

City of Alexandria, Virginia



OLD TOWN ALEXANDRIA WATERFRONT DEVELOPMENT OPPORTUNITY

REQUEST FOR PROPOSAL (RFP)

**For Sale and Redevelopment of a Portion of Real Property
at
2 King Street, Alexandria, Virginia**



RFP Issue Date: May 1, 2023

Proposal Due Date: August 1, 2023

The Seal of the City of Alexandria may not be used on any materials in response to this Request for Proposals without written permission from the City's Purchasing Agent, or unless the requirements of this Request specifically calls for the Seal to be incorporated in the response.

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Request for Proposals

Sale and Redevelopment of Real Property

1. Introduction

The City of Alexandria, Virginia (the “City”) is an urban community of 15.75 square miles with a population of approximately 155,000. With its stable residential neighborhoods, its historic districts, vibrant waterfront and its proximity to Washington, D.C., the City continues to attract new residents, tourists, and businesses.

Pursuant to the City of Alexandria’s Real Estate Disposition Policy, the City of Alexandria is seeking proposals from qualified firms (“Respondents”) for the acquisition of a portion of waterfront property located at 2 King Street, Alexandria, Virginia 22314 (the “Property”) to redevelop according to the provisions, terms and conditions determined by the City, some of which are contained herein. Other terms and conditions may be developed in response to specific proposals.

The City is seeking firms that have a proven combination of experience, financial capacity, and expertise in the design, development and construction of infill developments including public-private partnerships, commercial development involving both office and retail development and development in historic districts.

In general, proposals will be evaluated based on the proposed future use(s) of the property, the proposed purchase price, and the willingness of the respondent to work creatively with the City of Alexandria to conform with the City’s Waterfront Small Area Plan, stormwater mitigation and possible public amenities. The proposed future uses of the property will also be evaluated based on their impacts to the neighboring community and the City.

In order for a proposal to be considered for award, it must conform with all of the requirements of this RFP, including the Minimum Proposal Requirements provided below.

Final authorization to execute the Agreement of Purchase and Sale is contingent upon review by the City’s Planning Commission pursuant to Section 9.06 of the City Charter and passage of an ordinance to sell the property with a three-fourths majority vote by City Council.

2. Summary of Key Dates

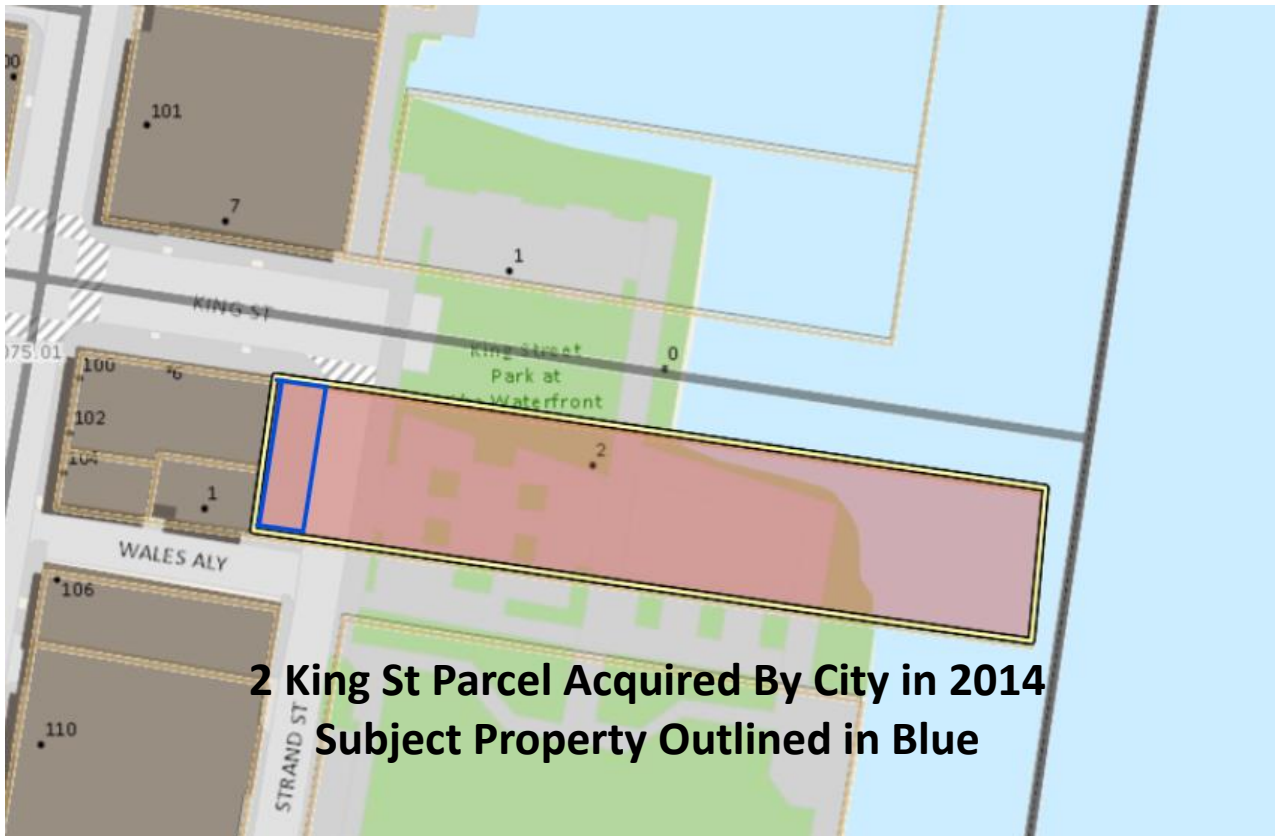
Listed below are the tentative timeframes for events related to the RFP and the City’s due diligence process. The activities with specific dates must be completed as indicated unless otherwise changed by the City. The City reserves the right to modify any timeframe or deadline in the RFP by issuing a written amendment.

Event	Timeframe
RFP Issuance	May 1 st , 2023
Pre-proposal Conference	June 5 th , 2023
Closing Date for Receipt of Written Questions	July 7 th , 2023
Closing Date for Proposal Submission	August 1 st , 2023
Anticipated Date of Developer Selection	October 31 st ,2023

3. Property Description

The subject property located at 2 King Street (the “Property”) in the Old Town area of Alexandria, Virginia is an 1,825 square foot area located at the foot of King Street directly adjacent to the City’s Waterfront Park, shops and restaurants and is improved with eight asphalt-paved parking spaces. The Property is the western portion of a larger 18,678 square foot parcel known as King Street Park at the Waterfront. The property is zoned WPR, Waterfront Park and Recreation (Parcel ID #075.01-05-04) and is within the Old and Historic Alexandria District. The adjacent developed parcels are zoned KR – King Street Retail (6 King Street and 100-102 S. Union Street) and CD – Commercial Downtown (104 S. Union and 1 Wales Alley).

The Property was acquired by the City through a property transfer agreement with the Old Dominion Boat Club (ODBC) in 2014. The agreement provided for the relocation of the ODBC clubhouse and parking lot from its former location at the foot of lower King Street to its current location on Strand Street providing space for the new Waterfront Park as part of the City’s Waterfront Plan.



The Property, which spans the width of the Fitzgerald Warehouse between King Street and Wales Alley and extends from the rear of the complex to Strand Street was leased and utilized as eight (8) parking spaces for the businesses located at the Fitzgerald Warehouse complex. Use of the Property as a parking lot has been discontinued as the adjacent Strand Street was closed to vehicular traffic effective May 2022.

4. Project Vision

The primary goals of the City of Alexandria’s Waterfront Small Area Plan are to:

1. Create a unique waterfront identity that is grounded in the City’s history.
2. Increase and improve access to the public spaces of the waterfront. Pedestrian connectivity along the waterfront should be continuous.
3. The waterfront is, and should continue to be, a city-wide resource to be enjoyed by all Alexandrians.
4. Maintain a living, active waterfront that is a destination that attracts all Alexandrians and visitors and should be integral to the visitor experience in Alexandria.

Accordingly, the redevelopment of the Property is intended to incorporate new development into the existing fabric of the City’s waterfront in Old Town. Projects are encouraged to be visually compatible with the Alexandria waterfront’s historical

character, acknowledging the waterfront by highlighting and providing access to the waterfront including water views and incorporating some or all of the preferred uses of the space as desired by the community and the City as detailed in Sections 5 and 6 below.

A rezoning of the property to a zone consistent with the adjacent properties could be consistent with the Small Area Plan, and if proposed, could be considered.

5. Community Input

Over a period of two (2) years (CY 2021 and CY 2022), City staff participated in a total of five (5) neighborhood commission meetings, including the City's Waterfront Commission and Parks and Recreation Commission to discuss potential future uses of the City-owned property at 2 King Street. City staff provided a presentation at each of these meetings that included the history and current use of the Property and discussed the City's intent and objectives for a sale of the Property. The Commissions proposed a list of future uses of the Property that they as representatives of the impacted community would prefer to be included in the responses to the Request for Proposals. The following proposed future uses were prioritized into two tiers based on importance:

Tier 1 (most important)

- Flood Mitigation – Flood mitigation must be incorporated into any future development of the Property and be coordinated with the goals of the City's Flood Mitigation Project and the Waterfront Small Area Plan.
- Publicly Available Restrooms – Any development of the Property must include publicly available restrooms on the site or monetarily provide for restrooms elsewhere on the waterfront near the foot of King Street.
- Acknowledgement of the waterfront – Proposals must describe how any future development will highlight and provide access to the waterfront including water views.
- Rear of the Existing Buildings – Any development would need to address how back of the house operations of the existing and future businesses located adjacent to the Property such as trash removal and grease traps would be either incorporated or relocated.
- Street Level Activation – The site should be activated at the ground level, including public-facing uses such as restaurants and retail.
- Possible Residential Development – The vibrancy of the adjacent Waterfront Park and King Street Place is a priority. Therefore, use of 2 King Street to develop residential units is highly discouraged as inconsistent with the Waterfront Small Area Plan. If considered, any residential development proposal must address the issue of noise mitigation on residential units through building construction techniques.

Tier 2

- Public Meeting Space – Inclusion of public event or meeting space in a future development of the site would be desirable.

6. City Requirements

The Property is located on the City’s waterfront which is still under development including planned flood mitigation and other related projects. To ensure that any future redevelopment of the Property is aligned with the goals of the Waterfront Small Area Plan and the City’s Flood Mitigation Project, the City recommends that the following be considered and taken into consideration when developing and submitting a response to this Request for Proposals:

- The inclusion of publicly available restrooms as part of any redevelopment is desired.
- Proposals must be in alignment and coordinated with the goals of the Waterfront Small Area Plan and the City’s Flood Mitigation Project
 - Flood Mitigation Project - <https://www.alexandriava.gov/sites/default/files/2022-06/Phase%201%20Recommended%20Alternative%20with%20tree%20sa%20area%20and%20Title.jpg>
 - Waterfront Small Area Plan - <https://www.alexandriava.gov/Waterfront>
- Existing historic structures and any new facilities and structures must be protected and/or resilient against flooding. This could be accomplished with a passive and permanent approach or a program of deployable features, but either or both would be required to be operated and maintained by the owner.
- Proposals and any architectural improvements should consider and incorporate the possibility of permanent pedestrianization of Strand Street and any proposed/required changes in grade along Strand Street and King Street as part of the City’s Flood Mitigation Project.
- All architectural improvements shall be subject to the City’s Old and Historic Alexandria District Board of Architectural Review.
- Proposals shall provide a City-standard sidewalk along Strand Street (along parcel frontage) connecting lower King Street to Wales Alley, as directed by the City.
- Final closing on the property shall commence within 90 days of building permit issuance.

7. Minimum Proposal Requirements

A. General Information

1. This request for proposal and supporting documentation are available on the City's webpage at <https://www.alexandriava.gov/general-services/surplus-real-estate> .
2. Questions regarding the proposal and its requirements shall be directed via email (in writing) to:

Alfred Coleman, Deputy Director, General Services
alfred.coleman@alexandriava.gov

A timely response will be issued as questions are reviewed. Responses to all questions will be sent electronically to the questioner and posted publicly online via the City of Alexandria webpage noted above in Section 7(A)(1).

B. General Terms and Conditions

1. This Request for Proposals does not commit the City to enter into an agreement, pay any costs incurred in the preparation of a proposal to this request, or in subsequent exclusive negotiations, or procure or contract for the project.

Final approval of a proposal shall be in compliance with all applicable city, state and federal laws and regulations.
2. At any time prior to the specified time and date set for the proposal's submission, a Respondent, or their designated representative, may withdraw a proposal.
3. The City reserves the right to:
 - Reject any or all proposals;
 - Re-issue, amend, and/or terminate this Request for Proposals;
 - Extend the time frame for submission of proposals by notification to all parties who have formally expressed an interest in the Request for Proposals with the City of Alexandria;
 - Request supplemental information from any and all Respondents.
4. The City of Alexandria shall make no warranties or representations, expressed or implied.
5. The City of Alexandria will not be responsible for abatement or removal of any hazardous structure or material located on the premises.
6. **Final authorization to execute the Agreement of Purchase and Sale is contingent upon review by the City's Planning Commission pursuant to**

Section 9.06 of the City Charter and passage of an ordinance to sell the property with a three-fourths majority vote by City Council.

8. Preparation and Submission of Proposals

A. General Information

It is the Respondent's responsibility to clearly describe the project it proposes to develop in response to the RFP. Respondents are cautioned that organization of their response, as well as thoroughness, is critical to the City's evaluation process. The RFP forms must be completed legibly in their entirety, and all required supplemental information must be furnished and presented in an organized, comprehensive, and easy to follow manner.

By submitting a response to this RFP, the Respondent acknowledges that they have read this RFP, understand it, and agree to be bound by its terms and conditions. Proposals shall be submitted electronically via email.

Each Respondent responding to this RFP must provide all of the documentation required herein. Failure to provide documentation with the Respondent's response may result in the disqualification of the Respondent's proposal.

The City of Alexandria and its employees shall not be liable for any error in any advertisement, flyer or announcement made by it or its employees, nor for any agreement, condition, representation, or stipulation, oral or written, not specifically set forth herein. Unauthorized contact with any employee of any agency or department of the City, other than the employee listed above in Section 7(A)(2), may result in disqualification from the solicitation process. Any other information of any kind from any other source, or any oral communication, shall be considered unofficial and non-binding on the City. Respondents relying on unofficial information shall do so at their own risk.

Proposals may not be withdrawn once they have been received and opened by the City.

The City reserves the right to reject any and all proposals and to cancel the sale at any time prior to closing. Any and all proposals may be rejected if they are deemed in the judgement of the City to be non-responsive to the RFP.

All applicable laws and regulations of the State of Virginia and ordinances and regulations of the City shall apply.

B. Structure of Submission

Electronic proposals should contain the Technical Proposal and the Financial Proposal and be submitted in PDF format.

1. **Technical Proposal:** The Respondent must submit the following information, arranged in the same order, and identified with headings as presented herein. This information will be considered the minimum content of the Technical Proposal.

- a. Transmittal Letter: A letter signed by an authorized officer of the Respondent to make a binding commitment for the Respondent without the consent or joiner of any party or authority. Transmittal letter should state that the proposal is valid for one-hundred and eighty (180) days and, if selected, the Respondent will negotiate in good faith with the City of Alexandria.
- b. Table of Contents
- c. Executive Summary excluding all financial information
- d. Respondent Information
 1. *Development Team Overview and Organization Structure* – Respondents shall provide a company overview for each member of the proposed development team. Respondents must identify the lead developer and the role of each member of the development team, as well as the proposed Project Manager and Project Architect.
 2. Respondents shall provide an organizational chart and narrative description that identifies the proposed team structure clearly delineating relationships between members. Summary qualifications of key project staff should be included as well as a description of their role on this project and relevant experience.
- e. Past Performance – Respondent’s qualifications should demonstrate expertise, financial capacity, and proven experience in the development of similar product types and public-private partnerships.

Respondents must provide illustrative materials on three (3) recent projects of similar or comparable size and scope in the region over the last ten (10) years. Past performance examples shall include at a minimum:

1. Name and address/location of project.
2. Team members including lead developer, project architect, general contractor, lender(s), and equity provider(s).
3. References including names, addresses, telephone numbers and email addresses and a letter authorizing each reference to respond to inquiries regarding the design, financing, and development of the project as well as prior projects.
4. Site plan, photographs, and project renderings.
5. Development Scope
 - a. Land area (square feet)
 - b. Square footage of buildings (broken down by product type)
 - c. Construction type (high-rise, mid-rise, low rise, residential, retail)

6. Development Costs
 - a. Total development costs
 - b. Hard costs by product type (total and \$/SF)
 - c. Soft Costs
 - d. Development fees
 7. Project capital structure
 8. Challenges associated with the projects
- f. A list of any projects on which the Respondent, its parent company, or any member of the development team has defaulted or declared bankruptcy and an explanation of each default or bankruptcy.
 - g. Detailed information regarding any criminal indictments or felony convictions of the Respondent or any principal officer, director, partner, member, manager or equivalent of any person or entity constituting a member of the team.
 - h. Development Plan: The Development Plan should demonstrate an understanding of the site's opportunities and constraints and the optimal mix of uses for the site. The Development Plan must include at a minimum the following:
 1. Brief narrative description of the Respondent's vision for the project;
 2. How the Development Plan addresses the City's vision and requirements and community input addressed in Sections 4, 5 and 6 of this RFP;
 3. For a proposal that includes property in addition to the Property that is subject to this solicitation, Respondents must demonstrate the ability to include such property in the project; and
 4. A detailed description of the design/materials of the proposed building/structures.
 - i. Site Plan and Renderings: Respondents must submit a proposed conceptual site plan and building renderings.
 - j. Project Schedule: Respondents must submit a Project Schedule detailing the duration (in number of months) and dates for key milestones beginning at initial selection through completion of construction and initial occupancy. Respondents must identify the anticipated time required for each governmental approval. The Project Schedule must address at a minimum, the following:
 1. Local government approvals and actions (zoning, design review, etc.)
 2. Schematic design, design development and construction drawing preparation and approval
 3. Permitting process

- 4. Project construction period
- 5. Completion and initial occupancy

- k. Community and Stakeholder Outreach Strategy: Each Respondent must describe their understanding and approach to soliciting feedback and obtaining support from the City, community groups and key stakeholders.

The successful Respondent shall be responsible for all aspects of community and stakeholder outreach including the development of presentation materials, meeting schedule and logistics.

Additional Information: Any other information to assist the City in its evaluation of the proposal including a statement of why the City should select the Respondent.

- 2. **Financial Proposal:** The Respondent must submit the following information, arranged in the same order, and identified with headings as presented herein. This information will be considered the minimum content of the Financial Proposal.

- a. Table of Contents

- b. Financial Plan

Respondents shall provide a description of their strategy and anticipated resources of project financing. Anticipating financing costs, discussion of the risks and benefits of the proposed structure, and how it is the most advantageous to the City shall also be addressed.

- c. Project Pro Forma

Respondents must provide a complete pro forma model in a single Excel file (“Respondent Pro Forma”). The Respondent Pro Forma must detail the development scope, project financing, operating projections, and capital events. All Respondent Pro Forma must be dynamic with fully functioning linked formulas. Respondent shall limit hard coding to assumption inputs only which should be identified by blue text. The City may wish to perform sensitivity analyses on various assumptions within Respondent Pro Forma, therefore all formulas should be properly linked to hard coded assumptions. All financial models must be submitted to the City via email as an Excel file.

The Respondent Pro Forma should include a cash flow statement detailing the predevelopment, construction, and operating period cash flows from Project commencement through stabilization on a monthly basis including but not limited to:

- i. Development Costs
- ii. Payments to the City
- iii. Project funding draws

- iv. Rental or sales revenue
- v. Operating expenses
- vi. NOI
- vii. Debt Services
- viii. Proceeds from sale or refinancing
- ix. Net Cash Flows for distribution
- x. Return on Equity

All fees and income that the Respondent, its partners, and affiliates receive from the project should be clearly shown by phase of development and product type.

- d. Historical Financials
Copies of Respondent’s audited financial statements for the past three (3) fiscal years.
- e. Financial Qualifications
Statements regarding the Respondent’s financial creditworthiness and past development experience which can be verified, including the names and addresses of at least three (3) commercial or institutional credit references and a letter authorizing each credit reference to respond to inquiries from the City of Alexandria. At least two (2) of the references should be lending institutions.

C. Submissions

1. **Respondents must submit Proposals electronically.** To reduce printing costs and to facilitate recycling, the City requests that only electronic proposals in PDF format be submitted prior to the deadline. Electronic proposals should be submitted by attaching a single file of the required proposal to an email with **“Proposal for Sale of Real Property – Private and Confidential”** in the subject line of the email and emailed to Alfred Coleman, Deputy Director, General Services at alfred.coleman@alexandriava.gov.
2. All proposals must be transmitted via email and received in the City’s offices on or before 4:00 p.m. August 1st, 2023. All proposals received after 4:00 p.m. August 1st, 2023 will be rejected and returned. A screen print of the email receipt will be used by the City as verification of the time received.
3. At the time of the submission of the offer, the Respondent must submit a deposit of ONE THOUSAND FIVE HUNDRED DOLLARS (\$1,500.00) by certified check made payable to the City of Alexandria, VA. The City will apply the deposit of the successful respondent toward the purchase price of the Property. The City will return promptly the deposits of unsuccessful Respondents. The successful Respondent will also be required to make a deposit of ten percent (10%) of the purchase price for the Property, upon execution of the Agreement of Purchase and Sale of the Property (the “Agreement”). The City will apply this deposit toward the purchase price of the Property.

Deposits shall be delivered to the following address:

Department of General Services
Attention: Alfred Coleman, Deputy Director
421 King Street, Suite 220
Alexandria, Virginia 22314
Telephone: (703)746-4770

4. Respondents are reminded that changes to the Request for Proposals, in the form of addenda may be issued between the issue date and within three (3) days before closing of the solicitation. All addenda MUST be signed and submitted to the Department of General Services via email in PDF format before the time and date of the closing of the solicitation or must accompany the proposal. Notice of the addenda will be posted as soon as they become finalized by the Department of General Services. Addenda should be submitted via email in pdf format with **“Proposal for Sale of Real Property – Private and Confidential”** in the subject line of the email and emailed to Alfred Coleman, Deputy Director, General Services at alfred.coleman@alexandriava.gov.

9. Proposal Evaluation Criteria

The following evaluation factors will be used to evaluate Respondents:

1. Proposed amount and timing of payments to the City – preference will be given to Respondents who propose the largest non-contingent payments
2. Total economic impact of the proposed project, providing the greatest financial benefit to the City
3. Offeror qualifications and past performance
4. Feasibility of the proposed project, including financing plan
5. Degree to which the Development Plan meets or exceeds the City’s goals as set forth in this RFP
6. Community and Stakeholder Outreach Strategy

10. Proposal Evaluation and Selection Process

1. An evaluation committee has been established to review and evaluate all proposals submitted in response to this Request for Proposal. The committee will conduct a preliminary evaluation of the Technical Proposals based on the evaluation factors listed above and in the RFP.
2. Based on the results of the preliminary evaluation, one or more Respondents may be invited to make an oral presentation to the evaluation committee.

3. The City may request best and final offers from any or all Respondents at which point the evaluation committee will conduct a final evaluation and rank order the proposals.
4. The City may, at any time, request any additional information it deems relevant and/or necessary for the purposes of its evaluation and decision-making process.
5. The City reserves the right to enter into competitive negotiations with one or more Respondents.
6. As part of the process, Respondents may be requested to provide the City with more detailed designs, project specifications and cost models or other information deemed necessary by the City. Any additional information provided to the City will be at the sole risk and expense of the Respondent.
7. The City reserves the right, at its sole discretion, to reject any or all proposals it deems incomplete or unresponsive to the submission requirements.
8. A final selection will be based on the quality, clarity and thoroughness of the proposal and the degree to which it meets or exceeds the City's stated vision, goals and requirements and provides the City with the best value.
9. Upon the City's selection of a proposal, the Respondent selected will be required, within fourteen (14) days of the City's selection of its proposal, to execute the Agreement of Purchase and Sale. Thereafter, the Agreement of Purchase and Sale shall be subject to the following approvals:
 - a. By the City Council, pursuant to an ordinance approving the sale of the Property, adopted following a public hearing thereon, acting pursuant to Article VII, Section 9 of the Constitution of Virginia and § 15.2-1800 of the Code of Virginia, respectively.
 - b. By the Planning Commission, approving the sale of the Property, pursuant to § 9.06 of the City Charter; and
 - c. Approval of a development plan consistent with the solicitation, by City Council and/or Planning Commission, as may be required.

RFP APPENDICES

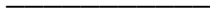
APPENDIX A – INFORMATIONAL EXHIBITS

- Exhibit 1, “Real Property Description”
- Exhibit 2, “Map of Subject Site”
- Exhibit 3, “Aerial of the Subject Site”
- Exhibit 4, “Photo of Subject Property”

APPENDIX B – REQUIRED SUBMISSION FORMS

- Form 1, “Certified Statement of Non-Collusion”
- Form 2, “Disclosures Relating to City Officials and Employees”; and
- Form 3, “W-9”

APPENDIX A



INFORMATIONAL EXHIBITS

REAL PROPERTY DESCRIPTION

Portion of 2 King Street, Alexandria, VA

Account Number: Part of 12659000

Map-Block-Lot Number: Part of 075.01-05-04

Primary Property Class: City Vacant Land (734)

Study Group: Part of 0890

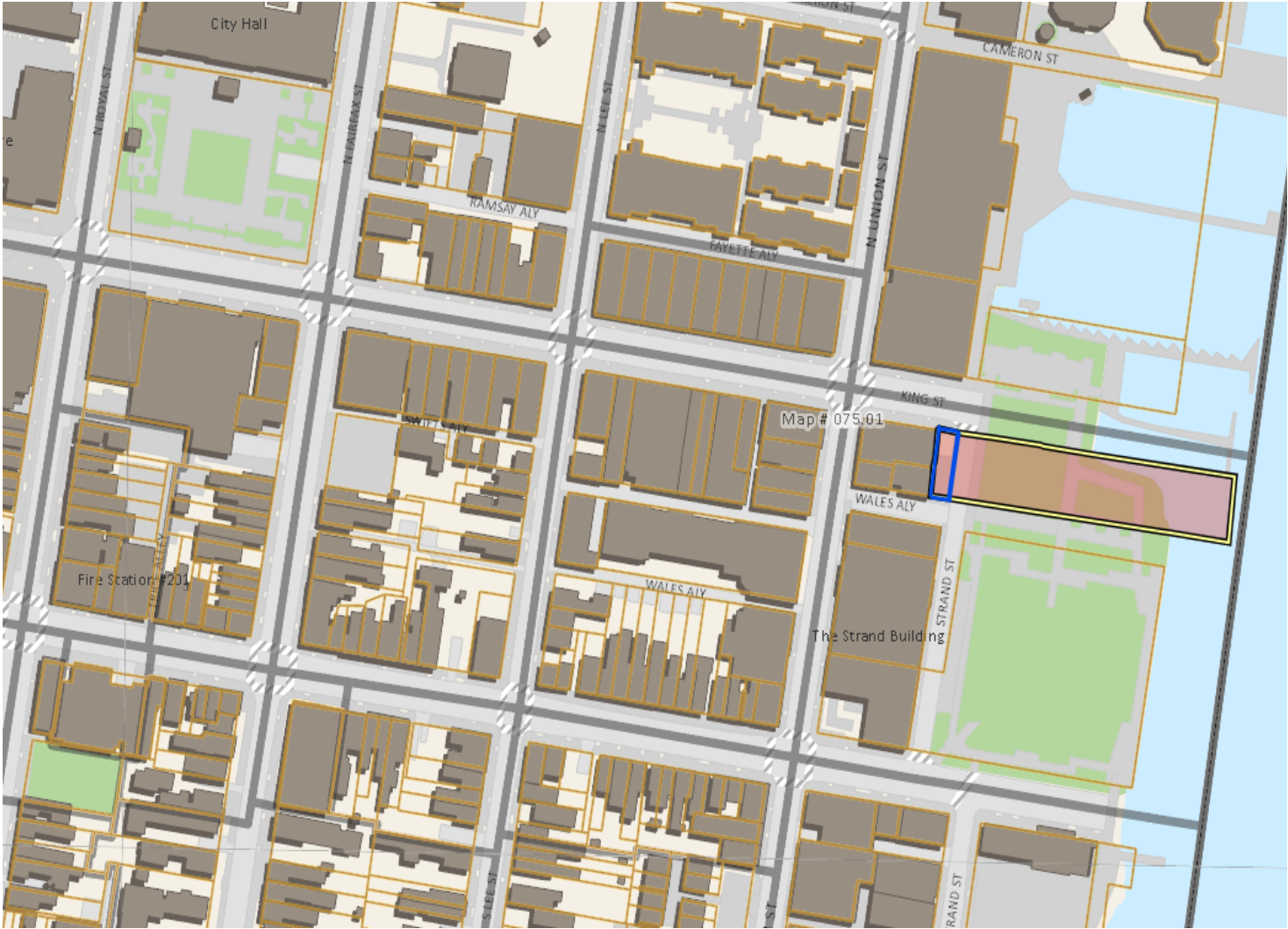
Owner Name: City of Alexandria

Legal Description: SE CORNER KING & STRAND

Lot Size (Sq. Ft): 1,825 (portion of 18,678 square foot parcel)

Zoning: WPR, Waterfront Park and Recreation

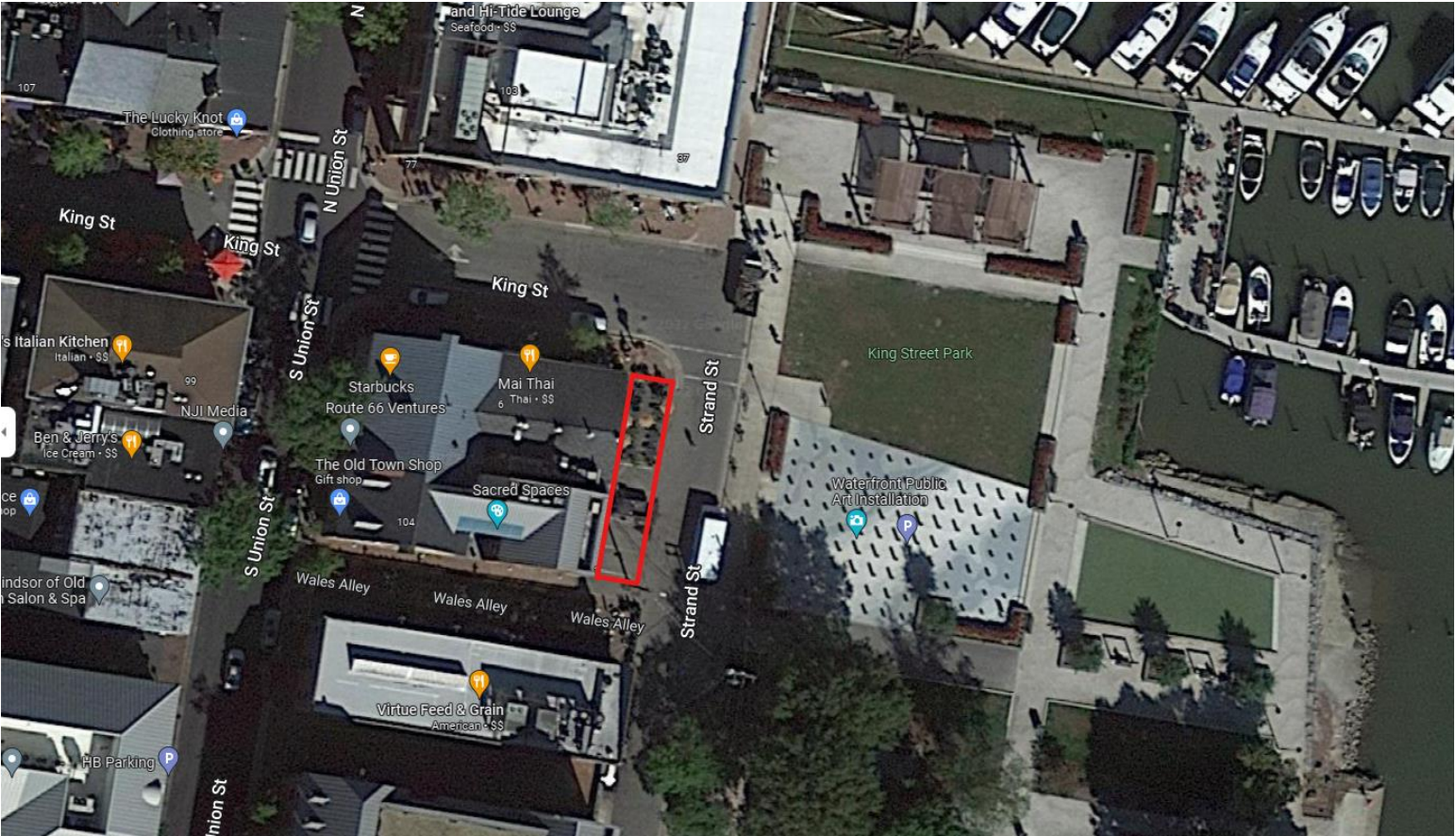
**Map of Subject Property
2 King Street, Alexandria, VA**



2 King Street Parcel Acquired By City in 2014 (in Pink)

Subject Property Outlined in Blue

**Aerial of Subject Property
2 King Street, Alexandria, VA**



Subject Property Outlined in Red

**Photo of Subject Property
2 King Street, Alexandria, VA**



Subject Property Outlined in Red Looking South

APPENDIX B

REQUIRED SUBMISSION FORMS

Form 1

CERTIFIED STATEMENT OF NON-COLLUSION

A. This is to certify that the undersigned is seeking, offering or agreeing to transact business or commerce with the City of Alexandria, a municipal corporation of Virginia, or seeking, offering or agreeing to receive any portion of the public funds or moneys, and that the offer or agreement or any claim resulting therefrom is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 (Virginia Governmental Frauds Act), Chapter 12 (Miscellaneous), Title 18.2 (Crimes and Offenses Generally) of the Code of Virginia (1950), as amended.

B. This is to further certify that the undersigned has read and understands the following:

(1) The City is authorized by Section 18.2-498.4 of the Code of Virginia (1950) as amended, to require this certified statement. That section also provides that any person that is required to submit this statement that knowingly makes a false statement shall be guilty of a Class 6 felony.

(2) Section 18.2-498.3 of the Code of Virginia (1950), as amended, provides that any person, in any commercial dealing in any matter within the jurisdiction of any local government or any department or agency thereof, who knowingly falsifies, conceals, misleads, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be guilty of a Class 6 felony.

(3) Section 59.1-68.7 of the Code of Virginia (1950), as amended, provides that any combination, conspiracy or agreement to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated, any Proposal submitted to any governmental unit for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of goods or services, or excluding other persons from dealing with the state or any other governmental unit shall be unlawful. Any person violating the foregoing shall be guilty of a Class 6 felony.

Respondent's Name

Respondent's Signature

Date

Respondent's Authorized Signatory

Date

Name and Title of Respondent's Authorized Signatory

DISCLOSURES RELATING TO CITY OFFICIALS AND EMPLOYEES

A. I hereby state that, as of this date (check one):

- () I have **no reason** to believe that any member of the City Council, any official or employee of the City, or any member of any commission, committee, board, or corporation controlled or appointed by the City Council has already received, in connection with or related in any way to this Contract, or has been promised, in the event this Contract is awarded to me, any commission, finder's fee or other thing of value.
- () I **have reason** to believe that the following City Council members, City officials and/or employees, and/or members of a Council-appointed or -controlled commission, committee, board, or corporation have already received, in connection with or related in any way to this Contract, or have been promised, in the event this Contract is awarded to me, any commission, finder's fee or other thing of value:

_____	_____
Name	Title/Position
_____	_____
Name	Title/Position

B. I hereby state that, as of this date:

- () I have **no reason** to believe that any member of the City Council or any official or employee of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this Contract were awarded to me.
- () I have **had reason** to believe that the following members of the City Council and officials and employees of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this Contract were awarded to me:

_____	_____
Name	Title/Position
_____	_____
Name	Title/Position

Respondent's Name

Respondent's Authorized Signatory Date

Name and Title of Respondent's Authorized Signatory

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
Print or type. See Specific Instructions on page 3.	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
	<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	Exempt payee code (if any) _____
	<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	Exemption from FATCA reporting code (if any) _____
	<input type="checkbox"/> Other (see instructions) ▶ _____	(Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
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or									
Employer identification number									
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Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.