begin turning ideas and plans into tested, marketable redevelopment projects.

There is no specific scale of redevelopment required to participate in this RFP, but the goal is for any development to have a changing impact on the community, business district, and economic strength of the Welton Street/Five Points community. The anticipated results of the revitalization are increased business activity and opportunities; community new housing; investment; and financial returns to property owners, businesses, and employees while honoring the heritage and culture of the corridor.

The ideal Proposer will combine the resources and skills of local property owners, professional mixed-use developments, architects, and designers who specialize in urban infill, and committed investors and users (e.g., restaurants, entertainment venues, agencies, nonprofits, innovative companies). The Proposer must be prepared to implement the project in a logical and expeditious manner. Proposals are expected to be rigorous in their concept and analysis and professional in their presentation. Favorable ratings will be given to proposals that have a high probability of advancing to the final predevelopment phase and are shovel ready.

### **B.2 Scope of Work**

- A. The Community Development Block Grant (CDBG) is the source of funding for this economic development activity.
  - (i) National Objective: Preventing or eliminating slums or blight
  - (ii) HUD Eligible Activity: 570.203(b) Special Economic Development Activity
  - (iii) Accomplishment Code: 18 A
- B. The property or building must meet at least one of the minimum physical criteria, of:
  - (i) Land area for the proposed redevelopment, must be 35,000 square feet or more;
  - (ii) Building usable/leasable square feet of 2,250 square feet per floor (for a single floor building the minimum is 3,000 square feet); or
  - (iii) Street frontage of 18 linear feet for the leasable retail space.
- C. The Beneficiary must demonstrate property ownership or site control (through an executed agreement).
- D. Beneficiary is responsible for managing all development activities including, but not limited to:
  - (i) arranging construction financing, vendor financing, term financing, and equity investment;
  - (ii) preparing environmental studies;
  - (iii) submission of permitting and planning applications to all regulatory bodies having jurisdiction over the project; and



- (iv) obtaining permits, licenses, and all other approvals necessary to construct, operate, and finance the project (all collectively hereafter referred to as “Predevelopment Activities”).
- E. Beneficiary will meet with sponsors, potential financial sources, neighborhood residents and community leaders, and other stakeholders as the proposed project move through the pre-development process.
- F. Beneficiary will develop a project proforma and other predevelopment documents, determine use and preliminary site/building design, and determine market feasibility with consultants.

### B.3 Technical Design and Development Requirements

Although there are no specific size or design requirements for submitting a proposal, it is anticipated that the property redevelopment will be of scale to ensure the project is both realistic and profitable. Therefore, the proposed project can be mixed used and is required to meet current planning standards as well as support the envisioned scale of the corridor and neighborhood. Proposed development must have very high design standards

Given the characteristic of the Welton Street corridor, surrounding neighborhood and current development partners in the market, the proposed projects may be mixed use (a combination of commercial and resident uses) or single uses (retail/personal services, office, residential or flexible space (design, technology, etc).

B.3.1 Applicants must be a property/business owner that meet one of the three design/development size categories:

- 1) Single property owner of a lot > 18 linear feet of frontage space within Welton Street Corridor:
  - o Single property owner of a building or land that can be developed to at least 2,250 leasable square feet per floor anywhere within the Welton Street Corridor
- 2) Multiple property owners of lots totaling > 35,000 square feet. Proposed development must meet the following minimum economic metrics:  
Any development involving housing units must:
  - o Be developed at market rate prices
  - o Any development involving retail must contemplate:
  - o Revenues of > \$300 per square foot
- 3) Unique, urban, destination retail activities:
  - o Commercial development must contemplate > 1.0 FTE jobs per 125 square feet of leasable space

B.3.2 Redevelopment may be mixed-use (defined as retail, professional/office, and housing).

- A minimum of 1/3 of the total space may be retail in orientation, with an estimate revenues of \$300 per square foot (e.g. 1,500 square feet retail store \* \$300 = \$450,000 in annual sales
- Commercial space (retail and professional/office) must have an estimated result in 1 full-time equivalent (40 hours) per 125 square feet of leasable space.
- Retail and professional/office space usage should be focused on area non-existing concepts/markets (e.g. non-cannibalization of existing retail spending, not replacement) which will result in net new activity and spending in the Welton Corridor
- Any housing proposed must be proforma at area market rate pricing (leased or sale) – and should include a mixed of housing unit sizes (studio, one bedroom, two bedroom, and 2+ bedroom , )

B.3.3 Proposal must demonstrate property ownership or site control (through an executed agreement).

B.3.4 Proposed development must be consistent with:

- Five Points Vision Plan;
- The Five Points Business District Vision Plan Implementation & Revitalization Strategy; and
- Northeast Downtown Neighborhoods Plan

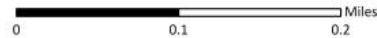
B.3.5 Boundaries and Location

The identified property must be on Welton Street, between 20<sup>th</sup> and Welton and 30<sup>th</sup> and Downing. The alley to the east and west of Welton is the boundary (in a primarily retail orientated property). (Note: For the purposes of this application retail space includes customer retail, restaurant and personal services.) Proposed projects must be located within the boundaries of the map on the next page.

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# Welton Street Corridor



Map Date: July 24, 2013. Data Source: DenverGIS. Map Created By: Denver Office of Economic Development

The City and County of Denver is not responsible and shall not be liable to the user for damages of any kind arising out of the use of data or information provided by the City and County of Denver, including the installation of the data or information, its use, or the results obtained from its use. ANY DATA OR INFORMATION PROVIDED BY THE CITY AND COUNTY OF DENVER IS PROVIDED "AS IS" WITHOUT WARRANTY OF ANY KIND, EITHER EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NOT FOR ENGINEERING PURPOSES.

## B.4 Neighborhood Plans and Design Guidelines

Proposers must use the most recent planning to guide decisions and actions that affect the form and function of development. The plans are intended to be used as a guide for policy decisions, including redevelopment, infill, and infrastructure improvements. The planning provides a sound policy basis for decision-making and strengthening Five Points, role as a destination in the region and a place to work, live, and play.

Below is a summary and links to three of the most recent and relative plans.

### B.4.1 Five Points Vision Plan

#### Goals for the Five Points Marketplace

The Vision Plan documents the community vision, sets priorities along common lines of agreement and includes recommendations to guide future decisions and investments within the Marketplace. The Vision Plan is a "roadmap" consisting of recommendations and ideas held by a broad range of current residents and stakeholders. The focus is on current needs, issues needing resolution, and on hopes for the future.

[http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/discover/centers/CC/CD/CEDP/past-design/Documents/fivepoints\\_report.pdf](http://www.ucdenver.edu/academics/colleges/ArchitecturePlanning/discover/centers/CC/CD/CEDP/past-design/Documents/fivepoints_report.pdf)

- **BUSINESS DESTINATION** - Cultivate business resources, growth opportunities, and the "identity" of the Five Points Marketplace as a unique urban neighborhood and commercial destination.
- **HISTORY & CULTURE** - Preserve, promote, and integrate the history of Five Points into the marketplace experience including: jazz, African American heritage, architectural icons, and existing cultural amenities.
- **COMMUNITY CENTERED** - Base future improvements, businesses, services, programs and amenities on the needs of the Five Points community.
- **JOBS & EDUCATION** - Create jobs and promote lifelong learning and education opportunities.
- **ARTS FOCUS** - Promote the Five Points Marketplace as a destination for interactive art, performance art, artists, galleries, and art events.
- **TOURISM** - Attract visitors and tourists to the Five Points Marketplace with a Visitor Center and efforts coordinated to promote local business, history, cultural resources, sustainability, and the arts.
- **EXPAND USES** - Increase daytime activity and demand for daytime services by expanding the mix of uses to include: office, education, service, retail, live-work, residential and restaurants on Welton Street.
- **PARKING BALANCE** - Utilize a district parking strategy and shared parking solutions to balance parking supply with access to and demand for transit, employment, residential and retail uses.
- **WELTON STREET** - Transform Welton Street into a neighborhood commercial street scaled to achieve a balance of cars, pedestrians, and transit with active ground floor retail and a mix of upper floor uses. Widen sidewalks to give businesses a visible street presence, improve pedestrian and bike safety and create space for streetscape amenities.
- **HEALTH & WELLNESS** - Enhance programs and redevelop the Five Points Marketplace with a range of health and wellness services, and amenities for families, youth, and children.

- **SUSTAINABILITY** - Make the Five Points Marketplace the most sustainable neighborhood commercial marketplace in Denver by reducing energy use to meet the regional average (15% reduction by 2015) and to exceed the regional average (15% *below* the regional average by 2030).

#### B.4.2 The Five Points Business District Vision Plan Implementation & Revitalization Strategy

<http://fivepointsbiz.org/downloads/five-points-implementing-the-vision-plan-report-8-23-2013-final.pdf>

#### B.4.3 Northeast Downtown Neighborhoods Plan

This plan has chapters on both Arapahoe Square and Welton Street. The Downtown Area Plan informed the Arapahoe Square chapter, and the Five Points Vision Plan informed the Welton chapter.

<http://www.denvergov.org/Planning/PlansinProgress/NortheastDowntownNeighborhood/tabid/434508/Default.aspx>

#### Neighborhood Concepts and Recommendations

##### Building Form

- **Height** – The recommended height map shows a range of heights for the corridor, generally promoting a main street feel for Downing and Welton Streets that capitalizes on transit service, while respecting nearby historic neighborhoods. An eight story height maximum was utilized from Park Avenue to 27th Street as a step-down from the taller building heights that are proposed for Arapahoe Square. A five story maximum was then utilized north of 27th Street and along Downing where a parallel alley was available to provide a transition to adjacent residential neighborhoods. Where alleys are not parallel to the corridor, such as the western edge of Downing adjacent to Curtis Park, a three story height was applied. To the north and west ends of the corridor, greater heights are allowed in response to additional transit options; the commuter rail station at 38th and Blake and the multiple transit modes in Downtown. The combination of development opportunity near transit, desire for a main street character, and adjacency to historic neighborhoods makes appropriate transitions critical to the Downing/Welton Corridor.
- **Siting** – The desired street character of Welton and Downing is a main street feel that acknowledges the important presence of high quality transit service in the corridor. Buildings in the corridor should maintain the build-to line to provide a consistent street edge and promote pedestrian activity. Buildings should be placed to best assist with transitions to adjacent neighborhoods. The visual impacts of parking should be minimized by being located at the rear of the building.
- **Design Elements** – Building scale should promote a main street character and be oriented towards either Downing or Welton, with prominent main entrances situated for pedestrian access. A high level of transparency on the ground floor is desired.

**Transition to Adjacent Residential Neighborhoods** – Within the study area, large segments of both Welton and Downing are adjacent to low-scale residential neighborhoods. Where this condition exists, it is recommended that zoning standards pertaining to height, setbacks, building sculpting and upper story setbacks, and other design elements, as appropriate, be utilized along the adjacent edge to create a transition between infill development along the main street corridor and the residential neighborhood.

## **SECTION C: Technical Requirements and Response Format**

Proposers are asked to submit their proposal as indicated in Section A.10 of this document. Failure to follow the desired submittal format may result in your proposal being viewed as nonresponsive and rejected.

All proposals must include a detailed response to items numbered C.1 through C.21 clearly delineating the project. Please identify any partners involved in the development or design of this project. The quality and detail of responses will figure significantly in the overall evaluation of proposals. Respondents are encouraged to provide additional information to support capabilities on each point. In an effort to standardize the format of all proposals, responses should be provided to all items in the order given. Please list each item number, and restate the guideline prior to addressing the issue.

- C.1 Describe your design or development project
- C.2 Provide the address/ location of your project.
- C.3 Identify the target area for the project and describe the nature and extent of the need for the project.
- C.4 Describe the project need for predevelopment funding.
- C.5 How will OED funds be used to move project towards construction financing on this project?
  - C.5.1 What other type of public or private funding is committed to this project? List the funding sources and indicate whether the funding commitment is firm or not.
- C.6 How will this project be catalyst to revitalize the corridor particularly within 1-4 blocks of the corridor?
- C.7 Describe how this project will impact surrounding businesses, the business corridor and on the surrounding neighborhoods?
- C.8 What neighborhoods will be served by this project?
- C.9 How does your project meet the market opportunities of the surrounding neighborhood population within the Welton Corridor?
- C.10 Describe how this project supports community values and heritage of the corridor.
- C.11 Describe the feasibility of this project being completed in 12-18 months. Include a proposed schedule of performance detailing design, equity and debt financing, property acquisition (if any), demolition schedule, construction schedule, lease-up schedule and other critical milestones.
- C.12 Describe neighborhood support for this project. Include preliminary community and stakeholder involvement, plan for completing community/stakeholder involvement, marketing strategy and implementation plan. ( Letters, petitions, etc. can be included as attachments. );
- C.13 Describe the quality of design and construction of the proposed project. How does your project meet the Neighborhood Plan and Design Guidelines under Section B.4?
- C.14 How does your project meet the needs of a greater portion of the community's population and accommodate the changing needs of the residents?
- C.15 Describe how environmental sustainability elements, including building and site design and use of emerging technologies such as green building and energy efficiency techniques and materials are incorporated into your project.
- C.16 Describe how the project will be sustained/ maintained after the improvements?
- C.17 Provide evidence to indicate that you have:
  - C.17.1 Letter of interest from:
    - Developer
    - Architect
    - Leasing Agent
    - General Contractor
  - C.17.2 Performed due diligence and initiated/completed city reviews such as, zoning, and other city reviews as necessary.

- C.17.3 Completed site assessments or surveys, including geotechnical or Phase I Environmental. Preliminary site plans, construction plans, specifications and architectural schematics.
- C.17.4 Effective site control.
- C.17.5 A construction schedule that will start as soon as project funding is approved.
- C.18 Identify and define the roles and experience of the team member(s) who will be directly responsible for oversight, planning, design, construction, and management of the proposed project. Identify key staff members, and provide their resumes.
- C.19 Has your agency received funding from the City? If yes, please indicate the type of funding, brief description of the contract, term of the contract, and indicate your status on any loan, contractual, or tax obligation as due, or with any rule, regulation, or provision.
- C.20 Has your agency ever had to return funds to the City for regulatory non-compliance, project non-performance, or other reasons? If so, please describe.
- C.21 Within the last 5 years, has your organization been suspended, debarred, or otherwise determined to be ineligible for award of contracts by any other agency of the U.S. government? If so, please provide detailed information.

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## **SECTION D: Budget**

The OED anticipates awarding one predevelopment contract up to \$150,000 in each of the following project size categories:

- (1) land area for the proposed redevelopment,
- (2) building usable/leasable square feet of 2,250 square feet per floor; or
- (3) street frontage of 18 linear feet for the leasable retail space

The predevelopment grant may be used for architectural fees, financial modeling, engineering costs, or site and environmental assessments.

Twenty-five percent (25%) of the grant will be awarded upon selection of the successful proposals subject to the OED Advance Policy. Seventy-five percent (75%) of the grant will be released upon the execution of a financing agreement with an OED approved outside lender to begin construction of the proposed redevelopment. Financing must be secured no later than six months after the start date of the contract to receive the remainder of the 75% grant. OED will not reimburse for predevelopment cost incurred prior to the award and prior to an executed contract.

The City and the OED reserve the right to negotiate the total contract amount.

This section shall include a description of the predevelopment budget structure. All cost information shall be limited solely to this section of your proposal.

The City will not increase the contract (either dollar amount or time) for items not included in the submitted proposal documents.

Alternative approaches for the pricing may be provided; however, such alternative approaches shall be described separately and must be in addition to the prescribed format.

### **Eligible Uses:**

Predevelopment budgets may include, but are not limited to:

- costs related to consultant or legal fees
- site assessments,
- studies for environmental,
- architectural and engineering reports,
- preparation of plans,
- permitting and planning applications,
- preparation of documents related to the land use;
- feasibility and design work associated with electrical, civil, and other engineering, and
- under certain circumstances real estate acquisition costs.

### **Non-eligible Uses of Funds**

Predevelopment budgets may not be used for:

- Operating expenses
- Development fees
- Costs of property acquisition and option agreements
- Costs related to displacement and relocation
- Refinancing of existing debt
- Administrative expenses of the applicant except as approved by the Office of Economic Development
- Costs related to preparation of construction plans and specifications
- Site preparation, environmental clean-up or construction costs
- Holding costs associated with the property, such as taxes, insurance and debt service
- Other costs not approved in advance by the Office of Economic Development

### Welton Development/Design Challenge Budget Form

<b>Line Item Description</b>	<b>Amount</b>
<b>Engineering Fees</b>	
<b>Architectural Fees</b>	
<b>Legal Fees</b>	
<b>Consultant Fees</b>	
<b>Soils/Toxics Tests</b>	
<b>Appraisal Fees</b>	
<b>Other</b>	
<b>Other</b>	
<b>Other</b>	
<b>Total</b>	

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**SECTION E: Additional Required Information**

**E.1 Organizational Form**

Organization Name:

Address:

City, State Zip:

Primary Contact:

Title:

Phone:

E-Mail:

DUNS #:

CCR Expiration Date:

Federal Tax ID:

*Provide a copy of agency IRS designation letter in attachments*

Incorporation Date:

*Provide a copy of the Certificate of Good Standing from the Secretary of State*

Organization Type     Non-profit     For-profit     Government     Other:

Identify the size category for your design/ development project::

- land area for the proposed redevelopment,
- building usable/leasable square feet of 2,250 square feet per floor; or
- street frontage of 18 linear feet for the leasable retail space

Proposer offers to submit a development/ design plan to the City and County of Denver in accordance with the specifications and subject to the Terms and Conditions described in the Welton Development/Design Challenge Request For Proposal (RFP) 2013-01.

Signature constitutes acceptance of all Terms and Conditions listed in this RFP and all documents attached.

By: \_\_\_\_\_  
Printed or Typed Name

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

E.2 Vendor Information

Business Name	Tax ID # (TIN or SSN)								
Business Address	Telephone Number								
City, State Zip	Fax Number								
Order Address (If different from above)	Email								
City, State, Zip	Ordering Email (If different from above)								
Remittance Name	<p style="text-align: center;">Vendor Entity Type (check one)</p> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Individual</td> <td><input type="checkbox"/> LLP/LLC</td> </tr> <tr> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Sole Proprietor</td> </tr> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Government</td> </tr> <tr> <td><input type="checkbox"/> Exempt/Non-Profit</td> <td><input type="checkbox"/> Employee</td> </tr> </table>	<input type="checkbox"/> Individual	<input type="checkbox"/> LLP/LLC	<input type="checkbox"/> Partnership	<input type="checkbox"/> Sole Proprietor	<input type="checkbox"/> Corporation	<input type="checkbox"/> Government	<input type="checkbox"/> Exempt/Non-Profit	<input type="checkbox"/> Employee
<input type="checkbox"/> Individual		<input type="checkbox"/> LLP/LLC							
<input type="checkbox"/> Partnership		<input type="checkbox"/> Sole Proprietor							
<input type="checkbox"/> Corporation		<input type="checkbox"/> Government							
<input type="checkbox"/> Exempt/Non-Profit	<input type="checkbox"/> Employee								
Remittance Address									
City, State, Zip									

Dun & Bradstreet Number	
SIC Code and/or NAICS Code	

Disadvantaged Business Enterprise (DBE) <input type="checkbox"/> Yes <input type="checkbox"/> No Type (check all that apply) <input type="checkbox"/> DBE Disadvantage Business Enterprise <input type="checkbox"/> MBE Minority Business Enterprise <input type="checkbox"/> WBE Women Business Enterprise <input type="checkbox"/> SBE Small Business Enterprise <input type="checkbox"/> SBEC Small Business Enterprise Concessions <input type="checkbox"/> ACDBE Airport Concession Disadvantage Business Enterprise <input type="checkbox"/> Other: _____	Certification Source	
	Certification Number	
	Certification Beginning Date	
	Certification Expiration Date	