



REQUEST FOR PROPOSALS

Duplexes for Sale

2024

SUMMARY/INTRODUCTION

In 2020 the Dakota County Community Development Agency (CDA), as Sole Member of the DCCDA Section 18 LLC through the U.S. Department of Housing and Urban Development (HUD), converted 120 scattered site public housing units to the Section 18 assistance program. During the past four years, the CDA has successfully sold single-family homes and duplexes. Eighty-six (86) units remain under the ownership of the DCCDA Section 18 LLC. The Section 18 program allows the CDA to sell homes to non-profit agencies. The homes must be sold at Fair Market Value to maintain the housing value within the community of other homes.

Currently there are three (3) vacant duplexes available located in the City of Eagan. The CDA seeks a non-profit agency or agencies (Agency/Agencies) to purchase the homes to help fulfill the Agency's mission. A list of the homes along with the appraised market value is listed in Attachment A.

ESTIMATED TIMELINE

RFP Released	August 30, 2024
RFP Responses Due	September 20, 2024
CDA Board of Commissioners Holds Public Hearing to Consider Sale of Property	October 23, 2024
Execute Purchase Agreement	TBD
Completion of Project	Within one (1) year of closing

The CDA reserves the right to change the timeline to ensure the RFP process is successful.

Property History

The homes being offered were previously public housing properties that have been held by the Dakota County CDA for over 30 years. All properties have been maintained and updated as needed. The properties are being sold as-is for fair market value.

Project Planning Assistance

The CDA will provide information as available to facilitate cost estimations, including appraised market value. The selected Agency(ies) is/are responsible for ordering any additional tests and updates required to meet their guidelines to purchase the properties and meet the Agency's mission.

Successful respondents must offer to pay a minimum of appraised market value for each property to be acquired. Within 60 days following award, the Agency will execute a Purchase Agreement with the CDA that will include, but not be limited to, the program requirements stated below.

1. **Due Diligence Period.** The Purchase Agreement will establish a due diligence period not to exceed three (3) months after the date of execution of the Purchase Agreement. The Agency will be

responsible for obtaining all required approvals and completion of all property due diligence and investigation within this three-month period.

2. **Conveyance of Property.** The conveyance of each property to the Agency will not occur until the Agency has demonstrated readiness to proceed and complete the project in a timely manner (i.e. have financing in place). The conveyance of property is also subject to HUD's execution of the full release of the HUD Use Agreement.
3. **Project Timeline.** The Purchase Agreement will establish a timeline for the timely completion of the sale of each property.
4. **Reversion Clause.** The Purchase Agreement will contain a reversionary clause allowing the CDA Section 18 LLC to re-purchase the property if acquisition does not occur according to the schedule set forth in the Purchase Agreement.
5. **Escrow.** An escrow deposit will be required at the time the Purchase Agreement is executed.

CRITERIA

Responses received will be subject to a two-part review process.

Part 1: Mandatory Requirement

Respondents must meet minimum criteria in order to have their proposals considered. At a minimum, Respondents must demonstrate the Agency is a certified non-profit organization by providing documentation, including Form 990.

Part 2: Scoring Criteria

CDA staff will review and score proposals that meet the mandatory requirement to determine whether the Respondent has the experience, capability, and creditworthiness to successfully complete all, some, or none of the proposed acquisitions. Scoring criteria includes:

1. Demonstrated experience: A minimum of 5 years' experience doing projects of similar scope and size to those proposed.
2. Demonstrated capability to complete the project: The Respondent must demonstrate that during a 5-year period it has successfully completed projects of similar scope and size to those proposed, in similar markets.
3. Articulated mission and how each project advances the mission of the Agency.
4. Demonstrated credit worthiness: For each project applied for, the Respondent must demonstrate that it can secure funding for the project.
5. Willingness to pay a minimum of appraised market value for each property proposed to be acquired.

SELECTION CRITERIA	Maximum Points
Prior Agency experience of similar project	25
Capability to complete the project	25
Articulated mission and reuse properties to fulfill Agency's mission	10
Demonstrated credit worthiness	20
Willingness and ability to pay minimum appraised value	20
Total Possible Maximum Points	100

The CDA is open to selecting one Agency to purchase the three properties or selecting multiple Agencies on a per property basis. The CDA reserves the right to interview applicants, if multiple Agencies are selected for recommendation to the CDA Board of Commissioners.

Applications are due by 3:00 pm on Friday, September 20, 2024.

Email application materials to Lori Zierden at lzierden@dakotacda.org

Alternate contact: Lisa Alfson at lalfson@dakotacda.org

LATE PROPOSALS WILL NOT BE ACCEPTED

Questions about the RFP must be submitted in writing to Lori Zierden at lzierden@dakotacda.org. Questions must be submitted before Wednesday, September 18th. Property tours will be arranged if the Agency requests a tour of the properties. Tours must take place before September 18th.

SUBMITTAL REQUIREMENTS AND CHECKLIST

Respondents must adhere to the submission requirements. Failure to comply with the instructions of this RFP will be cause for rejection of the proposal. The CDA reserves the right to seek additional information to clarify responses to this RFP and to reject any or all submittals it deems nonresponsive. Accepting any proposal(s) is at the sole discretion of the Dakota County CDA Board of Commissioners.

Each response must include the following:

- Cover sheet (Attachment A)
- Application (Attachment B)
 - Application questions
 - Resumes of the development team
 - Documentation supporting financial feasibility
 - Form 990
 - Disclosure Affidavit (Attachment C)

ATTACHMENT A: COVER SHEET

Duplexes for Sale Request for Proposal

Dakota County Community Development Agency
 Applications are due by 3:00 pm on September 20, 2024

For each property included in your application proposal, provide the information below

Property Address	Offer Amount	Order of Acquisition (for multiple properties, which will be acquired 1 st , etc.)	Appraised Market Value
1363 Easter Lane, Eagan - Vacant	\$		\$375,000
3808 Lodestone Lane, Eagan - Vacant	\$		\$415,000
4440 Lynx Court, Eagan – Vacant	\$		\$412,000

*Respondents DO NOT need to offer an amount for each property.

- Agency Name: _____
 Address: _____
 Phone: _____ Email address: _____
 Federal Tax ID Number: _____

- The Agency was established on _____, organized or operating under the laws of the state of _____, as _____.
Date

- Number of years in business: _____

- List the members of the development team and consultants. Insert additional pages as necessary (attach resumes of all members of the development team.)

Name	Title	Firm	Role

The information contained herein is true and correct to the best of my/our knowledge and belief.

Signature

Title

Date

Signature

Title

Date

ATTACHMENT B: APPLICATION QUESTIONS

Please limit responses to no more than 4 pages.

1. Brief description of the Agency's mission.
2. Project. How will these properties advance the Agency's mission? Who will occupy these homes? Will the properties be rental units or homeownership units? If rental, how much will be charged for rent?
3. Financial Feasibility. Respondent must demonstrate how funding will be secured for this project. Describe sources/potential sources for the project; innovative use of financial assistance; and how much and type of financial assistance will be needed from the CDA. Please attach evidence of financing feasibility to take on this project.
4. What are the anticipated rehabilitation costs for the property?
5. Demonstrated capacity. Please describe similar projects in similar markets wherein the Agency has completed transactions like this project previously.

6. Project commencement schedule:

6 months or less

12 months or less

State typical timeline to have homes occupied: _____ months.

7. Additional Comments:

ATTACHMENT C: DISCLOSURE AFFIDAVIT

1. PRINCIPAL INFORMATION

This affidavit must be completed by an authorized person or persons on behalf of the non-profit entity (“Agency”) submitting the proposal. For non-profits, the executive director must provide an individual submission.

Non-profit Name
 Non-profit Address

Individual Name
 Phone Number
 Email Address
 Home Address

2. PRINCIPAL DISCLOSURES

Check the boxes below regarding each individual and/or listed above. For each item listed below and answer in the affirmative, please provide a full explanation including, as appropriate, (1) date, (2) charge or claim, (3) place, (4) court and case number, (5) current status of case, and (6) outcome of case. Attach documentation as necessary.

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit/Individual is a party in a pending lawsuit.
<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit /Individual is the subject of a judgment or has a conviction or pending case for criminal or civil fraud or bribery or felony within the past ten (10) years.
<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit/Individual has been a debtor in a bankruptcy proceeding, either voluntary or involuntary, within the past 10 years.
<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit/Individual has unpaid delinquent taxes, municipal liens, and/or outstanding civil money judgments.
<input type="checkbox"/>	<input type="checkbox"/>	Nonprofit/Individual has been declared in default of a loan or failed to complete a development project.
<input type="checkbox"/>	<input type="checkbox"/>	Is the nonprofit in good standing with the Minnesota Office of the Secretary of State?
<input type="checkbox"/>	<input type="checkbox"/>	Is the Nonprofit/Individual subject to any defaults, liens, or judgments?
<input type="checkbox"/>	<input type="checkbox"/>	Has the Nonprofit/Individual failed to complete or currently in violation of a development agreement or other agreement involving a city or township in Dakota County?
<input type="checkbox"/>	<input type="checkbox"/>	Has the Nonprofit/Individual previously been involved in a lawsuit with a city or township in Dakota County?

Statement of Non-Collusion

The individual signing this affidavit, on his/her own behalf or on the Agency's behalf, as applicable, swears or affirms that:

- 1. He or she is fully informed respecting the preparation and contents of the subject proposal.
- 2. The proposal is genuine and is not a collusive or sham offer, nor does the Agency/Individual, as applicable, intend to hold said property as a "speculative" investment.
- 3. The price or prices quoted in this offer are fair and proper and this Agency/Individual or any of its officers, partners, agents, representatives, owners, or employees, as applicable, has not in any manner sought to secure through any collusion, conspiracy, connivance, or unlawful agreement any advantage against the CDA, or any person interested in the Proposed contract and/or redevelopment.

I swear or affirm, on my own behalf or on the Agency's behalf, as applicable, that the information contained in this Disclosure Affidavit is true and correct to the best of my/our knowledge and belief. I further acknowledge that the statements made in this Disclosure Affidavit are material and will be relied upon by the Dakota County Community Development Agency in determining what action to take on this proposal.

Signature

Title

Date

STATE OF MINNESOTA}

SS

COUNTY OF DAKOTA}

The forgoing instrument was acknowledged before me this ___ day of _____, _____ by _____ (individually) on behalf of _____ (company name).

By _____
Notary Public