

REQUEST FOR QUALIFICATIONS
DEVELOPMENT FINANCE CONSULTANT SERVICES
FOR
THE ECONOMIC DEVELOPMENT CORPORATION OF KANSAS CITY, MISSOURI

March 18, 2015

The Economic Development Corporation of Kansas City, Missouri (EDC) requests submittal of **QUALIFICATION STATEMENTS** for Development Finance Consultant Services for plans and projects sponsored or administered through its affiliated agencies or programs of the EDC which include, but are not limited: to the Land Clearance for Redevelopment Authority of Kansas City, Missouri, the Tax Increment Financing Commission of Kansas City, Missouri, the Chapter 353 Advisory Board of Kansas City, Missouri, Planned Industrial Expansion Authority of Kansas City, Missouri, and Port Authority of Kansas City (together sometimes referred to as the Agencies and referred to individually as the Agency). The EDC expects to enter into a contract for the requested professional services for a period to be negotiated between the EDC and the selected Professional. Proposals submitted jointly by more than one Professional are permitted.

All Qualification Statements will be evaluated based on the completeness of the statement, the Professional's experience and capacity to perform the work, the Professional's past record of performance, the Professional's familiarity with the Kansas City, Missouri area and existing Missouri incentive programs. Preference will be given to a Professional which limits its professional engagements to the public sector. In addition, the location of Professional's office may be considered.

The Agencies encourage participation by Professionals who have been certified as Women's Business Enterprises (WBE) and Minority Business Enterprises (MBE) by the Kansas City, Missouri Human Relations Department. Majority firms or firms not certified as M/WBEs are encouraged to consider entering into agreements to provide the required services jointly with companies certified as MBEs and/or WBEs by the Human Relations Department. Please contact the Human Relations Department of Kansas City, Missouri, for a list of certified firms, or refer to the Department's website, www.kcmo.org.

After review of the Qualification Statements, the Agencies intend to select a Professional with which to negotiate a contract for a specified term. The Agencies reserve the right to reject any and all qualification statements.

The Professional's Qualification Statement must demonstrate that the Professional is well experienced and qualified to effectively provide the following services with respect to the work.

SCOPE OF SERVICES

The scope of services for each project may vary but the Professional will be expected, at a minimum, to perform the following:

1. Review documents submitted by developers (öDevelopersö) who are seeking financial assistance to determine how the requested assistance relates to the prospective development plan and/or, project development budget and the Developerö operating pro forma.
2. Review the reasonableness of Developerö assumptions as compared with similar developments in the Kansas City area, including suburban areas in both Missouri and Kansas.
3. If the Developerö assumptions vary significantly from the Professionalö experience with similar developments, analyze why the assumptions vary and the reasonableness of those variances.
4. Evaluate the project by calculating the amount of direct public assistance needed in order for the project to be feasible. This task should include identification of a risk-appropriate rate of return that will justify the equity investment and attract sufficient debt to fund the project in accordance with the development budget. Additionally, the report should include a sensitivity analysis of the return as it relates to the cost and revenue assumptions.
5. Compare the Professionalö calculation of needed public assistance with the Developerö calculation of requested public assistance.
6. If the needed public assistance calculated by the Professional varies significantly from the Developerö calculation of the requested public assistance, explain why the results of the calculations are different. The Professional will be expected to submit initial drafts of the required reports and to discuss them with the EDC staff, Agency and/or Developer.
7. If relevant to a project, evaluate the level of public sector risk in the proposed development, and suggest methods to improve the proposed structure of the transaction by reducing the public sector risk.
8. The Professional may be requested to include in its reports an evaluation of more than one type of incentive to determine which, if any, incentive is necessary for the project; therefore, the Professional should demonstrate a strong understanding of statutory requirements for öbut forö analysis for each incentive program. The Professional should have the capacity to provide internal rate of return analysis and debt coverage ratio analysis in the reports. Professionals should also have the capacity to include both leverage and unleveraged internal rate of return scenarios as part of the report.
9. Additional services that may be requested include market study analysis and deal negotiation on the requested incentives for the Project.

10. The Professional will review all financial analysis report findings with the EDC staff and Agencies.
11. The Professional may be required to testify before Agencies and/or City Council to provide an overview and answer questions for all financial analysis reports.
12. In connection with the scope of work, the Professional will develop a standard report form and methodology in conjunction and consultation with the Agencies, along with standardized formats for financial information, which would include; redevelopment project budgets, sources of funding, and operating pro forma which will be completed by Developers for various incentive programs.
13. The Professional should include a proposal providing for EDC staff training on the use of the standardized formats referred to in item eleven (12) above.
14. The Professional should also include a proposal for providing an overview and presentation to Agencies and City Council Committees.

Actual contractual requirements will be set forth in an “Agreement for Professional Services” following negotiation with the selected Professional.

The Professional is strongly encouraged to thoroughly review this entire Request for Qualifications as all submittals will be reviewed for compliance with the submission requirements set forth in it. The Professional must use the following outline to organize the Qualifications Statement and to provide all of the required information. The Professional must, at a minimum, provide the information described below when submitting its Qualification Statement. Proposals should be limited to twenty-five (25) pages not including the transmittal letter and sample reports.

1. TITLE PAGE

Indicate the Professional's complete legal name (and the name under which the Professional is doing business, if different than the legal name), the form of legal entity (corporation, limited liability company, general or limited partnership or sole proprietorship, etc., if not evident from the legal name), local address, telephone number, facsimile number, contact person and title along with contact person's e-mail address, and the date of the qualification statement.

2. TABLE OF CONTENTS

The table of contents must clearly identify the material included in the proposal by section and page number.

3. TRANSMITTAL LETTER

The Professional must send a signed letter of transmittal briefly stating:

- The Professional's understanding of the scope of services to be provided;
- Positive commitment to perform the work as it will be described in the professional services contract;

- Why the Professional believes it to be qualified to perform the work;
- The title of the person signing the letter, and a statement that he or she is authorized to bind the Professional.

4. THE PROFESSIONAL'S PROFILE

- State the location of the office from which the services will be performed and the number of professional staff employed at that office;
- Provide a brief work or other relevant history of the Professional;
- Indicate whether the Professional has provided services to any of the Agencies in the past and the type of services provided;
- State that the Professional has no conflict of interest with regard to services to be provided pursuant to the contract(s) contemplated by this request for qualifications.
- State whether the Professional has been certified by the Kansas City, Missouri Human Relations Department as an MBE or WBE.
- State whether the Professional has an Affirmative Action Plan; if so, a copy must be attached.

5. SAMPLE REPORT

Provide two samples of a previously completed financial report that was conducted in the last two years. Provide a list of the financial reports that have been conducted and the location of the project for which they were conducted for in the last four years.

6. THE PROFESSIONAL'S QUALIFICATIONS

Provide a list of the permanent employees of the Professional, anticipated to work on the project, including names, job descriptions, titles, relevant educational and professional experience, certifications and/or licenses. In addition, please provide the following:

- List all Professional's subcontractors anticipated to work on the project, (if any), including name, relationship, relevant staff and experience;
- Provide a list of at least 3 professional references;
- Describe all civil judgments, consent decrees, settlements, and pending or threatened litigation within the last 5 years against the Professional and/or its principals.

- Describe any criminal convictions, including guilty pleas and pleas of nolo contendere, not including minor traffic offenses, of the Professional and/or its principals within the last 5 years against the Professional and/or its principals.

Prior to the assignment of any work under the professional services contract(s) between the Professional and the Agencies, the Professional may be required to update the information requested above, and to disclose any current, past or reasonably foreseeable substantial business relationship with Developer(s) of a specific Agency project. The Professional must disclose any current and/or anticipated contracts with Developers who anticipate utilizing Agency incentives. In addition the Professional will be required to disclose whether it is current with regard to the payment of all taxes owed.

Preference will be given to a Professional which limits its professional engagements to the public sector.

STATEMENT OF QUALIFICATIONS; SELECTION SCHEDULE

Request for Qualifications packets will be available at 9:00 a.m. (Central Daylight Time), March 17, 2015 at the Economic Development Corporation, 1100 Walnut Street, Ste. 1700, Kansas City, Missouri 64106.

The deadline for submission of the Qualification Statements will be 4:00 p.m. (Central Daylight Time) April 17, 2015.

Please provide an electronic copy and five (5) copies of the Qualification Statements.

All submissions should be made to the following:

Economic Development Corporation
Attn: Greg Flisram, Senior Vice President Business & Real Estate Development
1100 Walnut Street, Ste. 1700
Kansas City, Missouri 64106

Any questions regarding the Request for Qualifications packet should be submitted to Greg Flisram via e-mail at: gflisram@edckc.com

Upon receipt of the Qualification Statements, EDC staff will review the Statements and select one or more in each category for presentation to a Review Committee. All Professionals submitting Qualification Statements may be required to make a presentation to the Review Committee in order to be considered.

The EDC reserves the right to reject any and all Qualification Statements.

Robert Langenkamp
President/CEO
Economic Development Corporation of Kansas City, Missouri