

## **PROCEDURES RELATING TO BIDS AND PROPOSALS**

Section 99.820 of the Revised Statutes of Missouri, as amended, requires that the City or its tax increment financing commission establish written procedures relating to bids and proposals for implementation of redevelopment projects. The following is a statement of the procedures adopted by the City of St. Joseph, Missouri Tax Increment Financing (TIF) Commission pursuant to this requirement.

### **Policies:**

1. The TIF Commission shall adhere to this proposal process when soliciting redevelopers for Redevelopment Plans or any Project or conveyance therein.
2. The TIF Commission shall provide reasonable opportunity for the submission of proposals.
3. The proposal process shall be conducted fairly and in accordance with the requirements of Sections 99.800 through 99.865 of the Revised Statutes of Missouri, as amended.
4. The TIF Commission shall consider only the submission of responsible redevelopers ("proposers"), which proposals meet the criteria established in the Request for Proposals and any other relevant materials provided by the TIF Commission.
5. No conveyance, lease, mortgage or other disposition of land or agreement relating to the redevelopment of property shall be made without making public disclosure of the terms of the disposition and all bids and proposals made in response to the TIF Commission's request.

### **Procedures:**

1. When the City or the TIF Commission enters into a funding agreement to consider a proposed Redevelopment Plan, it will publish a notice requesting proposals from interested proposers to undertake the redevelopment of the proposed Redevelopment Area.
  - a. The TIF Commission may, but need not, request or accept proposals for less than all of the Redevelopment Area.
  - b. The TIF Commission may, but need not, request qualifications prior to requesting proposals.
    - i. Submitted qualifications may be used as the basis for requesting proposals from specific proposers.
    - ii. Requests for Qualifications will follow the same procedures as Requests for Proposals.

- c. A request for proposals shall solicit alternative proposals to that submitted by an applicant for redevelopment or any proposed plans originated and prepared by the TIF Commission.
2. Notice of Requests for Proposals will be published in the St. Joseph \_\_\_\_\_ **[insert name of newspaper City uses to publish legal notices]** along with any other publication(s) deemed appropriate by the City or the TIF Commission.
  - a. The notice shall contain:
    - i. A general description of the Redevelopment Area, and
    - ii. A statement of availability of the proposed Redevelopment Plan(s) through the office of the City Clerk, along with a street address for the City Clerk.
  - b. The notice shall indicate the submission date by which proposals are due and after which no further proposals shall be accepted.
3. Proposals submitted in response to such request are due to the TIF Commission as of the date specified in the notice.
  - a. All proposals must conform to the requirements of any specific criteria as provided in the notice of Request for Proposals. Incomplete or nonconforming applications will not be considered.
  - b. All proposals must be submitted with the appropriate fee, as determined from time to time by the TIF Commission.
4. The TIF Commission shall consider all complete proposals submitted in the established timeframe.
  - a. The TIF Commission may ask City staff to review the proposals and prepare a summary of the same for its consideration.
  - b. The submission of a proposal shall not create any rights on the part of the proposer, but shall be considered an offer submitted to the TIF Commission.
5. The TIF Commission shall consider proposals at a duly noticed meeting. The City Clerk shall notify proposers of the time and date of the meeting at which they will be considered.
6. The TIF Commission reserves the right to reject all proposals and publish any additional requests for proposals as may be necessary.
7. A successful proposer will be required to enter into an agreement with City and/or the TIF Commission regarding development of the Redevelopment Area and Plan.