



**REQUEST FOR PROPOSALS FOR 2016 OWNERSHIP, OPERATION AND MAINTENANCE  
OF 5200 DAUPHINE STREET COMMUNITY CENTER  
CONDUCTED BY NEW ORLEANS REDEVELOPMENT AUTHORITY**

Notice is hereby given that the New Orleans Redevelopment Authority (NORA) is seeking proposals from qualified entities interested in acquiring and operating a community center facility for the Holy Cross and Lower Ninth Ward neighborhoods located at 5200 Dauphine Street, New Orleans, LA.

Applicants must submit completed applications to the New Orleans Redevelopment Authority (NORA), ATTN: Kristy Chauvin, 1409 Oretha Castle Haley Blvd., New Orleans, LA 70113 or [kdchauvin@nola.gov](mailto:kdchauvin@nola.gov). Only complete applications will be reviewed. NORA will accept applications beginning September 30, 2016 and ending November 4, 2016.

The application will remain open until Friday, November 4, 2016, at 4:00 p.m. Copies of the Request for Proposals may be accessed at [redevelop.nola.gov](http://redevelop.nola.gov) or by contacting Kristy Chauvin, Contract Compliance Coordinator, via telephone at (504) 658-4400 or email [kdchauvin@nola.gov](mailto:kdchauvin@nola.gov).

NORA reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals for any reason, to re-open this solicitation or to dispose of or operate the facility by other means at NORA's sole discretion.

Brenda M. Breaux  
Executive Director



## **1. Background**

The New Orleans Redevelopment Authority (NORA) is the owner of a community center located at 5200 Dauphine Street in the Holy Cross neighborhood of the Lower Ninth Ward. NORA, in partnership with the State of Louisiana Office of Community Development and the Preservation Resource Center, provided funding for the rehabilitation of the 2,785 square foot facility.

The construction of the neighborhood center was intended to address the needs of hundreds of occupants of the Holy Cross neighborhood and to provide community agencies with a permanent home which exceeds the standards which the Holy Cross community put forth in its Sustainable Restoration Plan (June, 2006). Key principles included in the plan are “embrace smart redevelopment, maintain and strengthen the New Orleans tradition of compact, connected, mixed-use communities,” and to “honor the past; build for the future...creating 21st century buildings that are durable, affordable, inexpensive to operate and healthy to live in” (page 47).

The construction of the neighborhood center was completed in December 2015. NORA intends for the facility to become a permanent home for one or more non-profit neighborhood and community organizations that will own and operate the facility in a collaborative manner and address the needs of the Holy Cross and Lower Ninth Ward neighborhoods.

## **2. Request for Proposals**

NORA is seeking proposals from qualified entities interested in owning, operating, and maintaining the community center at 5200 Dauphine Street. The property will be transferred to the selected qualified entity, subject to the conditions and covenants outlined in Exhibit B and any others that may be deemed necessary by NORA. The applicant should include a plan to make the facility accessible to neighborhood residents and a projected operational schedule. Operations and activities proposed for the facility must be compliant with the current Historic Urban Neighborhood Business (HU-B1A) District zoning of the property. The selected applicant will be required to enter into a transfer agreement with NORA.

NORA would like the facility to serve as many community organizations as possible and encourages interested organizations to collaborate on a joint response. One possible arrangement would include a primary organization as owner and operator of the facility and respondent to the RFP with other organizations having agreed to lease terms with the applicant.

NORA desires applicants who have a demonstrated history of, and a plan for, sufficient and sustainable financial resources to own, operate, and maintain the facility in perpetuity. Familiarity and experience in philanthropic fundraising, including applications for local, state, and federal subsidies and other financial resources will be beneficial. A description of financial strategies and techniques to support and promote a viable and accessible community center will also be evaluated.



Please note that NORA disclaims any knowledge as to previous uses or the condition of the property. All due diligence is the responsibility of the applicants and all applicants are urged to satisfy themselves with respect to the physical condition of the property and the development thereof prior to closing. The property will be donated **“AS IS”**, **“WHERE IS”**, with all defects and vices, whether latent or apparent, known or unknown. NORA makes no representation or warranty with respect to the presence or absence of hazardous materials or any other environmental conditions that may impact the value of the properties or any future development thereon. Applicants are encouraged to perform his/her/their own independent inspections, inquiries and due diligence concerning the property. The selected applicants agree to accept 5200 Dauphine Street with its current zoning, easements, restrictions and any and all rights-of-way appertaining thereto.

Applicants must have all financing in place at the time of execution of the transfer (purchase) agreement, and will be required in close within thirty (30) days after execution of the transfer (purchase) agreement unless such date is extended by NORA in its sole discretion for good cause, and in writing.

### **3. Publication and Promotion**

This RFP shall be posted on the NORA website, <http://redevelop.nola.gov>, advertised in the Times-Picayune, and will be available upon request by contacting Kristy Chauvin via telephone at (504) 658-4400 or email at [kdchauvin@nola.gov](mailto:kdchauvin@nola.gov).

The selected applicant agrees to participate in any reasonable promotional activity and to prominently display NORA signage on the site. Such signage must be at least as large as standard real estate “For Sale” signs as determined by NORA. The selected applicant also agrees to participate in community meetings scheduled by NORA and to make information available about their plans available to the community.

### **4. Instructions to Respondents**

All respondents should submit written responses and the required documentation as set forth on the attached Owner/Operator Application. Only complete applications will be considered.

All respondents should submit written responses and the required documentation as set forth on the attached Owner/Operator Application. Only complete applications will be considered. All applications must be submitted to NORA no later than **Friday, November 4, 2016 at 4:00 p.m. (CST)** directed to the attention of: Kristy Chauvin, Contract Compliance Coordinator, 1409 Oretha Castle Haley Boulevard, New Orleans, LA 70113, 504-658-4400, [kdchauvin@nola.gov](mailto:kdchauvin@nola.gov) as follows:

- a) One signed submission as a .pdf file on CD, USB or other electronic delivery method, marked with the applicant’s name
- and**
- b) Five (5) hard copies of all materials, bound in 8-1/2” x 11” format enclosed in a sealed



envelope, marked with *“Request for Proposals for 2016 Ownership, Operation, and Maintenance of 5200 Dauphine Street Community Center.”*

**Both the five (5) hard copies and the electronic copy must be submitted by the deadline of Friday, November 4, 2016 by 4:00 PM, (CDT).**

**Format of Submissions:** Boilerplate, glossy and unnecessarily elaborate proposals are neither expected nor desired. The emphasis of the proposal should be on responding to the requirements set forth in this RFP. **Please read and complete the entire application, including Exhibits and Attachments. All applications must be complete upon submission in order to be considered. Missing items may disqualify you from consideration.** All proposals shall be typewritten.

All inquiries concerning this RFP should be directed in writing to: Kristy Chauvin, Contract Compliance Coordinator, 1409 Oretha Castle Haley Blvd., New Orleans, LA 70113 or [kdchauvin@nola.gov](mailto:kdchauvin@nola.gov). NORA will not be responsible for any oral instructions.

## **5. Modifications and Amendments to RFP**

NORA reserves the right to add or modify any and all requirements that are needed to effectuate the goals of this program or comply with legal requirements. NORA reserves the right to amend the instructions, requirements, general and special conditions, scope of work, and specifications of this RFP up to the time set for the transfer of the property. Copies of such amendments shall be posted to NORA’s website at <http://redevelop.nola.gov>. Where such amendments require significant changes in the scope of the program, the deadline set for receipt of proposals may be postponed by such number of days as in the opinion of NORA shall enable prospective respondents to revise their proposals.

## **6. Qualifications for Proposals**

Entities interested in responding to this RFP will be evaluated based on their demonstrated ability to satisfy the criteria enumerated below. “Applicant” refers to both eligible non-profit and community organizations. Only those applicants who have demonstrated the financial and organizational capacity to own, operate, and maintain the facility will be considered for selection. Extensive experience in the Holy Cross and Lower Ninth ward neighborhoods, facility management, and community engagement in the City of New Orleans and/or Louisiana is preferred.

Applicants must be in good standing with the New Orleans Redevelopment Authority, State of Louisiana, City of New Orleans, and the US Department of Housing and Urban Development (HUD) to be eligible for consideration.

Organizations that are governed by a Board of Directors should include a resolution confirming Board approval of intent to acquire and/or lease, as applicable, the subject property.



## 7. Evaluation and Selection

Upon closing of the RFP response period, NORA staff will begin evaluating responses, scoring responses and contacting applicants.

All proposals submitted in response to this RFP will be reviewed for their relative strengths and weaknesses. Selections will be based on the completeness and quality of responses to this solicitation. Applicants must provide accurate contact information and attest to the veracity of the information supplied. At its discretion, NORA staff may contact references and industry sources, investigate previous projects and current commitments, interview some or all of the proposed team members and take any other information into account in its evaluation of the responses. Applicants may also be invited to present their proposals to the Selection Committee.

NORA reserves the right to request clarification or additional information and to request that respondents make presentations to the selection committee, NORA Board of Commissioners, community groups or others.

All evaluations shall be made according to the criteria set forth below and will be made according to NORA's business judgment.

### Evaluation Criteria

1. Operations/Maintenance Plan (up to 35 points): Applicants will be evaluated on the operations and maintenance plan that addresses how the proposed building operations meet existing needs of the Holy Cross and Lower Ninth Ward neighborhoods. At a minimum, the plan should address:
  - i. Range of Facility Uses
  - ii. Occupants/Tenants
  - iii. Management Organization/Staff
  - iv. Roles and Responsibilities
  - v. Operational Schedule/Hours of Operation
  - vi. Marketing
  - vii. Special Events
  - viii. Parking
  - ix. Routine and Preventive Maintenance Schedule
  - x. Landscaping
  - xi. Capital Improvements
  - xii. Hurricane Preparedness and Hazard Resilience
  - xiii. Signage



2. Financial Capacity/Plan (up to 35 points): Applicants will be evaluated on the evidence of their financial capacity and the reasonableness of their operational budget, including the extent to which viable financing for the project has been or will be secured. All applicants must show that they have adequate capital and resources to successfully operate the facility for a minimum of five (5) years at time of closing. Applicants will also be required to document the income projected to be generated by the facility and include a reasonable fee schedule for use of the facility, as applicable.
3. Organizational Performance History and Professional References (up to 25 points): Applicants should demonstrate recent experience owning, operating, and maintaining property that is open to the public, and experience providing services to the Holy Cross and Lower Ninth Ward community, in order to identify specific expertise of the team and its members. Applicants should include professional references from government officials, banks, and other individuals and organizations that can provide relevant information that supports the applicant's ability to own, operate, and maintain a community center and provide services to the target community.
4. Diversity and Capacity Building (up to 5 points): It is important that Applicants demonstrate a commitment to incorporate minority and women participation, as well as small and local businesses and if applicable, Section 3 certified individuals and businesses, in the operations and maintenance of the facility. In a coordinated effort, the City of New Orleans and NORA has determined 35% DBE to be an acceptable participation goal. All respondents are required to incorporate a "Plan for the Utilization of DBEs." Failure to incorporate the Plan for the Utilization of DBEs shall render the proposal unresponsive.

## **8. Act of Transfer and Disposition Agreement**

Once an applicant is selected, the parties shall enter into a Transfer (Purchase) Agreement for the property based on the standard NORA form. This agreement shall ensure that the property is operated in a suitable and timely manner and provide for NORA's reversion rights in the event that properties are not operated and maintained as required or the target Holy Cross and Lower Ninth Ward communities are not being effectively served. Among other matters, this agreement shall ensure that the properties comply with the submission requirements contained in the RFP and any other regulating requirement as may be determined. The selected applicant will be responsible for all customary closing costs associated with closing, including without limitation, all recordation and closing costs, financing expenses, survey, notarial fees for passing the Act of Transfer, title insurance and/or examination and all fees and costs of services related to any financing. Taxes, if applicable, will be prorated from the date of closing. The estimated closing costs are \$3,000.00.

If any of the foregoing time periods are not met, NORA may elect to cancel the award and accept another application or proceed in any other manner determined by NORA.



Purchase Agreements must be executed within fifteen (15) calendar days after delivery or NORA may elect to cancel the award. The contract will allow NORA to re-acquire the property through a right of reversion if the facility is not operational and open to the public in a timely fashion.

## 9. Additional Obligations

NORA will require that the property must be in operation and open to the public within 60 days of transfer.

NORA will require the selected applicant to submit semi-annual reports regarding operations and maintenance of the facility, including, but not limited to programming, and a list of individuals and/or groups served, for a minimum of five (5) years following closing.

## 10. NORA Cooperation

NORA will assist the top-scoring respondent(s) in connecting with neighborhood residents and community organizations, including other applicants, to directly present their ownership, operations, and maintenance plans.

To the extent feasible, NORA will reasonably cooperate with the selected applicant in its efforts to secure additional funding, public and private incentives and permits, licenses, approvals or variances.

## 11. Additional Requirements

**Conflict of Interest:** All applicants agree to disclose any direct or indirect, current or future conflicts of interest between themselves and NORA and the employees of said entity. If questions arise about potential conflicts of interests, please contact NORA prior to submitting a response. See Appendix C for additional information.

**Ownership of Submission:** All materials submitted in response to this request shall become the property of NORA. Selection or rejection of a submission does not affect this right.

**Proprietary Information:** Only information which is in the nature of legitimate trade secrets or non-published financial data may be deemed proprietary or confidential. Any material within a submission identified as such must be clearly marked as **CONFIDENTIAL** and will be handled in accordance with the Louisiana Public Record Act, R.S. 44: 1-44 and applicable rules and regulations. Any submission marked as **CONFIDENTIAL** in its entirety may be rejected without further consideration or recourse.

**Cost of Preparing Submission:** NORA shall not be liable for any costs incurred by Applicants. Costs associated with developing the proposal, preparing for oral presentations and any other expenses



incurred by the Applicant in connection with this Application are entirely the responsibility of the Applicant and shall not be reimbursed in any manner by NORA.

**Errors and Omissions in Proposal:** NORA shall not be liable for any errors in proposals. NORA, at its option, has the right to request clarification or additional information from the Applicant. The Application and proposal of the selected Applicant may become part of any contract initiated by NORA.

**Subcontracting Information:** NORA expects to have a single contract for the Act of Transfer. The Applicant shall be responsible for all deliverables as outlined in the contract. This general requirement notwithstanding, the Applicant may enter into subcontractor arrangements, provided that none of the services covered by the Applicant's proposal shall be subcontracted without the prior written approval of NORA. NORA reserves the right to withhold approval of subcontracting such portions of the work or services (excluding subcontracting of construction work) which NORA may deem is not in its best interest. Notwithstanding any subcontracting relationship, Applicant shall retain, and must acknowledge, total responsibility for the entire project.

**Compliance with All Applicable Laws:** Any work completed pursuant to this Application shall be governed and/or construed in accordance with the laws and jurisprudence of the State of Louisiana. At the time of Applicant's submission of its proposal, Applicant shall be in compliance with all applicable laws of the State of Louisiana, the United States and local ordinances, including licensure requirements.



## **EXHIBIT A – SPECIFIC PROPERTY INFORMATION**

### **LEGAL DESCRIPTION OF PROPERTY**

**A CERTAIN LOT OF GROUND**, together with all the buildings and improvements thereon, and all the rights, ways, privileges, servitudes, appurtenances and advantages thereunto belonging or in anywise appertaining, situated in the **THIRD DISTRICT** of the City of New Orleans, Parish of Orleans, State of Louisiana, in **SQUARE NO. 195**, which square is bounded by Dauphine Street, Eganis Street, Royal Street and Lizardi Street, designated by the **Letter “B”**, which lot forms the corner of Dauphine Street and Lizardi Street and measures thence 57 feet, 1 inch and 2 lines front on Dauphine Street, same width in the rear, and a front and depth on Lizardi Street of 98 feet, 6 inches and 5 lines and by a depth of 97 feet, 10 inches and 5 lines on the opposite sideline.

The improvements thereon bear the Municipal No. 5200-02-04-06 Dauphine Street, New Orleans, Louisiana, 70117.

**Tax Bill Number:** 3-9W-1-093-09

### **BUILDING CONSTRUCTION**

The construction of the neighborhood community center was completed in December 2015.

### **PROPERTY VALUE**

The appraised value of the building is \$275,000.



## **EXHIBIT B – ACT OF TRANSFER CONDITIONS AND COVENANTS (SUBJECT TO REVISION PRIOR TO TRANSFER)**

- The building must be open to the public and accessible a minimum of forty (40) hours per week.
- Hours of operation are restricted to 6:00 a.m. and 12:00 midnight Sunday through Saturday.
- A general admission fee or any other monetary donations (payment at the door to the general public) for entrance is prohibited, with the exception of fundraisers or events for bona fide non-profit organizations, places of worship or educational facilities.
- All events shall be held within a completely enclosed building. Live entertainment, if permitted as part of scheduled events, is subject to a closed doors and windows policy and compliance with the City of New Orleans Noise Ordinance. Music of any kind is prohibited outside the building, unless otherwise approved by the City of New Orleans.
- Sleeping facilities and residential use are prohibited.
- The building must be maintained in compliance with City of New Orleans Minimum Property Maintenance Code.
- The property ownership entity must maintain minimum property insurance for the appraised value of the property and organizational liability insurance in the amount of \$1,000,000.
- The property may not be mortgaged or used as collateral for any type of loan during the five (5) year monitoring and compliance period.
- The property may not be sold, in whole or in part, or otherwise transferred during the five (5) year monitoring and compliance period.
- Other conditions or requirements deemed reasonable and prudent by NORA at the time of transfer.



## **EXHIBIT C – PREVIOUSLY ASKED QUESTIONS**

***Q1. Why does the application require contractor information? Does the applying entity need to have a contractor agency included in the application. Have an impact on evaluation of application?***

A1. The owner and operator of the building should be prepared to perform ongoing and routine maintenance as well as make repairs as needed. While it is not a requirement to name a contractor, it may be considered as part of the evaluation of the applicant's overall capacity to own, operate, and maintain the structure. Selection of a contractor also provides an opportunity to engage a Disadvantaged Business Enterprise (DBE) in support of NORA's 35% contracting goal as spelled out elsewhere in the application.

***Q2. Can an entity demonstrate sustainability solely by earned revenue or does rental income from tenants need to be included?***

A2. The applicant needs to show that it has the financial capacity to own, operate, and maintain the facility. If the applicant has substantial cash reserves or revenue streams already in place that will allow it to take on this responsibility while continuing to provide services that meet or exceed its current operations in the community, rental revenue may not be necessary during the compliance period. However, this approach may not be financially sustainable and, therefore, an operations and maintenance plan and budget for the building that demonstrates financial sustainability (revenue neutral at a minimum) are preferred.

***Q3. Does the request for information on previous development experience refer to building development or could land development and usage also be considered?***

A3. The primary objective of the request for information concerning previous development is to gauge the applicant's experience in the ownership, operation, and maintenance of building facilities and the likelihood of success in the proposed ownership, operation, and maintenance of 5200 Dauphine Street. Experience in the ownership, operation, and maintenance of land would be considered, but is not a perfect substitute.

***Q4. Is commercial use of the building - retail in the building - encouraged and/or allowed?***

A4. The intended primary use of the facility contemplated in the development of this project is as a neighborhood center. While some retail uses would be permitted under the existing HU-B1A Historic Urban Neighborhood Business District, there is a Conditional Use (Ordinance No. 23170 MCS) currently in effect that restricts use of the facility as a neighborhood center.

***Q5. Are more tenants/ organizations using the building more preferable (more than 1 or 2)?***

A5. NORA would like to see an ownership, operations, and maintenance plan that accommodates as many non-profit and community organizations as are interested and can reasonably be supported by the facility.

***Q6. Are an organization's financial statements or income verification required with the application or is the application's financial spreadsheet the only finance data required?***



A6. Organizational financial statements and income verification are required as indicated in the Owner/Operator Information and Applicant Questionnaire and specifically described in Part 3 – Financial Capacity/Plan Required Items #6.

***Q7. Does a conflict of interest exist if the awarded entity leases space in the Center to a family member and/or a non-profit organization owned or operated by an immediate family member?***

A7. The pertinent provisions of the Code of Governmental Ethics<sup>1</sup> are sections 1121 and 1102(D). Section 1121 provides as follows:

**§1121** No appointed member of any board or commission, member of his immediate family, or legal entity in which he has a substantial economic interest shall bid on or enter into or be in any way interested in any contract, subcontract, or other transaction which is under the supervision or jurisdiction of agency of the appointed member.

**§1102 D. “Immediate family”** as the term relates to a public servant means his children, spouses of children, brothers, sisters, spouses of his brothers and sisters, parents, spouse, and the parents of his spouse.

If the responding entity is a non-profit organization recognized as a 501(c)(3) by the IRS, it is not a public agency; its employees are not classified as public servants; and it is not required to adhere to the provisions set forth in the Louisiana Code of Governmental Ethics.

NORA finds no legal impediment to any entity responding to the RFP and leasing space in the Center to a family member and/or a non-profit organization owned or operated by a family member. However, the leasing of space in the Center by any selected awardee(s) to a family member and/or a non-profit

organization owned or operated by a family member may have the appearance of impropriety and/or nepotism because of the relationship between owner and tenant; therefore NORA does not believe it is in the best interest of the surrounding Lower 9<sup>th</sup> Ward and Holy Cross neighborhoods. Furthermore, such an arrangement does not facilitate in maximizing the benefits of the Center to a diverse group of community organizations if such a relationship were to exist. Therefore, NORA does not recommend this arrangement take place.

***Q8. My organization is considering responding to the RFP for 5200 Dauphine in collaboration with other Lower 9 organizations. One thing we were wondering about was the prohibition of residential use. Being able to renovate the upstairs room into a functional apartment would be significant source of revenue that could sustain maintenance and operations of the community space below. What is the reasoning for the prohibition? Are there any exceptions?***

A8. The current owner of the facility has informed NORA that the buildout of the upstairs as residential space poses several technical challenges, particularly given current building code requirements as interpreted by the State Fire Marshal, and may be infeasible. If the residential buildout is determined to be technically feasible, the cost of the improvements would be significant and NORA does not anticipate that most eligible respondents would

---

<sup>1</sup> La.R.S.42:1101, *et seq.*



be in a cash position to make those improvements during the five year compliance period in which the facility may not be used as collateral for any type of debt. The proposed residential use may require amendments to the existing conditional use or other entitlement action and the applicant cannot be sure of the timeline or outcome. Finally, the scale and scope of this type of construction project would prevent full or partial use of the facility as a neighborhood center for a significant period of time. Given the amount of time that it has already taken to get the facility into commerce, NORA believes it is in the best interests of the neighborhood to open the facility to the envisioned community use as soon as possible and has placed restrictions upon the disposition to ensure this result.

***Q9. What are the restrictions on the ownership entity? Can multiple nonprofits form an LLC that will serve as the ownership entity, for instance?***

A9. NORA does not have a stated preference on the structure of the ownership entity.

***Q10. Is a plan expected in the narrative and pro forma for the renovation and usage of the upstairs office? If so, what is the timeline expected for renovation of the upstairs office- since it is not yet finished?***

A10. NORA does not expect respondents to include a plan for the renovation and usage of the upstairs storage space. Further, NORA discourages such a plan within the compliance period as it would prevent full use and occupancy of the building. NORA's number one priority is for respondents to provide complete and uninterrupted community access to the neighborhood center as soon as possible.

However, if respondents anticipate further build out of the upstairs storage space after the five year compliance period, but within the time period covered by the pro forma, NORA would expect to see a rational long term plan reflected in the narrative and financial projections included in the response.



## Owner/Operator Application

New Orleans Redevelopment Authority (NORA) is now accepting applications from non-profit and community organizations that are interested in acquiring, operating, and maintaining properties owned by NORA.

**Summary of Application Process:** Interested applicants should review all of the information included in the accompanying Request for Proposals and this Application as well as all Exhibits and Appendices attached hereto to determine if their proposal will be consistent with the requirements set forth herein. **If an Applicant elects to submit a proposal, they must furnish written responses to all items requested in this Application, including the Exhibits and Appendices.** Submissions will be evaluated based on the scoring criteria set forth in the RFP. Upon review of proposals, NORA may request, at its sole discretion, additional documentation.

### Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as an applicant, any false statements, omissions, or other misrepresentations made by me on this application may result in dismissal of my application.

Name (printed)	
Signature	
Date	

### Our Policy

It is the policy of this organization to provide equal opportunities without regard to race, color, religion, national origin, gender, sexual preference, age, or disability. Thank you for completing this application form and for your interest in partnering with NORA.

### Criteria for applications are as follows:

- a. Applicants must be qualified non-profit and community organizations in good standing with the U.S. Department of Housing and Urban Development, State of Louisiana, City of New Orleans, and New Orleans Redevelopment Authority
- b. Applications must be tailored to 5200 Dauphine Street.
- c. Applicants must demonstrate the financial and organizational capacity to successfully own, operate, and maintain the community center facility. In addition, Applicants must demonstrate extensive experience in the ownership, operations, and maintenance of real



estate for public benefit, preferably in the City of New Orleans and/or Louisiana and must evidence a demonstrated ability to meet equal opportunity/Section 3 Provisions (if applicable). Applicants must be in good standing with NORA, the State of Louisiana, City of New Orleans and the US Department of Housing and Urban Development (HUD) to be eligible for consideration.

- d. Applicants must demonstrate that:
  - i. Proposed operational and maintenance costs are reasonable.
  - ii. Applicant is committing equity to the project.
  - iii. All other sources of project financing are identified and secured for a minimum period of five (5) years.
  - iv. The Project is financially feasible.
- e. The proposed use of the property must be consistent with the Comprehensive Zoning Ordinance, the *Plan for the 21<sup>st</sup> Century*, and Historic District Landmark Commission (HDLC) guidelines.
- f. The estimated time to close on the property and begin operations must be included.



**Exhibit I. Owner/Operator Information & Applicant Questionnaire**

---

All Applicants shall complete this form in its entirety. Applicants that include a non-profit entity also to complete Exhibits II & III. By submitting this form, all Applicants understand that the information contained herein will be used, in whole or in part, in the evaluation of the Applicant.

**Part 1 – Identification of Team & Team Member Qualifications**

***Purpose:** To understand the relationship of team members and evaluate their ability to work together to bring own, operate, and maintain the Project in perpetuity, to identify all stakeholders in the Project, and to evaluate an Applicant’s experience in planning and financing the operations and maintenance of an urban development project for public benefit similar to 5200 Dauphine Street.*

**Name of Entity:** \_\_\_\_\_

**Executive Director:** \_\_\_\_\_

**Name of Contact Person:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Description of Organization(s):**

1. General Information:
  - a. Type of organization (i.e. partnership, corporation, LLC, joint venture):  
\_\_\_\_\_.
  - b. Identify the state in which the entity was created \_\_\_\_\_ and date established \_\_\_\_\_, and if the state of formation is not Louisiana, the date qualified to do business in Louisiana.
  
2. Provide the following information about all of the Applicant’s principals. For corporations, provide the names of the officers and any direct or indirect shareholders or members owning 10% or more; for partnerships, provide the names of all General Partners and all Limited Partners owning 10% or more. For joint ventures, provide the information separately for each entity that comprises the joint venture. Also, state the role that each principal would play in the



development of the site, using the categories specified below. Please use additional sheets as necessary.

**Name of Entity:** \_\_\_\_\_ **% Interest in Proposed Project:** \_\_\_\_\_

<b>Principals:</b>			
<b>Name/Position/Title</b>	<b>Address</b>	<b>Role*</b>	<b>% Interest in Entity</b>

**\*Role Categories:** GP = General/Managing Partner; GC = General Contractor; F = Provides Financing; A = Architect; 1L = Legal Services; MA = Managing Agent; O = Other (specify)

- Provide the names, addresses, email addresses, telephone numbers and fax numbers of each development team member(s) to the extent that they have been determined.

<b>Operations and Maintenance Team</b>	
<b>Property Management</b>	<b>Leasing/Marketing Agent</b>
Firm Name (or N/A):	Firm Name (or N/A):
Address:	Address:
Email:	Email:
Phone:	Phone:
Fax:	Fax:

<b>Legal Counsel</b>	<b>Insurance</b>
Firm Name (or N/A):	Firm Name (or N/A):
Address:	Address:
Email:	Email:
Phone:	Phone:
Fax:	Fax:
<b>General Contractor</b>	<b>Plumbing Contractor</b>
Firm Name:	Firm Name (or N/A):
Address:	Address:
Email:	Email:
Phone:	Phone:
Fax:	Fax:
<b>Electrical Contractor</b>	<b>HVAC Contractor</b>
Firm Name (or N/A):	Firm Name (or N/A):
Address:	Address:
Email:	Email:
Phone:	Phone:
Fax:	Fax:

Provide a description of all relevant experience, qualifications and resumes of each development team member identified above.



4. Has any Principal identified above, or any organization in which the Principal is or was a general partner, corporate officer, or owns or is expected to own more than 10% ownership interest, been the subject of any of the following:

#	Question	Yes	No
1.	Felony conviction or pending criminal case?		
2.	Had an ownership or management interest in a property that has received a code enforcement judgment or received repeated/multiple citations?		
3.	In the past 5 years, failed to qualify as a responsible bidder, or refused to enter into a contract after an award has been made, privately or with any government agency?		
4.	In the last 5 years, failed to file any required tax returns, or failed to pay any applicable Federal, State of Louisiana, or City taxes or other charges?		
5.	In the last 7 years, filed a bankruptcy petition or been the subject of involuntary bankruptcy proceedings?		
6.	Been convicted of fraud, bribery, or grand larceny?		
7.	Had negative findings from the local, state, or federal Inspector General's offices?		
8.	Have any governmental lien pending against real estate owned by Applicant or Principals in Orleans Parish or elsewhere?		
9.	Has Applicant received any negative findings connected with grants administered by the State of Louisiana, City of New Orleans, or New Orleans Redevelopment Authority?		

***If the answer to any question is yes, provide the following information about each instance: name of Principal(s); name(s) of organization(s) or corporation(s); Principal's status in the organization or corporation (e.g. officer), the date of the action, the jurisdiction and docket number of the action, and current status and disposition (use a separate sheet of paper if necessary).***

5. Provide information on Applicant's plan to encourage minority and women participation in the proposed project including but not limited to ownership, financing, design, construction and management positions, as well as small and local businesses, including, if applicable, Section 3 certified individuals and businesses. The applicant must demonstrate good faith efforts to train and employ low income and underemployed persons and to otherwise meet Disadvantaged Business Enterprise (DBE) goals as required by NORA.



**Non-Profit Organization: Major Sources of Funding**

Provide the following information regarding your major sources of funding during the two years preceding the date of submission of this Application. (Use additional sheets as necessary)

Name of Organization: \_\_\_\_\_

Funding Source (Agency, Department, Etc.)	Name of Program	Purposes of Funding	Dates of Funding	Funding Amount



**Part 2 – Operations and Maintenance Plan**

**Purpose:** *To evaluate an Applicant’s concept for providing a first-class community center.*

Applicants shall provide a narrative of how the facility operated and maintained while meet existing needs of the Holy Cross neighborhood. The Operations and Maintenance plan should include a 10 year operation pro forma (Exhibit V) and address:

- i. Range of Facility Uses
- ii. Occupants/Tenants
- iii. Management Organization/Staff
- iv. Roles and Responsibilities
- v. Operational Schedule/Hours of Operation
- vi. Marketing
- vii. Special Events
- viii. Parking
- ix. Routine and Preventive Maintenance Schedule
- x. Landscaping
- xi. Capital Improvements
- xii. Hurricane Preparedness and Hazard Resilience
- xiii. Signage

**Part 3 – Financial Capacity/Plan**

**Purpose:** *To evaluate an Applicant’s financial strength and ability to obtain debt and equity financing for the long term operations and maintenance of the facility; and to provide a reasonable assurance regarding the ability of the Applicant to keep the facility open to the public. NOTE: All non-public financial information will be kept confidential as permitted by applicable law.*

<u>Required Items</u>	<u>Attached</u>
1. Evidence of prior ability to own, operate, and maintain real estate assets including partners, sources of financing, and outcomes (Exhibit III);	<input type="checkbox"/>
2. An entity organizational chart reflecting proposed structure of Applicant;	<input type="checkbox"/>
3. Operations and Maintenance Budget (Exhibit IV);	<input type="checkbox"/>
4. A description of the intended sources of equity for the operations and maintenance of the Project (including the identity of each intended source of equity and a contact person, address, and phone number);	<input type="checkbox"/>
5. A description of the proposed sources of financing. If available, bank references, letters of credit, or other financing commitments from all persons or entities providing any financing for the operations and maintenance of the Project.	<input type="checkbox"/>

<p>6. Applicants should submit the most recent quarterly financial statements and three years of annual financial statements, supporting financial reports and other material financial information as applicable to each participating entity, and if Applicant or any proposed member is a non-profit organization, a copy of its A-133 Audit Report for the last three years, if available and/or required. Statements of equity commitments and lending commitments are strongly encouraged. Applicant should identify the sources for funding the closing costs, operations, and maintenance.</p>	<input type="checkbox"/>
<p>7. Applicants are also required to demonstrate the cost reasonableness of any fees to be earned by the Applicant and/or its affiliates through the operation and maintenance of the facility.</p>	<input type="checkbox"/>



**Part 4 – Disclosures, Representations and Warranties Letter**

***Purpose: To identify any potential conflicts of interest, and/or legal risks and concerns.  
(Please include this letter with your submission)***

\_\_\_\_\_, 20\_\_\_\_

New Orleans Redevelopment Authority  
1409 Oretha C Haley Blvd  
New Orleans, LA 70113

Attn: Ms. Brenda Breaux  
Executive Director

Re: 2016 Ownership, Operation, and Maintenance of 5200 Dauphine Street Community Center

Ms. Breaux:

This letter is being submitted in connection with our application (“Application”) with respect to the development of properties owned by the New Orleans Redevelopment Authority (“NORA”).

As an authorized agent of the Applicant, I agree to include as an attachment a statement:

1. Disclosing any, direct or indirect, current or future, conflict of interest with NORA, and/or its employees;
2. Describing any litigation the Applicant, its officers, agents, partner, or members may have been subject to resulting from a previous project whether resolved or still pending.

I have received, read, and understand the provisions of the Owner/Operator Application. I understand that selection of an Applicant (“Applicant”) under the Owner/Operator Application will mean only that NORA will commence negotiations with such Applicant regarding the ownership and operations of the proposed project.

I recognize that any negotiations with NORA will be subject to the following terms and conditions:

1. The selection of an Applicant will not represent any obligation or agreement on the part of NORA, which may only be incurred or entered into by a written agreement which has been (i) approved as required pursuant to NORA’s Policies and Procedures; and (ii) duly executed by



- Applicant and NORA. An award letter will only indicate NORA's intention to commence negotiations, which may ultimately lead to the execution of such an agreement.
2. The following requirements will have to be satisfied prior to entering into a Transfer Agreement for the proposed project, which include, but are not limited to, the following:
    - a. The Applicant shall identify and secure financing for operations and maintenance for a minimum period of five (5) years at the time of closing.
    - b. The Applicant, any other potential development partner, and their respective members must successfully undergo a background check concerning their suitability to do business with NORA.
    - c. An award will not be granted to any person or entity which, or to any entity with a Principal who: (i) has not fulfilled development responsibilities undertaken in connection with NORA, the City of New Orleans, or other governmental entities, (ii) is in default on any obligations to the City or NORA, (iii) is a former owner of any site within the proposed project, or (iv) has lost real property to the City in tax or lien enforcement proceedings.
    - d. The Applicant must execute legal documents in form and substance acceptable to NORA.
  3. During negotiations, the Applicant must diligently, competently, and expeditiously comply with all requirements communicated to the Applicant by NORA.
  4. NORA reserves the right to approve all future design, development plans and leases of the Project.
  5. Either NORA or the Applicant may terminate negotiations at any time with or without cause. Further, negotiations may be terminated if Applicant does not enter into a binding agreement within fifteen (15) days from the date a draft agreement is provided to Applicant, unless otherwise extended by NORA.
  6. If negotiations are terminated by either NORA or the Applicant, whether with or without cause, or if negotiations terminate automatically, then neither NORA nor the Applicant will have any rights against or liabilities to the other except as otherwise agreed.



7. NORA is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Applicant at any time, including, but not limited to, the cost of: (i) any prior actions by the Applicant in order to respond to any selection process, or (ii) any future actions by the Applicant in connection with the negotiations, including, but not limited to, actions to comply with requirements of NORA, the City, or any applicable laws.

In addition, the party submitting the Application hereby certifies that such proposal is genuine and not collusive or a sham; that said Applicant has not colluded, conspired, connived or agreed, directly or indirectly, with any other Applicant or person, to put in a sham proposal or to refrain from proposing, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person to fix the proposal price or affiant or of any Applicant, or to fix any overhead, profit or cost element of said proposal price, or of that of any other Applicant, or to secure any advantage against the Owner or any person interested in the proposed contract; and that all statements in said Proposal are true.

On behalf of the Applicant, I also represent that the information contained in the Development Team Identification & Application Questionnaire is accurate and correct.

Respectfully,

---

*Signature*

---

*Title*

---

## Exhibit II Professional References

---

Each Applicant is required to include at least three professional references which are representative of the Applicant's ability to successfully own, operate, and maintain real estate for public benefit. Applicants are invited to provide letters and other documentation from the contacts/firms listed below to the extent that it will assist in evaluating the Applicant's ability to provide the services listed herein.

## Exhibit III Representative Projects

---

Applicants must include up to two or more representative projects for ownership, operations, and/or maintenance of a facility similar in size and scope to 5200 Dauphine Street in order to demonstrate the Applicant's ability to own, operate, and/or maintain the project. Applicants may also provide photos and other collateral materials that will assist in evaluating the Applicant's ability to provide the services listed herein. ***(Attach additional sheets if necessary).***

### PROJECT #1 DETAILS

<b>Project Name:</b>	_____	<b>Location:</b>	_____
<b>Project Type<sup>(a)</sup>:</b>	_____	<b>Size (SF):</b>	_____
<b>Development Type<sup>(b)</sup>:</b>	_____	<b>Firm's Role<sup>(c)</sup>:</b>	_____
<b>Total Project Costs:</b>	_____	<b>% DBE (if known):</b>	_____
		<b>Date Started:</b>	<b>Date Completed:</b>
<b>Key Tenants/Clients:</b>	_____		

**(a) Project Type:** Retail; Community Facility; Office; Rental Housing; Single Family Housing; Mixed-Use; **(b) Development Type:** New Construction; Rehabilitation; **(c) Role Categories:** General/Managing Partner; General Contractor; Provides Financing; Architect; Legal Services; Managing Agent; Other (specify)

---

**PROJECT #1 OTHER TEAM MEMBERS**

Architect: \_\_\_\_\_ Leasing/Marketing Agent: \_\_\_\_\_  
 General Contractor: \_\_\_\_\_ Property Management Agent: \_\_\_\_\_  
 Legal Counsel: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

---

**PROJECT #2 DETAILS**

Project Name: \_\_\_\_\_ Location: \_\_\_\_\_  
 Project Type<sup>(a)</sup>: \_\_\_\_\_ Size (SF): \_\_\_\_\_  
 Development Type<sup>(b)</sup>: \_\_\_\_\_ Firm's Role<sup>(c)</sup>: \_\_\_\_\_

Total Project Costs:	_____	% DBE (if known):	_____	Date Started:	_____	Date Completed:	_____
----------------------	-------	----------------------	-------	---------------	-------	-----------------	-------

Key Tenants/Clients: \_\_\_\_\_

**(a) Project Type:** Retail; Community Facility; Office; Rental Housing; Single Family Housing; Mixed-Use; **(b) Development Type:** New Construction; Rehabilitation; **(c) Role Categories:** General/Managing Partner; General Contractor; Provides Financing; Architect; Legal Services; Managing Agent; Other (specify)

---

**PROJECT #2 OTHER TEAM MEMBERS**

Architect: \_\_\_\_\_ Leasing/Marketing Agent: \_\_\_\_\_  
 General Contractor: \_\_\_\_\_ Property Management Agent: \_\_\_\_\_  
 Legal Counsel: \_\_\_\_\_ Other (Specify): \_\_\_\_\_

---

**Exhibit IV      Operations and Maintenance Budget**


---

<b>OPERATIONS AND MAINTENANCE EXPENSES</b>	<b>TOTAL</b>
Management Fee	
Advertise/Market	
Legal	
Administrative	
Utilities	
Trash	
Maintenance/Repairs	
Grounds	
Real Estate Property Tax	
Insurance	
Other (Specify: _____)	
Total Operating Expenses	
Replacement Reserves	
Other (Specify: _____)	
Total Operating Exp. and Reserves	

**Exhibit V      10 Year Operating Pro Forma**

---

[THIS PAGE INTENTIONALLY LEFT BLANK]  
[SEE EXHIBIT FILE]

**Exhibit VI      Building Plans**

---

[THIS PAGE INTENTIONALLY LEFT BLANK]  
[SEE EXHIBIT VI ATTACHED]

**Exhibit VII As-Built Survey**

---

[THIS PAGE INTENTIONALLY LEFT BLANK]  
[SEE EXHIBIT VII ATTACHED]

## APPENDIX A: Applicant Warranties

---

- A. Applicant warrants that it is willing and able to comply with State of Louisiana laws with respect to foreign (non-State of Louisiana) corporations.
  
- B. Applicant warrants that it will not delegate or subcontract its responsibilities under the contract without the prior written approval of New Orleans Redevelopment Authority.
  
- C. Applicant warrants that all information provided by it in connection with this proposal is true and accurate.
  
- D. Applicant warrants that neither it nor any of its contractors or subcontractors is or will be at any time during the project a “debarred” entity, as defined at 24 CFR Part 5.

Signature of Official: \_\_\_\_\_

Name (print or typed): \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Date: \_\_\_\_\_

## APPENDIX B: Non-Collusion Statement

---

\_\_\_\_\_, states that he/she \_\_\_\_\_ (a partner of the firm, officer of the corporation, or individual making the foregoing proposal or proposal), that said proposal is genuine and not collusive or sham; that-said Applicant has not colluded, conspired, connived or agreed, directly or indirectly, with any Applicant or person to put in a sham proposal or to refrain from bidding, collusion, or communication or conference, with any person, to fix the proposal price or affiant or any other Applicant information or to fix any overhead, profit or cost element, of any other Applicant, or to secure any advantage against any person interested in the proposed contract, and that all statements contained in the said proposal are true.

\_\_\_\_\_  
Applicant

# APPENDIX C: Conflict Of Interest

---

## NEW ORLEANS REDEVELOPMENT AUTHORITY CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

STATE OF LOUISIANA

PARISH OF \_\_\_\_\_

Before me, the undersigned authority, came and appeared \_\_\_\_\_ who, being first duly sworn, deposed and said that:

1. He/She is the \_\_\_\_\_ and authorized representative of \_\_\_\_\_, hereafter called "Respondent."
2. The Respondent submits the attached RFP Response in response to the 2016 Owner/Operator Application for 5200 Dauphine Street.
3. The Respondent hereby confirms that a conflict(s) of interest exists/does not exist/may exist in connection with this solicitation which might impair Respondent's ability to perform if awarded the contract, including any familial or business relationships that the Respondent, the proposed subcontractors, and their principals have with NORA Commissioners, officers and employees. *(If a conflict(s) of interest exists and/or may exist, describe in a letter the nature of the conflict, the parties involved and why there is a conflict. Attach said letter to this form).*

\_\_\_\_\_  
Respondent Representative (Signature)

\_\_\_\_\_  
(Print or type name)

\_\_\_\_\_  
(Address)

Sworn to and subscribed before me, \_\_\_\_\_, Notary Public, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public (signature)  
Notary ID#/Bar Roll #