

REQUEST FOR QUALIFICATIONS (RFQ)

QUALIFICATIONS SOLICITATION #DDP-120-SG-23

DOWNTOWN DOVER SITE 120-SG REDEVELOPMENT PROJECT

**120/142 S. GOVERNOR'S AVE.
DOVER, DELAWARE 19904**

A PROJECT OF THE DOWNTOWN DOVER PARTNERSHIP

A Non-Profit 501(c)(6) Located in the City of Dover, Delaware

June 22, 2023

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REQUEST FOR QUALIFICATIONS

Downtown Dover Mixed-Use Redevelopment Project 120 / 146 S. Governor's Ave., Dover, Delaware

1. INTRODUCTION, PROJECT OVERVIEW AND GENERAL PROVISIONS

1.1 Introduction

This Request for Qualifications (RFQ) is being issued by The Downtown Dover Partnership (DDP), a non-profit 501(c)(6) in the City of Dover, Delaware. The DDP, working in concert with the City of Dover and multiple public and non-profit agencies and individuals, recently completed a master plan for the downtown Dover area known as the “high priority target area for redevelopment and reinvestment” and for which the plan identifies the following vision:

“The central premise of a reignited downtown district calls for density and connection to become the engines that drive change. The future requires new developments that activate ground floor spaces, adding nearly 1000 new residential units, a boutique hotel, centralized parking, more contemporary architecture, upgraded existing building structures, restaurants with outdoor seating, authentic retail, programmed public spaces, streamlined government approvals and government assisted financial incentives.” P. 24

Further, “... we start from a position of strength. These anchors... Bayhealth, Delaware State University, and Dover Air Force Base... located within minutes of the downtown district are all longtime investors who could create synergy and directly benefit from a revitalized community.”

The master plan identifies several projects and strategies for redevelopment of numerous project sites.

Within this RFQ the DDP seeks a qualified developer/team of developers (“Respondent” or “Developer”) to creatively improve one site – the site that has been determined by DDP to be the #1 priority site for immediate redevelopment: 120/142 S. Governor's Ave. (the “Site”) is a DDP-owned site that the DDP believes will serve as a catalyst to jumpstart additional redevelopment efforts in the district.

The 1.76 acre Site is located in the heart of downtown Dover, one block away from, and parallel with, Lookerman Street, the downtown spine that houses the six block commercial business district. The Site currently houses a +/- 17,000 S.F. one story masonry building and is currently surrounded by a paved parking lot. This building will be demolished to prepare for new construction.

The Site, zoned as C-2, has been conceptualized in the master plan for redevelopment into a six-story mixed-use building to include a small-scale grocery, indoor/outdoor parking, ideally rooftop amenities, and potentially mixed-income residential units, including a percentage of affordable units. The Site lies within a residential area and alongside another redevelopment site conceptualized for multi-story mixed use development to include a multimodal transit center and for residential and commercial (retail, restaurant, possibly some professional office) use. This site, and others, will be the subject of future RFQ(s).

The DDP envisions creating a public/private partnership with the selected Developer, as well as investors, to engage as partners in the overall venture, and to ensure a unified project vision and goals for the site, redevelopment planning, construction, and eventual management of the various components of the property.

1.2 Process

All Respondents must comply with this RFQ and are advised to completely review the entire RFQ and to follow the instructions carefully.

Each Response shall take into consideration and address the Project Objectives and Goals as identified in Section 1.4. Addenda or additional information that may become necessary during the RFQ process (each an “Addendum”) will be made available publicly on DDP website www.DowntownDoverPartnership.com and each such Addendum will become a material part of this RFQ. It is the responsibility of responders to review the project website periodically for updates.

In anticipation of establishing a public/private partnership structure for this project, it is anticipated that the selected Developer will negotiate and execute a redevelopment contract with the DDP and additional partners selected for the financing, development, and construction of the project on the Site for which this RFQ is directed. This contract(s) will be negotiated with the DDP based on the plans and specifications that are prepared for the project, and therefore a form contract is not available for review at this time.

This RFQ does not commit or bind the DDP to enter into a contract or proceed with any next step related to securing a redevelopment partner. This RFQ is not to be construed as an offer to enter into a contractual relationship. The DDP may or may not select a Respondent as an outcome. The DDP assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to, or responding to, this RFQ. All such costs shall be borne solely by each Respondent.

The DDP reserves the right to waive technicalities, to reject any or all Responses or recommendations, or any portion thereof, to seek new responses, to proceed to do the work otherwise, or to abandon the work, if the DDP chooses for any reason to do so.

1.3 Project Area and Overview

Downtown Dover and adjacent residential neighborhoods have continued to suffer from physical decline and disinvestment, as exhibited by a nearly 50% vacancy rate of commercial properties in this business district and low homeownership (+/- 55%) in the neighborhoods. This area of central Dover has been designated as “high-priority redevelopment target area” by both the state and City of Dover as evidenced by designation as both an Opportunity Zone and a DE Downtown Development District. (See 1.4 Project Objectives and Goals)

Ongoing issues, including safety, vagrancy, vacancy, business retention/recruitment obstacles, lack of strong investment, and until now, lack of a current master plan to unify partner efforts, have continued to severely limit the center city from rising to its highest and best capacity as a thriving area of commerce and homeownership, particularly for those of low- and moderate income. Results of the DDP and aligned partners’ meaningful efforts to-date have given us glimpses of success as a thriving rural downtown community in which to live, work, and shop, and several local anchor institutions have indicated significant residential needs for their constituents, but this “heart of Dover” has not yet met the “tipping point” for solid, substantial revitalization.

The recently-completed master plan and the desired outcome of that plan reflect a “lean urbanism” philosophy (“level the playing field for small projects, allowing more people to participate in building their homes, businesses, and communities.” Reference: <https://leanurbanism.org/what-we-do>)

The master plan engaged the diverse Dover community in visioning and planning, including minority, underrepresented and low-income populations, and the project partners believe there is an opportunity to align an investment strategy upon implementation of the plan that will engage both traditional investors as well as a broad array of individuals in the community, diverse in ethnicity, MHI (Median Household Income), affluence, gender, age, and ability. The plan also recommends providing local workforce development opportunities.

Project partners seek market-rate housing, as well as affordable and luxury, ideally built as mixed-income projects so as not to create silos of demographics. They further seek increased entrepreneurial opportunity for, and buy-in of, constituents of the community, the outcome being that Dover's strengthened core will exhibit both residential opportunity and business activity that brings value for not only its current diverse community, but a community reinforced by the next generation of leaders. These projected leaders would include those with expendable income from Delaware State University, Bayhealth's new resident's program, Dover Air Force Base singles and officers who choose to live outside of the base, and a workforce that chooses to simultaneously live and work in the central Dover geography. Further, sustainable transformation of Delaware's Capital City of Dover into an exceptional, vibrant, reimagined core of commerce and community will prove valuable to the state, the legislative body/presence, and the surrounding region for years to come.

Over a million people stand to benefit from a revitalized business district that will regularly attract a new, young population while providing an increased quality of life and economic, entrepreneurial, and housing opportunities for all those that have already invested in the community, including minorities, those that are disabled, veterans, and other marginalized populations. The plan will benefit Dover City's population of +/- 38,000, an additional +/- 16,000 who work in Dover but live outside of the City, and destination shoppers from Delaware (total 975,000) and the Eastern Shore of Maryland with a population of 420,000.

For Quick Facts on the City of Dover, DE, visit: <https://www.census.gov/quickfacts/dovercitydelaware>

Project area: EXHIBIT 1 Dover Downtown Development District Boundary Map
See also: <https://evogov.s3.amazonaws.com/media/27/media/44772.pdf>

1.4 Project Objectives and Goals

The DDP seeks a Developer that can address these goals and key issues:

- **Public / Private Experience with Downtown Projects** – A vision for members/components of a public/private partnership that is based on or draws from successful experience with the operation of public/private partnerships and similar mixed-use redevelopment projects, ideally in a downtown setting.
- **Become a qualified partner in a proposed Public/Private Partnership (PPP):** This RFQ seeks a summary of what the Respondent is willing to build, and an evaluation of the respondent's qualifications and experience in designing, financing, executing, and managing similar developments in the past, and ideally exhibits experience as a partner in a PPP.
- **Sustainable and Equitable Development:** The project should support neighborhood commercial investment and job opportunities; broad community access to quality, mixed-income, residential options; and incorporating design elements that promote environmental sustainability – both in the natural (i.e.; natural plant species) and built environment (i.e.; storm water management, LED lighting, renewable energies).
- **Neighborhood Scale Development:** The design, scale, and quality of the building should complement and enhance the existing housing and commercial typologies found within downtown Dover, which is

both authentically historic and an eclectic mix. The commercial structures will allow observation of the street and provide pedestrians with a sense of walkability.

- **Community Investment:** Identify unique opportunities for investment in the project, considering both traditional and non-traditional investors from the community.
- **Density:** Address density goals as identified in the master plan.
- **Financing Plan and Private Financing Capabilities** – The selected Developer will work closely with the DDP and project partners to develop a workable budget for the project. The DDP will look to the selected Developer to provide a sufficient capital stack from all available public and private sources. (Review the master plan for specific funding mechanisms that may be applicable.)
- **Project Approach / Work Plan** – The Developer and the DDP (to include the DDP Property/Real Estate Development Director anticipated to be hired July/August 2023) will address development of the project and long-term operations to ensure long-term operational success.
- **Aggressive Timeline** – DDP believes this is a catalyst redevelopment project that will encourage private development, and therefore seeks a proposed timeline (“best case” scenario) and identification of key factors that could delay completion of the project in a timely manner.
- **Creative Incentives and Zoning to Support the Project** - Through this RFQ, the DDP and The City of Dover are open to exploring varied, creative concepts to financial feasibility to successfully bring the project to completion within an aggressive timeframe, as well as provide a strong path to a streamlined process in which subsequent developers will be increasingly successful. See list of incentives currently in place for redevelopment in this area:
 - **Downtown Dover Development District Designation:** (20% up to a cap on qualified development projects, plus a maximum \$10,000 Kent County DE match)
<https://stateplanning.delaware.gov/ddd/towns/dover.shtml>
<https://udel.maps.arcgis.com/apps/MapSeries/index.html?appid=709de4becdd54cf58136004ec3aa78dc>
<https://evogov.s3.amazonaws.com/media/27/media/44772.pdf>
 - **Delaware Opportunity Zone**
<https://business.delaware.gov/opportunity-zones/about/>
 - **Dover Opportunity Zone**
<https://opportunitydb.com/cities/delaware/dover/>
 - **City of Dover and Downtown Dover Partnership incentives** (some on this site duplicate bullets above)
<https://www.downtowndoverpartnership.com/ddp/incentives/>

Respondents are encouraged to avail themselves of other documents that will provide an understanding of the Site/project in a broader context:

- **Downtown Dover Master Plan (2023)**
<https://www.downtowndoverpartnership.com/ddp/downtown-dover-strategic-master-plan/>
- **DDP-led process for Development of City of Dover Comprehensive Downtown Parking Solution (2021)**
 - NOTE: *This Parking Solution was created prior to the development of the master plan and is under review to best complement the master plan.*<https://www.downtowndoverpartnership.com/ddp/parking-downtown/>
- **City of Dover Comprehensive Plan (2019)**
<https://www.cityofdover.com/media/Public%20Works/Rezoning%20Hub%20Site/Dover%202019%20Comprehensive%20Plan%20Adopted%201-13-2020%20Complete.pdf>
- **Restoring Central Dover Plan (2014 – current)**
<https://www.neighborgoodpartners.org/restoring-central-dover/>
- **Bike-Ped Plans 2017 (developed February/March 2015)**
<https://doverkentmpo.delaware.gov/files/2017/09/Bicycle-Plan-Final.pdf>

1.5 Project Timeline for Delivery of Response and Certain Deadlines

(a.) The following represents the Project Timeline for the RFQ process:

EVENT	DATE
Issuance of RFQ	June 22, 2023
Information session via Zoom	July 11 at 9:30 a.m.
Questions Due	July 12
Response Due Date	By or before August 15, 2023, 3 p.m. EST (Eastern Standard Time)
DDP team reviews Responses and issues requests to a shortlist of Respondents to provide additional information and/or presentations on site or via Zoom	August 28 - September 15, 2023
Target date for decision of Developer selection	September 20, 2021
Recommendation of the Panel-selected Developer shall be made to DDP Board of Directors by the DDP Board President / Executive Director and decision to be made regarding next steps of proposed project. Board consensus by vote.	September 27, 2021

(b.) All dates set forth above and elsewhere in this RFQ are subject to change, in the DDP’s sole discretion.

1.6 Address for Delivery of Response

- (a.) The Response shall be delivered by U.S. mail return receipt; by a nationally recognized delivery service (e.g., FedEx); or by hand delivery, in color/hardcopy in a sealed container and in electronic format (via a flash drive or accessible in a Dropbox or similar electronic platform) no later than the date set forth in Section 1.5 (a.) and must be delivered to the Downtown Dover Partnership, as follows:

Downtown Dover Partnership
101 West Loockerman Street, Suite 2-B
Dover, DE 19901
Attention: Diane Laird, Executive Director
Diane@DowntownDoverPartnership.com

- (b.) The Respondent is advised to allow extra time to ensure timely delivery.
- (c.) Deadline: Section 1.5 (a.) and 1.5 (b.)

1.7 General Provisions Regarding the Response

- (a) Response Contents

As used in this Request for Qualifications, the term “Response” means a Respondent’s complete response (Proposal) and should be organized, clearly indexed, succinctly written, and titled, to address:

- (i) **Statement of Qualifications (SOQ)** of the Respondent;
- How their team and process is unique and particularly suited for Dover and this project
 - Experience and availability of key personnel
 - Responsiveness
 - Experience on similar projects that create a blend of public and private uses and partners
 - Approaches to solutions for anticipated issues associated with design, financing, land-use compatibility, parking constraints, upkeep and maintenance costs, and marketing
 - Capability to meet schedules or deadlines and within budget on similar redevelopment projects
 - Quality of projects previously undertaken and capability to complete projects without having major cost escalations or overruns, or other obstacles
 - Familiarity with the issues and challenges that may be encountered with redevelopment in a downtown area
 - Track record of developers being able to execute their vision and the vision of their partners and constituents
 - Readiness of the Respondent to proceed: priority will be given to most-qualified Developer who is also ready to proceed with the project
- (ii) **Technical Proposal** Narrative description of proposed development, processes inherent to the redevelopment project, to include the following:
- A narrative and images/conceptual drawings/sketches to describe the design, structural type, and features of the redevelopment project; (Reference Dover Master Plan)

- Developers are encouraged to incorporate sustainable design and construction techniques and maximize energy efficiency and indoor air quality in both new construction and renovation projects and/or provide examples of how they've done so in other similar projects;
- Residential unit types proposed (i.e.; studio, one-bedroom, etc.; targeted occupant type I.e.; low-, moderate-, high-income, etc.); tenant- or owner-occupied; and projected quantity of each; to include at least a portion of affordable housing in the project, with proposed percentage detailed in the Proposal;
- Projected quantity and square footage of commercial units, categories of businesses / services targeted;
- Parking type(s) and number;
- Amenities for tenants and the public (i.e.; rooftop, gym, other);
- A written narrative describing the plan, strategy, personnel to market the residential units within and outside of the immediate community, as well as recruit appropriate tenants for the commercial spaces;
- A projected timeline for completion of the project (ideally describing best/worst case scenarios);
- Any other information that will provide support that the outcome of the Site development will be successful with this Respondent.

(iii) **Explanation of Financial Feasibility/Leveraging of Funds**

- Projected cost to redevelop the Site, as proposed in (ii.) above, Section 1.4, and including any other requirements, attributes, or amenities described in the Response.
- An illustrative/graphic capital stack that represents the underlying financial structure of the mixed-use development project.
- Priority will be given to projects that broadly leverage public and private funding sources.

(b) The Response Contents should consider and address the following desires/goals of the DDP and its partners:

- As outlined in Section **1.4 Project Objectives and Goals**

(c) Applicability of Freedom of Information Act

All documents submitted by a Respondent in response to the RFQ shall become the property of the DDP and will not be returned to the Responder except for Proprietary IP. Each Respondent grants the DDP the non-exclusive, non-revocable right to make use of Respondent's intellectual property (IP) and work product (including but not limited to patents, inventions, concepts, ideas, methods, and processes) submitted by or on behalf of each Respondent to the DDP in connection with its Response for the purposes of the Project. The right of the DDP to make or use each Respondent's intellectual property (except for the Proprietary IP) shall be royalty-free. The Proprietary IP shall be identified as such in the Response and the DDP shall return all Proprietary IP to the Respondent.

Subject to the exceptions specified herein, all written and electronic correspondence, exhibits, photographs, reports, printed material, tapes, disks, designs, and other graphic and visual aids submitted to the DDP by the Respondent during this procurement process, whether included in

the Response or otherwise submitted, shall become the property of the DDP upon delivery to the DDP and will not be returned to the submitting parties.

The Respondent shall familiarize themselves with the provisions of 29 Del. C. § 10001 et seq. (the Freedom of Information Act). Unless otherwise qualified for exemption from disclosure therein, all materials submitted by a Respondent shall be subject to disclosure pursuant to the Freedom of Information Act and any other laws and regulations applicable to the disclosure of documents submitted under this RFQ. In no event shall the DDP or any of its agents, representatives, consultants, directors, officers or employees be liable to any Respondent or any of the Respondent's team members for the disclosure of any materials or information submitted in response to this RFQ.

(d) Identification of Authorized Respondent's Representative

Each Respondent shall identify in its Response one individual authorized to act on behalf of the Respondent relating to the Project, known as the Authorized Respondent's Representative (ARR).

(e) Identification of Authorized Downtown Dover Partnership Representative

- The one individual authorized to act on behalf of the DDP relating to the Project, shall be the Authorized Downtown Dover Partnership Representative (ADDPR). The ADDPR is:

Diane Laird, Executive Director (or her designee)

Correspondance the to DDP via email only: Diane@DowntownDoverPartnership.com

- Those with specific questions regarding planning/zoning/incentives may contact the City of Dover Planning Office, (302) 736-7196, and specifically:
Mary Ellen, Gray, Planning Director (or her designee)
mgray@dover.de.us

(f) Rules of Contact

RFQ Respondents shall correspond with the DDP and City of Dover representatives as identified in Section 1.7(e), or their respective designees, and they shall be the sole contacts for purposes of this RFQ. Questions will be accepted not later than July 14.

2. RFQ PROCESS

2.1 Questions and Responses Regarding the RFQ and Addenda

(a) Questions and Responses Regarding the RFQ

- (i.) Each Respondent shall be responsible for reviewing the RFQ and any Addenda issued by the DDP and for requesting written clarification or interpretation of any perceived discrepancy, deficiency, ambiguity, error or omission contained therein. The DDP reserves the right not to respond to any clarification requests.
- (ii.) The DDP will only consider comments and questions regarding the RFQ, including requests for clarification and requests to correct errors if submitted by the ARR

to the ADDPR, and only by electronic mail in the prescribed format, per Section 1.7 (e).

- (iii.) An informational session for Respondents to ask questions about the RFQ and related planning/zoning/incentives will be held via Zoom. A recording of the session will be posted on www.DowntownDoverPartnership.com within 72 hours of the session. Zoom access information:

Topic: Dover Site Development 29 SG - RFQ Planning and Q & A Session
Time: Jul 11, 2023 09:30 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us06web.zoom.us/j/85041807571>

Meeting ID: 850 4180 7571

One tap mobile
+16469313860,,85041807571# US
+13017158592,,85041807571# US (Washington DC)

Meeting ID: 850 4180 7571

Find your local number: <https://us06web.zoom.us/u/kdUGSe3pjy>

- (iv.) Responses to questions asked, not including those from the Zoom session (as responders may view that recording), will be posted to www.DowntownDoverPartnership.com periodically throughout the RFP process. It is the responsibility of responders to proactively visit the site for updates and information, information sessions that may be added, etc.
- (iii) Comments and questions may be submitted at any time prior to the applicable date specified in Section 1.5(a) (Project Timeline) or such later date as may be specified in any Addenda and shall:
 - (a.) Indicate “RFQ 120 Clarification Request” as subject line of the electronic communication;
 - (b.) identify the relevant Section number and page number (e.g., Section [x], page [x]) or, if it is a general question, indicate so;
 - (c.) not disclose the Respondent’s identity in the body of the question nor contain proprietary or confidential qualifications; and
 - (d.) indicate whether the question is a threshold issue that would preclude the Respondent from submitting a Response.
- (iv) No telephone or oral requests will be considered other than as specified in Section 1.7(e.). Questions may be submitted via email only by the ARR or its designee to the ADDPR, and must include the requestor’s name, address, telephone number, and email address, and the Responder he/she represents.

(b) Addenda

The DDP reserves the right, in its sole discretion, to revise, modify, or change the RFQ at any time before the Response Due Date. Addenda will be posted on:
<https://www.downtowndoverpartnership.com/>

2.2 Confidentiality

(a) Confidentiality of Respondent Information

If a Respondent has special concerns about information that it desires to make available to the DDP but that it believes constitutes a trade secret, proprietary information, or other information exempted from disclosure pursuant to the Freedom of Information Act, then the Respondent shall specifically and conspicuously designate that information by placing “CONFIDENTIAL” in the header or footer of each such page affected. The provisions of the Freedom of Information Act, and other applicable Laws shall control in the event of a conflict between the procedures described above and the applicable Law.

(b) Request for Disclosure

If a request is made for disclosure of the Responses or other materials pursuant to the Freedom of Information Act, or other applicable Laws, the DDP will comply with its obligations under the Freedom of Information Act, and other applicable Laws.

(c) Litigation

In the event of any proceeding or litigation concerning the disclosure of Responses, portion thereof or other materials, the Respondents shall be responsible for prosecuting or defending any action concerning the materials at its sole expense and risk; provided that the DDP reserves the right, in its sole discretion, to intervene or participate in the litigation in such manner as it deems necessary or desirable. All reasonable costs and fees (including attorneys’ fees and costs) incurred by the DDP in connection with any litigation, proceeding or request for disclosure shall be reimbursed and paid by the applicable Respondent. Adjudication will take place under laws of the State of Delaware.

2.3 Access to Downtown Area and Site Investigations

Downtown Dover is public and accessible for investigation by potential Respondents.

2.4 Errors

If any mistake, error, or ambiguity is identified by a Respondent at any time during the procurement process in any of the documents supplied by the DDP, such Respondent shall have a duty to notify the DDP of such mistake, error, or ambiguity and recommend a correction in writing in accordance with Section 2.1(a) (Questions and Responses Regarding the RFQ).

2.5 Conflicts of Interest

- (a) Pursuant to Dover Code, Chapter 30, Section 30-33, no DDP employee, appointed official, property owner, business owner or other volunteer or staff member of the DDP may participate on behalf of the DDP in the review or disposition of any matter pending before the DDP in which he/she has a personal or private interest. This applies to anyone appointed by the mayor or city council.
- (b) The DDP conflict of interest policy requires members of the DDP Board of Directors to abstain from discussion, voting and decision-making activities if such board members have actual or potential conflicts of interest on matters affecting transactions between DDP and the other party.
- (c) Exceptions to this policy (Section 2.5(a) and (b)) may be granted by the DDP, upon written request from such person, if it is determined that the person's involvement is in the best interest of the public and does not constitute an unfair advantage.
- (d) Each Respondent shall provide information concerning conflicts of interest and disclose all relevant facts concerning any past, present or currently planned interests that may present a conflict of interest by completing question 14 on Form B. Each Respondent shall state how its interests or those of any of its team members, consultants, contractors or subcontractors, including the interests of any chief executives, directors or key personnel thereof, may result in, or could be viewed as, a conflict of interest.

3. REQUIREMENTS FOR SUBMITTAL OF RESPONSE AND ACCEPTANCE OF DELIVERY BY THE DDP

3.1 General Submittal Requirements

- (a) The Response for this RFQ shall include a SOQ Proposal, a Technical Proposal, and an Explanation of Financial Feasibility/Leveraging of Funds
- (b) Proposal Due Date - The completed Proposal shall be delivered to recipient and address as set forth in 1.6(a) in a sealed container no later than the time and date set forth in Section 1.5(a) and 1.5(b.)

3.2 Format

- (a) Qualifications shall contain concise written material and drawings/graphics that enable a clear understanding of the capabilities of the Respondent and the characteristics and benefits of the Responses, and well as financial recommendations. Legibility, clarity, and completeness of the SOQ Proposal, the Technical Proposal, and the Explanation of Financial Feasibility/Leveraging of Funds are essential.
- (b) An 8½ by 11-inch format (½-inch margins) is required for typed submissions and an 11 by 17-inch maximum format is required for drawings.
- (c) Each Respondent shall provide one (1) original and six (6) hardcopies of the entire Project Response together with one electronic copy on a flash drive in either Adobe Acrobat or Microsoft Word format or via Dropbox or other reliable electronic platform.

3.3 Additional Requirements for Proposal Delivery

- (a) Responses are to be delivered to the DDP at the address set forth in Section 1.6(a) (Address for Proposal Delivery).
- (b) Each bound Proposal shall be included in a sealed container and labeled to indicate its contents as “[Respondent Name]: Response for the “Downtown Dover Site 120 Redevelopment Project.” The original Response packet shall be clearly identified as “original”; copies of the Response shall be sequentially numbered, labeled and bound.

3.4 Modifications, Withdrawals and Late Submittals

- (a) Modifications to the Proposal

A Responder may modify its Response in writing prior to the due date set forth in Section 1.5(a). The modification shall conform in all respects to the requirements for submission of the Response. Modifications shall be clearly delineated as such on the face of the document and shall specifically state that the modification supersedes the previous Response and all previous modifications, if any. Line-item changes will not be accepted. No facsimile or other electronically transmitted modifications will be permitted.

- (b) Withdrawal and Proposal Validity Period

- (i) A Respondent may withdraw its Response at any time prior to the time due on the Response Due Date by means of a written request signed by its Authorized Respondent Representative. Such written request shall be delivered to the address in Section 1.6(a). A withdrawal of the Response will not prejudice the right of the Respondent to file a new Response if it is received before the due date set forth in Section 1.5(a). A Response may not be withdrawn on or after the time due on the Response Due Date. Response shall be valid for a period of 120 days after the Response Due Date.

- (ii) A Respondent may elect, in its sole discretion, to extend its Response Validity Period.

- (c) Late Submittal

The DDP will not consider any late submissions of a Response. A Response or modifications to the Response not requested and/or approved by the DDP received after the time for submittal of the Response will be returned to the Respondent without consideration or evaluation.

3.5 Acceptance of Delivery by the DDP

The DDP will provide a receipt for a Response if it is timely delivered to the DDP as specified herein and requested by the Responder.

4. EVALUATION AND POST-SELECTION PROCESS

4.1 Review and Evaluation

- (b) Review and Decision-making by the DDP RFQ 120 SG Redevelopment Project Review Panel (the “Review Panel”)

The DDP will select members and advisors to the DDP Review Panel to review Responses received. A shortlist of candidates may be asked to provide a presentation to the Review Panel per 1.5(a.). Selections decisions will be made based on finding a firm/entity/Development Team that is uniquely qualified: exhibits best experience and qualifications; provides solution(s) that best address the DDP's Objectives and Goals, per Section 1.4.; and brings best overall value for, and readiness to proceed with, this redevelopment project.

(b) Recommendation to DDP Board of Directors

The Review Panel intends to formulate an overview of the review process and provide a recommendation regarding the outcome of the process, including selection of a most qualified candidate and a next step(s), to the DDP Board of Directors at the DDP Board of Directors meeting per 1.5(a.).

(c.) Selection of Developer

If the DDP chooses to move forward with implementation of a solution or Response, the DDP may select one, multiple or no Respondents for the Project.

5. POST-RECOMMENDATION ACTIONS

(a) The DDP will make every effort to provide a courtesy update in a timely manner to Respondents regarding recommendations made to the DDP Board at the September meeting.

(b) Costs Not Reimbursable

The cost of preparing the Response and any costs incurred at any time before the Submission Date, including costs incurred for travel, interviews, presentations, or other costs associated with submission of the Response negotiation, shall be borne by the Respondents.

6. DDP RIGHTS

The DDP may require additional confirmation and information furnished by any Respondent and reserves the right, in its sole discretion, to take any action with respect to this RFQ, including, but not limited to: develop the Project in any manner that it deems necessary; reject any Response or portion of a Response; modify this RFQ in any manner, including extending deadlines, canceling or withdrawing the RFQ, waiving or permitting variations, deficiencies or nonconformance or permit submittal of addenda or supplements to data and information previously provided in a Proposal; disclose information contained in a Response to the public as described herein; disqualify the Response if the Response violates the terms of the RFQ; and exercise any other right reserved or afforded to the DDP under this RFQ or applicable Law.

7. DDP DISCLAIMERS

This RFQ does not commit the DDP to enter a contract. The DDP assumes no obligations, responsibilities, or liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this RFQ. All such costs shall be borne solely by the Respondents.

By submitting its Response in response to this RFQ, each Respondent agrees to (a) comply with each of the instructions set forth herein and (b) the terms and conditions set forth in the RFQ.

EXHIBIT 2 EXISTING SITE



Existing Site with one story masonry building to be demolished. (East side facing S. Governor's Ave.)

EXHIBIT 3 AERIAL VIEW OF SITE



Aerial view of Site (North top of page)

EXHIBIT 4 PARCEL MAP OF SITE

120/142 S. Governors Ave.

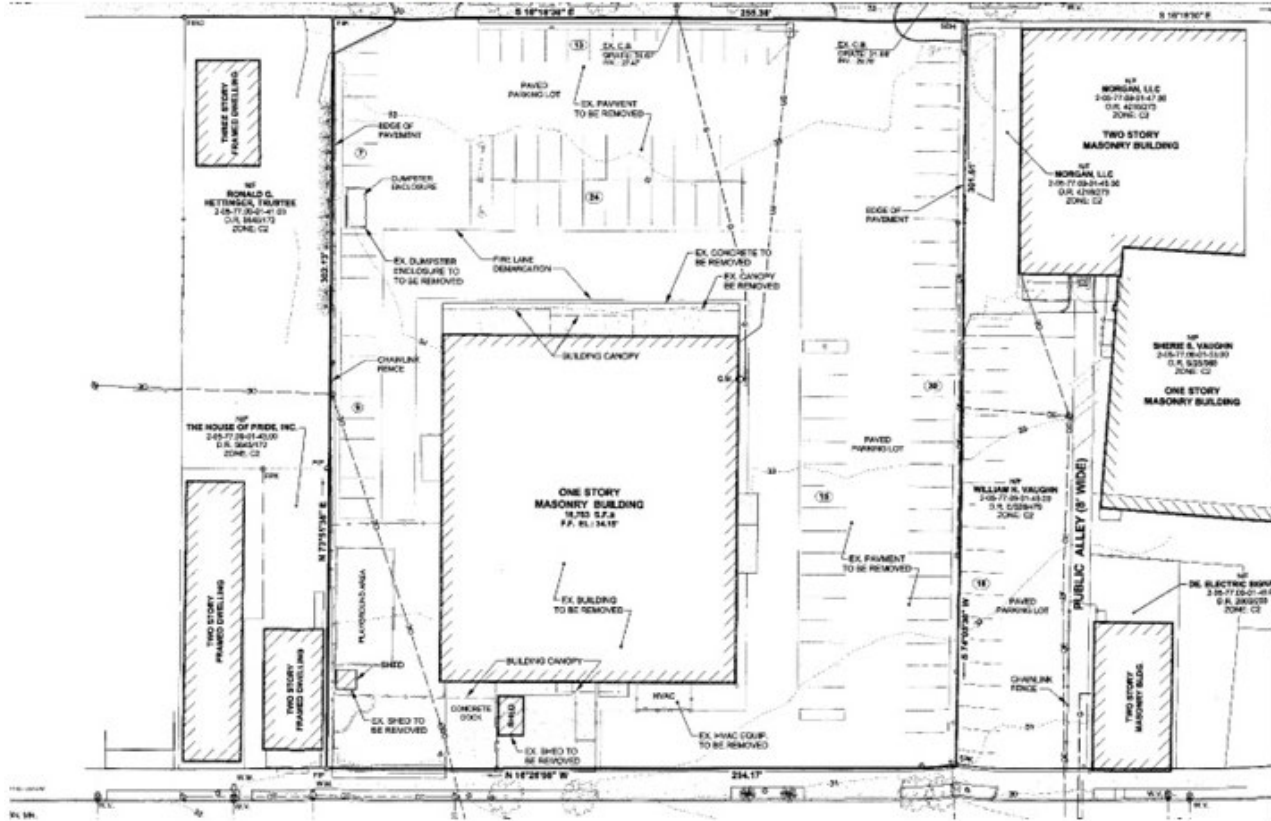
Dover, DE



Parcel map of Site (North top of page)

EXHIBIT 5 EXISTING SITE CONDITIONS

120 / 142 S. Governor's Avenue Dover, DE



New Street

Existing Site Conditions (North top of page)

EXHIBIT 6 CONCEPTUAL DESIGN OF SITE



Conceptual Design of Site with mixed-use redevelopment (Facing West side (New Street) as provided within master plan.

Master plan and related documents may be found: <https://tinyurl.com/CapitalCity2030>

EXHIBIT 7

SUBMISSION REQUIREMENTS

A complete Response to this RFQ will include the following:

1. FORM A - RESPONDENT LETTER
2. FORM B - STATEMENT OF QUALIFICATIONS
3. FORM C – TECHNICAL PROPOSAL
4. FORM D – EXPLANATION OF FINANCIAL FEASIBILITY / LEVERAGING OF FUNDS

FORM A

**DOWNTOWN DOVER
CITY OF DOVER, DELAWARE**

A PROJECT OF THE DOWNTOWN DOVER PARTNERSHIP

RESPONDENT LETTER

RESPONDENT (Firm name): _____

Proposal Date: _____

The undersigned (Proposer) submits this proposed solution (this Response) in response to that certain Request for Qualification (Proposal) issued by the Downtown Dover Partnership located in the City of Dover, Delaware, dated June 22, 2023, relating to the Downtown Dover Site 120-SG Development Project (the Project), as more specifically described herein and in the RFQ.

The following individual(s) is/are authorized to provide this Response and enter into negotiations with the Downtown Dover Partnership on behalf of the Respondent in connection with this RFQ, the Project, and:

Our Proposal comprises the following:

- (A) SOQ Proposal enclosed herewith;
- (B) Technical Proposal enclosed herewith; and
- (C) Explanation of Financial Feasibility/Leveraging of Funds enclosed herewith.

Respondent certifies that its Response is submitted without reservation, qualification, assumptions or conditions.

Respondent represents that all statements made in the Response are true, correct and accurate in all material respects as of the date hereof.

Respondent understands that financial recommendations are requested in this RFQ, and that if a Financial Proposal is included, that it is true, correct and accurate.

Respondent understands that the Downtown Dover Partnership is not bound to award any contracts with reference to this Project.

Respondent further understands that all costs and expenses incurred in preparing this Response and participating in the RFQ process will be borne solely by the Respondent.

- *Continued* -

This Response shall be governed by and construed in all respects according to the laws of the State of Delaware.

Respondent's business address:

(No.) (Street) (Floor or Suite)

(City) (State or Province) (ZIP or Postal Code) (Country)

State or Country of Incorporation/Formation/Organization:

1. Sample signature block for corporation or limited liability company:

[Insert the respondent's name]

By: _____

Print Name: _____

Title: _____

2. Sample signature block for attorney-in-fact:

[Insert the respondent's name]

By: _____

Print Name: _____

Attorney-in-Fact

Note to Respondent: Insert an additional signature block for each Proposed Guarantor, if a Financial Proposal is included in this RFQ.

FORM B

STATEMENT OF QUALIFICATIONS

See also 1.7 General Provisions Regarding the Response

1. Name of Respondent (Firm Name): _____

2. Type of entity: *(Check box below.)*

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Sole Proprietorship
Partnership
Joint Venture

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Corporation
Limited liability corporation
Other structure (specify below)

Provide explanation if "Other Structure":

3. Respondent's address: _____

4. Name of Primary Contact: _____

5. Title of Primary Contact: _____

6. Telephone (Business) _____

7. Telephone (Mobile) _____

8. Email Address: _____

9. Business Web Address: _____

10. Name and Title of Authorized Respondent's Representative (ARR):

_____ Check here if same as Name/Title of Primary Contact (#4 above)

Provide Name and Title of Authorized Respondent's Representative on lines above.

- (iii) References: Provide three to five contacts as References for one or several projects that are relevant to the Project for which this RFQ seeks a Developer; include project contact name, phone number, email address, and relationship of contact to Respondent.

13. Key Personnel:

Provide resumes of key personnel representing Respondent Firm; **not more than one (1) double-sided page each for person.** In this Proposal includes partnership with another firm(s) this response should also include resumes of all personnel that would be part of the responding “team” and key partners in the project.

14. Conflict of Interest:

Each Respondent shall state how its interests or those of any of its team members, consultants, contractors or subcontractors, including the interests of any chief executives, directors or key personnel thereof, may result in, or could be viewed as, a conflict of interest:

If no Conflict-of-Interest present, initial here. _____

15. Executive Summary of Response for Project:

The Executive Summary of the “technical” response or solution for the project shall be written in a non-technical style and shall contain sufficient information for reviewers with both technical and non-technical backgrounds to become familiar with the proposed Response and solutions therein, and also with the Respondent’s ability to satisfy the technical solution and make recommendations regarding financial provisions of the Project.

The Executive Summary shall not exceed one page or 250 words.

I declare under penalty of perjury under the laws of the State of Delaware that the foregoing declaration is true, correct and accurate.

Executed _____, 2023.

(Respondent Signature)

(Name Printed)

(Title)

(Business)

FORM C

TECHNICAL PROPOSAL

Describe here, using as many pages as necessary to accurately yet concisely describe the services/process inherent to the development of the proposed Site and associated strategies:

- Conceptual drawings, maps, plans, or other graphic illustrations to describe the outcome of the development of the Site
- Matrix and Timeline illustrating the projected Scope of Services
- Projected Timeline for completion of project
- Any other information that would support the successful outcome of the process of developing his Site by target date specified by Responder.

See also 1.7 General Provisions Regarding the Response

FORM D

EXPLANATION OF FINANCIAL FEASIBILITY / LEVERAGING OF FUNDS

Describe here the financial considerations/fees/costs/expenses, etc. for the proposed development project and related services, as outlined in the Technical Proposal Form C. Include a projected capital stack for the redevelopment project.

See also 1.7 General Provisions Regarding the Response