
Office of the Mayor
Robert B. Mielke



TEL: (715) 261-6800
FAX: (715) 261-6808

September 28, 2016

Dear Interested Parties,

The Board of Commissioners of the Wausau Community Development Authority (CDA) is pleased to release a **Request for Proposal (RFP)** for Riverview Terrace- a 36 unit Residential Care Apartment Complex (RCAC).

The Board's intent with this RFP process is to explore opportunities which maximize the long term value and functionality of our existing facility- which may include the sale or lease of the building.

Proposals must include:

1. property lease or purchase offer/management proposal;
2. plan for existing tenant base/marketing;
3. capital improvements proposed;
4. any request for CDA or city participation.

Event	Date
1. RFP Released	September 28, 2016
2. Proposals Due	December 16, 2016

Sincerely,

Robert B. Mielke
Mayor

Background

Riverview Terrace is a modern 36 unit Residential Care Apartment Complex (RCAC) licensed to provide residents with up to 28 hours per week of supportive, personal and nursing services. The building is currently part of the Community Development Authority's 5.11 acre campus which includes Riverview Towers public housing facility as well as the CDA's administrative offices.

The existing tenants at Riverview Terrace are at least 62 years of age. Eligibility is based on gross annual household income. There is no asset limit and is based on 30% of adjusted gross monthly household income. A monthly service fee is required for services. Monthly rent includes all utilities (gas, electricity, water/sewer) with the exception of telephone and cable service.



Proposal Format and Required Information

1. **Approach:** The proposal should reflect each of the sections listed below: For project team responsibilities, list the approximate percentage of the project for each team member, description of the project approach, including detailed procedures and technical expertise by phase.
2. **Project Deliverables:** Detail a proposed offer to lease or purchase and a management vision for the property including a strategy to maintain and/or transition existing tenants. This should include an offer to purchase/lease price, include descriptions of the types of reports and assumptions utilized to justify the project and provide information on predicted vulnerabilities as they might apply to the project.
3. **Project Management:** Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project. Describe the company's bonding process and coverage levels of employees.
4. **Level of Investment and Financial Viability:** Developers shall include a project construction budget. Developer shall provide the status of their organization (whether a corporation, a non-profit or charitable institution, a partnership, a limited liability corporation, a business association, joint venture, or other) indicating under which laws it is organized and operating, including a brief financial history. The developer shall provide a statement regarding any debarments, suspensions, bankruptcies and/or loan defaults.
5. **Successful Examples:** Include detailed descriptions and photos of other redevelopment projects completed by your firm and/or partners.
6. **Organizational Overview:** Provide the following information about your company:
Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number, Primary and secondary SIC numbers, address, main telephone number, toll-free numbers, and facsimile numbers. Key contact name, title, address (if different from above address), direct telephone and fax numbers. Person authorized to contractually bind the organization for any proposal against this RFP. Brief history, including year established and number of years your development team has taken on similar projects.
7. **Scope:** Propose a project implementation timeline and performance standards for the construction work to be completed.

Costs of Proposal

Any costs incurred in the development of the Response to this Request for Proposals are borne by the Developer. The City of Wausau is not responsible for any costs incurred by the Developer in formulating a response, or any other costs incurred such as mailing expenses.

Questions and More Information

Questions and/or additional information on the facility, including potential tours, are available upon request. Betty Noel, Manager- betty.noel@ci.wausau.wi.us
715-261-6674

Questions and/or additional information on this RFP process. Christian Schock, Interim Executive Director- christian.schock@ci.wausau.wi.us
715-261-6683

Evaluation Criteria

Weighting of criteria is used by the Board of Commissioners of the Community Development Authority (CDA) as a tool in selecting the best proposal. The CDA may change criteria and criteria weights at any time. Evaluation scores or ranks do not create any right in or expectation of a contract award. Proposals will be evaluated on the accuracy and responsiveness of the developer. Background checks and references will also be considered.

Evaluation of Proposals will be based upon the quality of response, the proposed developers background and proposed investment.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Developer (out of a total of 100):

- *Proposal maximizes value to the Community Development Authority. (30 Points)*
- *Proposal minimizes impact to existing tenants. (30 Points)*
- *Proposal offers a sustainable plan for the utilization of the facility and complements the existing use at Riverview Towers. (30 Points)*
- *Availability of high-quality personnel and management professionals to own and manage the facility. (10 Points)*

The response that is deemed to be the most advantageous for the CDA and region shall be termed the best project. Consideration will be given to cost, level of investment, functionality, and other factors. A selection committee may be composed of members from the community, Common Council, Community Development, Community Development Authority, Finance, Planning and Public Works Departments.

To be selected, a proposer must be able to comply with the general requirements outlined in this document and with any other applicable laws and requirements.

Proposals shall meet the following criteria:

1. Proposals shall be prepared on standard 8 1/2" X 11" letter-size paper;
2. Ten (10) copies of each proposal;
3. Email digital copy of proposal to christian.schock@ci.wausau.wi.us

The CDA reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential developer,
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and
- Award more than one right to develop.
- Negotiate the nature and scope of the project before final Board and Council approval of a term sheet.

Developer's proposal in response to this RFP may be incorporated into the final Development Agreement between the City of Wausau and the Developer and the selected vendor(s) of the Developer.

Send proposals by 4:30 p.m. on December 16, 2016 to the attention of:

Christian Schock, Interim Executive Director- Community Development Authority
540 East Thomas Street
Wausau, WI 54403
Phone: 715-261-6683
christian.schock@ci.wausau.wi.us