



Redevelopment Authority for the City of Coatesville  
One City Hall Place  
Coatesville, PA 19320

REQUEST FOR INFORMATION (RFI)  
Developer Selection Criteria

Issued: March 21, 2011

The Redevelopment Authority (RDA) of the City of Coatesville owns properties within the corporate limits of the City of Coatesville. It is the desire of the RDA to develop those properties in order to recover its investments; increase the City's tax base by creating additional revenue through sale or lease; and generate employment opportunities for the citizens of Coatesville. It is imperative then, that the RDA qualifies developers that have genuine projects and the ability to complete them, producing positive and long-lasting benefits to the City and its residents. It is vital that the RDA receive significant advanced information from those developers to allow the Board of Directors to make appropriate and timely decisions without wasting valuable time and resources of either the developer or the RDA.

With the foregoing in mind and as a means to assist the RDA Board in their decision-making process, the following Request for Information (RFI) has been prepared for prospective developers to complete and return to the RDA prior to any consideration for approval. Please complete this information and return it to, Redevelopment Authority of the City of Coatesville, Attn: Chairman, One City Hall Place, Coatesville, PA 19320. (An electronic copy of this RFI is available upon request.)

The RDA reserves the right to reject any and all proposals submitted to the RDA for consideration.

Should the RDA wish to continue with negotiations, the RDA reserves the right to require an appraisal of the property at the Applicant's expense. The appraisal shall be completed by a company selected by the RDA.

---

**RFI SUMMARY FORM**

**Organization Name:**

**Contact Person and Title:**

**Address:**

**Telephone:**

**Fax:**

**E-mail address:**

**Project Location\*:**

**Project Description:**

\_\_\_\_\_  
**Signature and Title**

\_\_\_\_\_  
**Date**

\*Please provide one RFI response for each RDA property unless the proposed project involves a series of contiguous RDA parcels.

**Specifically discuss each of the following items in a number by number format:**

**Proposed Project:**

- 1.) Describe the proposed project and include engineering, architectural, conceptual plans or drawings, square feet, estimated land area required, and a location map. If plans and specifications are not complete, please explain and give the estimated date of completion.
- 2.) Explain the planning process involved in selecting the proposed project and location.
  - a. Please include any studies.
- 3.) List the required approvals already obtained from governmental entities. If any required approvals are outstanding, explain why and state the estimated date when approval is expected.
- 4.) Detail the estimated time to complete this project after a Memorandum of Understanding (MOU) or an agreement is accepted by all parties. Please provide a project matrix of the timing for development from date of approval to date of completion.
- 5.) State the benefits expected to be achieved in the area or neighborhood as a result of the project.
- 6.) Explain how the project is an identified element and/or promotes the goals of the City's Comprehensive Plan.
- 7.) Provide an estimated number of jobs expected to be created and/or retained as a result of the project.
- 8.) Attach any letters of support for the project.

**Developers Experience:**

- 1.) Describe past projects and similarities with this proposed project that have been completed. Please provide locations and addresses for possible RDA visits and inspections.
- 2.) Are there available administrative/fiscal resources to manage and complete this project in a timely manner?

- 3.) Explain how local (City of Coatesville) contractors, sub-contractors, suppliers, materials and employees will be utilized to complete the proposed project.
- 4.) If this is the first joint effort of the development team provide any past collaborations that have produced positive results on other developments.
- 5.) For the project to move forward in a timely fashion, it is important that internal as well as external disputes be resolved quickly. Site examples of past project disputes have been handled. If any changes are made to the approved development team, will the developer discuss those changes with the RDA before making a final decision?

**Financial Requirements:**

1. Provide a recent (within past six months) financial statement and/or audit of the owner/developer and each partner that will be part of the project development.
2. Describe how this project will be financed and identify the sources and uses of the financing sources.
3. If financing is not in place, describe what efforts are being made to obtain financing and how quickly you would expect to have financing of the proposed project in place. It is expected that the majority of financing will be in place at the time of approval of the project by the RDA.
4. Have performance bonds, guarantee bonds, or other forms of assurance bonds for the completion of similar projects been issued in the past? If so, describe those bonds and the bond amounts. If not, explain how any required bonds will be obtain, which will be part of any sales and/or performance agreements.
5. Have there ever been defaults on any bonds, loans or construction projects? If so, please describe.
6. Describe your expectations for cooperation from the RDA and be specific of your expectations and/or need for any assistance from the RDA.
7. Please provide any additional information you believe to be relevant to the project that would assist the RDA Board in the selection of your firm for development of a RDA property.
8. Please complete the Financial Identification Form on page 5.

**Financial Identification Form:**

1. Using the following form, list all development costs.

Construction Costs:

(Note: Please include unit cost breakdowns, where applicable, for construction costs.)

Site work (incl. demolition)	\$	_____
Structural construction	\$	_____
Contingency	\$	_____
Subtotal		\$ _____

Soft Costs:

Arch./Eng. Fees	\$	_____
Legal Fees	\$	_____
Accounting Fees	\$	_____
Admin/Development Fees	\$	_____
Survey	\$	_____
Title Work	\$	_____
Taxes	\$	_____
Insurance	\$	_____
Relocation	\$	_____
Other (specify):	\$	_____
Subtotal		\$ _____

Miscellaneous Costs:

Developer Fee	\$	_____
Project Reserve	\$	_____
Subtotal		\$ _____

TOTAL COSTS		\$ _____
-------------	--	----------

**Reimbursement of Costs and Expenses.** Developer shall reimburse the RDA upon demand, for all reasonable out-of-pocket costs and expenses incurred by the RDA associated with the RDA's involvement with the Project. Such costs and expenses shall include, without limitation, recording fees, appraisal fees, inspection fees, filing fees, surveys, premiums for title insurance as may be required by RDA, fees and expenses of any consultant engaged or employed by RDA, and all reasonable attorney's costs and fees.

**Management and Site Control:**

1. As applicable, provide the firm name, contact person, address, phone number, fax number, and e-mail address for the project's:
  - Attorney
  - Owner
  - Architect
  - Contractor
  - Management Agent
  - Consultant
  - Bank

Provide a copy of the Partnership Agreement or provide an explanation of the Partnership.

- 2.) Is the property currently zoned for the proposed project? If not, explain steps taken to date to obtain zoning approval. Also, explain steps to be taken in the future to obtain zoning approvals.
- 3.) What, if any required studies (i.e. utility, geotechnical, environmental) are necessary to carry out the proposed project?

Studies may be required at the expense of the applicant prior to any commitment by the RDA.

**CERTIFICATION OF ORGANIZATIONAL CAPACITY**

In completing this page, the proposed Developer/Entity is certifying that they have the fiscal and organizational capacity to administer and carryout the project defined in this RFI.

	YES	NO
The Developer/Entity has the fiscal capability to carryout the proposed project.		
The Developer/Entity currently has adequate facilities, equipment, and/or staff with the necessary areas of expertise to carry out the proposed project.		
The Developer/Entity has adequate internal management procedures and separation of duties to prevent fraud and abuse.		
The Developer/Entity does not have any outstanding audit deficiencies or disallowed costs from previous projects or activities.		
The Developer/Entity has never had to pay back funds to the federal government.		
The Developer/Entity or its principals have never been debarred or suspended by the Federal government and the applicant is not the successor organization to one that was.		

**AFFIDAVIT OF TAX PAYMENT**

The undersigned Affiant (hereinafter "Affiant"), being duly sworn, deposes and says that:

1. He/she makes this Affidavit as the authorized representative of \_\_\_\_\_ which has responded to the Redevelopment Authority for the City of Coatesville's Request for Information (RFI) Developers Selection Criteria.
2. He/she understands that it is the policy of the RDA that transfer of property will not be made available to entities whose Chester County, school district and/or municipal taxes are delinquent.
3. All of Affiant's County, school district and municipal taxes are now current.
4. He/she understands that this Affidavit is made subject to the provisions of Section 4903 of the Pennsylvania Crimes Code (18 Pa. C.S.A. §4903) and that false statements made herein shall be regarded as false swearing for purposes of criminal prosecution under said section.

\_\_\_\_\_  
Affiant

Sworn to and subscribed  
before me this    day  
of           , 200\_\_.

\_\_\_\_\_  
Notary Public

**RFI RESPOSE CERTIFICATION FORM**

I certify that the information in this response is, to the best of my knowledge, true and correct.

I recognize that the following actions by RDA do not constitute a commitment by the RDA to transfer property:

1. Acceptance of this RFI Response.
2. Issuance of a request for additional information.

I understand that the RDA is not responsible for actions taken in reliance upon the prospective property transfer of the RDA.

I understand that transfer of any RDA property for the purpose of redevelopment is contingent upon the timely and successful completion of a redevelopment project.

\_\_\_\_\_  
**Date**

**By:** \_\_\_\_\_

**(Signature)**

\_\_\_\_\_  
**Name (Type or Print)**

\_\_\_\_\_  
**(Title)**

**Sworn to and subscribed  
before me this    day  
of           , 200\_\_.**

\_\_\_\_\_  
**Notary Public**