

City of Reidsville Request for Proposals (RFP)

Municipal Service District fund management

The City of Reidsville (henceforth: City) is soliciting requests for proposals for the management of the funds generated by the downtown Municipal Service District (henceforth: MSD).

Statutory Authorization

Pursuant to N.C. GS § 160A-536 (d), the City is authorized to enter into a contract for management of these funds, with the following stipulations:

- The contract shall specify the purposes for which City moneys are to be used for that service district.
- The contract shall require an appropriate accounting for those moneys at the end of each fiscal year or other appropriate period. The appropriate accounting shall include the name, location, purpose, and amount paid to any person or persons with whom the private agency contracted to perform or complete any purpose for which the City monies were used for that service district.

Private Agency Contract

The City wishes to enter into a one year contract with a certified nonprofit organization with any designated 501(c) status. This contract will have the option to renew after one year for a one, three, or five year extended contract, all existing required reporting to be performed annually.

Goals Defined:

The existing ad valorem tax levied in the downtown district (see figure one) generates \$0.25 for every \$100 valuation of downtown properties. Generating approximately \$35,000 annually, this tax is designed to benefit all downtown property owners, and is used to increase downtown property values, sales receipts, tourism, and other aspects of economic development. As such, all proposals must clearly articulate how the MSD funds will serve to better the downtown community.

Bid Process:

All interested parties must submit a comprehensive proposal that follows the guidelines found in the bid elements section of this document. Project proposals must be received by **May 25th, 2017**. Proposals must be submitted either by mail to Hugh Sandoe, Economic Development, 230 W Morehead St. Reidsville, NC 27320, or in person to the Reidsville City Hall, ATTN Hugh Sandoe. Upon the closing date, projects will be evaluated by staff, and presented to City council for final hearing and decision. All parties must have a designated representative at the public hearing, in order to receive consideration from council. Once council has determined the most effective proposal, a 1 year contract will be entered into between the City and the contracted agency.

Bid Elements:

Agency Description

- An agency description, with brief history, mission, certification of nonprofit status, current staff, board members, and other relevant personal.
- Example of previous community projects.
- Current or past year budget.
- Stated organization values (if any).
- Organization website (if any).
- Contact information for agency president, director, or other management personnel.
- Agency bylaws or governing documents.

Project Description

In the past, the funds have been utilized for a downtown rehabilitation grant program. The current guidelines can be found on the City's website for reference. However, organizations are welcome and encouraged to submit alternative ideas. Proposals should include guidelines for grant implementation, with at least \$25,000 utilization of total funds, up to the total available \$35,000. Bidders can also submit additional programs or projects to be combined with the grant funds, totaling up to \$10,000. Total funding for both aspects of the bid (grant and other) should not exceed \$35,000. Examples of additional projects may include, but are not limited to: public art, events, different grant opportunities, or a combination of different programs and services. This section must include:

- A comprehensive description of the proposed programs and initiatives. This should include photographs, examples, or any other type of supporting descriptive material.
- Explanation of duties: how the organization will oversee the program, what organizational/ reporting structure they will use. The organization should also articulate how they intend on involving the community in their projects and decision making process.
- Project justification: Why is this best utilization of the fund dollars? Ideally, bids will include research or data that supports the project activities.
- Project timeline: How the program will operate in regards to timeline of completion. Will the program be ongoing, or project based? If project based, describe the timeline of completion.

Reporting Structure

- How the organization will ensure transparency and accountability to the City and its citizens.
- How the organization will communicate with City staff to ensure project compliance.
- How the organization will adapt to the changing needs of the City council and property owners.

Terms:

A contract with specific terms will be negotiated with the winning bidder.

Figure 1: The Downtown District Boundaries

