

REQUEST FOR ADDITIONAL INFORMATION

DIAMOND DISTRICT RICHMOND, VA

This is a prime mixed-use redevelopment opportunity in the center of the nation's eastern seaboard.

Issuance Date: March 23, 2022

Submission Due: April 25, 2022 at 3 P.M. ET

Neither Chapter 21 of the Code of the City of Richmond nor the Virginia Public Procurement Act apply to this RFI.

CONTACT

Maritza Mercado Pechin

Deputy Director

Department of Planning and Development Review

maritza.pechin@rva.gov

(804) 646-6348





1. Introduction & Instructions

1.1 Purpose

The purpose of this City of Richmond Diamond District Request for Additional Information (“RFAI”) is to seek additional, more-detailed information from the selected six development teams for review and evaluation by the Evaluation Panel. Based on the review of the RFAI responses, the Evaluation Panel will select development teams to respond to the forthcoming Request for Offers (“RFO”).

This RFAI is an extension and part of the process commenced via the issuance of a [Request for Interest \(“RFI”\)](#) on December 28, 2021, to solicit creative development responses from highly capable, financially sound and experienced development teams interested in redeveloping the Diamond District. The RFI is available at www.rva.gov/economic-development/diamond. On February 15, 2022, the City received 15 submissions in response to the RFI. The Evaluation Panel reviewed the 15 submissions based upon the evaluation criteria set forth in the RFI and selected six development teams to respond to the enclosed RFAI and continue in the evaluation process (the “RFAI Invitees”).

The City has attempted to be as accurate as possible in this RFAI, but is not responsible for any unintentional errors herein. No statement in this RFAI shall imply a guarantee or commitment on the part of the City as to potential relief from state, federal or local regulation.

1.2 Instructions

The RFAI will be available for download beginning on **March 23, 2022 at 10:00AM ET** on the City’s Diamond District website (www.rvadiamond.com).

Only the six RFAI Invitees selected by the Evaluation Panel are invited to respond to this RFAI.

Each RFAI Invitee intending to submit a response to this RFAI (each a “RFAI Respondent”) must email Maritza Mercado Pechin at Maritza.Pechin@rva.gov by **no later than 3:00PM ET on Friday, March 25, 2022** in order to receive e-mails with any addenda or other information relevant to submitting responses to this RFAI. In your email you must include the name, email address, cellphone number, and office phone number for the sole primary point for your development team (“Primary Contact”). All correspondence from the Evaluation Panel to RFAI Respondents will only be sent to the identified Primary Contact named in the email.

Requests for clarification or any questions about the RFAI must be submitted by the Primary Contact in writing via email **no later than 3:00PM ET on Friday, April 1, 2022** to the Diamond District Project Manager:

Maritza Mercado Pechin, Deputy Director, Dept. of Planning and Development Review
Maritza.Pechin@rva.gov

An addendum with questions and answers will be emailed to the Primary Contactor of all interested RFAI Respondents and posted on the City’s Diamond District website



(www.rva.gov/economic-development/diamond) ten days prior to the RFAI submission deadline. All requests or questions must be emailed to the Diamond District Project Manager.

DO NOT CONTACT MEMBERS OF THE EVALUATION PANEL.

Submission Requirements for responses to the RFAI ("RFAI Responses") are set forth in Section 4 below. Each RFAI Response must include an electronic copy (PDF file) on one (1) flash drive and fourteen (14) individual printed/hard copies, all of which must be submitted no later than **3:00PM ET on Monday, April 25, 2022** to the Diamond District Project Manager:

Maritza Mercado Pechin
Richmond City Hall
900 E. Broad Street, Room 511
Richmond, VA 23219

NO LATE SUBMITTALS WILL BE ACCEPTED.

The Diamond District Project Manager will communicate any updates, corrections, clarifications, or extensions to this RFAI through addenda that will be emailed to the Primary Contact for each RFAI Respondent. All addenda will also be posted on the City's Diamond District website (www.rva.gov/economic-development/diamond). It shall be the responsibility of RFAI Respondents to check the City's Diamond District website (www.rva.gov/economic-development/diamond) regularly for any addenda and other updates.

1.3 Costs of Response Preparation

RFAI Responses are to be prepared at the sole cost and expense of the RFAI Respondents, with the express understanding that there may be no claims whatsoever for the reimbursement of any costs, damages, or expenses related to this process from the City or its officers, employees, advisors, or representatives, or any other party for any reason.

1.4 Accuracy of the RFAI and Related Documents

The City assumes no responsibility for the completeness or the accuracy of specific technical and background information presented in the RFAI (including the RFI attached hereto), or otherwise distributed or made available during this process. No person has been authorized by the City to give any information other than the information contained in this RFAI and, if given, such other information should not be relied upon as having been authorized by the City. The information set forth herein has been obtained from sources that are believed to be reliable, but is not guaranteed as to accuracy or completeness. The information contained herein is subject to change without notice.

RFAI Respondents are responsible for reviewing and becoming familiar with all available documents pertaining to the Diamond District and contemplated development project. Specifically, it is the obligation and responsibility of each RFAI Respondent to:

- A. Review the terms of this RFAI so that it is familiar with all aspects of it;



- B. Analyze all applicable federal, state and local laws, regulations, ordinances, permits, approvals and orders that may affect the cost, performance, or furnishing of the development set forth in the Respondent's RFAI Response; and
- C. Notify the Diamond District Project Manager, prior to the submission of any RFAI Response, of any conflicts, errors, omissions, or discrepancies herein. It is each RFAI Respondent responsibility to proactively address any questions, issues, or concerns related to the RFAI or overall process with the Diamond District Project Manager.

2. Site Description

This RFAI pertains to the 67.57 acre site known as the Diamond District and described in more detail in the [RFI](#).

3. Project Goals and Development Components

The City's Project Goals and Development Components that an ideal project should include are set forth in the [RFI](#). In addition to the Development Components included in the RFI, priority will be given to RFAI Respondents that agree to include a minimum of 5% of the total rental units as replacement and relocation units within any mixed-income development in cooperation with the Richmond Redevelopment and Housing Authority (RRHA) and the redevelopment of Gilpin Court.

4. Submission Requirements

RFAI Responses must conform to the Submission Requirements set forth in this section. Omission of any of the required information may lead to a determination that the RFAI Response will not be considered due to non-responsiveness. This decision will be made at the sole discretion of the Evaluation Panel.

4.1 Submission Format

RFAI Responses must be in an 8 ½" x 11" format with standard text no smaller than 11 point. The margins on each page should not be less than 0.75 inch and the line spacing should not be less than 1.1, excluding charts and graphics. All pages must be numbered and page numbers may be included within the margin. The fourteen (14) paper copies of each RFAI Response must be either A) three-hole punched and placed in separate 3-ring binders with identifying covers or B) coil-bound. RFAI Responses must be organized and outlined in the format described below in section 4.2, including tabs for major sections. The only exception to this formatting requirement is the submission of the spreadsheets from the Financial and Development Program Summary Workbook and any drawings.



4.2 Submission Content

4.2.1 Front Matter

1. **Letter of Transmittal:** The letter of transmittal shall include the RAI Respondent's name, Primary Contact (with name, address, telephone number, and email address), signature of the authorized representative, and a designation of the responsible legal entity that will be the party the City contracts with if the project is chosen for the development.

In the letter of transmittal, the RAI Respondent should also confirm in writing that:

- It is a legal entity and is registered to do business in the Commonwealth of Virginia with the State Corporation Commission (the "SCC");
 - The RAI Response is genuine and without collusion in all respects;
 - That the Primary Contact is authorized to act on the RAI Respondent's behalf; and
2. **Submission Checklist Form:** Submit the form included in **Attachment A**.
 3. **Table of Contents:** Indicate significant elements of the RAI Response by subject and page number. If the RAI Response contains appendices, include a listing of each appendix item.
 4. **Executive Summary:** Provide an executive summary of the key elements of the RAI Response, focusing on the Project Goals and Development Components described in Section 3.

4.2.2 Project Team

1. Provide a short overview of the RAI Respondent's ability to develop and manage the redevelopment of the Diamond District and the components and improvements being proposed.
2. Provide an organizational chart for the RAI Respondent's (i.e., Master Developer) structure as a legal entity (including ownership percentages).
3. Provide an organizational chart setting forth RAI Respondent's Development Team indicating the relationship between team members and the role each team member will have in the development process (including all master development partners, financial partners, design partners, community partners, contractors, etc.)
 - Highlight in the organizational chart any changes made since the RFI submission
 - Identify all MBE/SWAM/local organizations
 - Provide the percentage of time that each organization is contributing to the Diamond District redevelopment

4.2.3 Project Narrative

1. **Project Concept:**
 - a. Describe the goals of your redevelopment project, and describe how the activities of your proposed project will address the City's Project Goals and Development Components described in Section 3.



- b. Describe the place making, sustainability and design elements your team will utilize to make this new neighborhood unique from other City neighborhoods and from other major developments being planned in the Richmond Region.

2. Project Plan:

- a. Provide a detailed Gantt chart with a schedule of tasks and other development milestones from the start of the project until the completion of construction, including activities that have taken place prior to submitting this RFAI. Provide the schedule based on the phasing of development.
- b. Provide a detailed outline of the major development components that will be delivered in Phase 1 and identify the proposed financing mechanism for each component.
- c. Provide an outline of the development program for the phases beyond Phase 1, provide an overall project completion date, and the proposed financing for the entire project.

3. Community Benefits:

- a. List the community benefits the RFAI Respondent is committed to provide the City and its citizens and businesses via the Diamond District redevelopment project.
- b. Provide a narrative that describes how the RFAI Respondent will deliver the community benefits described in the RFAI Response.
- c. Describe the roles of team members who will assist in executing the community benefits.

4. Community Engagement Plan:

- a. Describe the plan to engage the community throughout the redevelopment of this new neighborhood in the City of Richmond.
- b. Describe the roles of team members who will assist in executing the community engagement plan.

5. Marketing, Branding, and Communications Strategy:

- a. Describe your team's marketing, branding, and communications strategy to attract residents, employers, visitors, and customers to this new neighborhood.
- b. Describe the roles of team members who will assist in executing the marketing and branding strategy.

4.2.4 Design Submission

The Design Submission shall include, but not be limited to, the following materials:

- 1. Design Narrative:** A written and graphic description explaining how the proposed design will address the City's Project Goals and Development Components.
- 2. Design Drawings:** (Respondents may also submit drawings up to 24"x 36" (not mounted). In the event respondents submit large format drawings, they need to only submit 2 printed copies, but must be included in the USB drive. All large format drawings must include a scale and a north arrow.)
 - a. Provide an overall concept site plan indicating all proposed public rights of way, all to-be-created parcels or blocks, all public green spaces, and all public amenities such as the baseball stadium;



- b. Provide a phased diagram of the site and a companion chart indicating the phasing and timing of all redevelopment activities;
- c. Provide at least two color renderings of your proposed redevelopment project illustrating what the streetscape and building facades will look like and what a major public space will look like; and
- d. For the first phase of development provide a more detailed concept site plan.

4.2.5 Financial and Development Program

The Financial Submission should include, but not be limited to the information listed below.

1. **Financial and Development Program Summary Workbook:** Complete and provide the Financial and Development Program Summary Workbook using the template link provided in **Attachment A**. Provide the excel workbook on the USB drive and include a printed version in the printed submission.
2. **Evidence of Financing and Operating Revenue:** Provide reasonable evidence (e.g. bank statements, lines of credit statement, lenders' letters of intent and any guarantees) that you will be able to provide or access the funding needed to complete the project and provide ongoing maintenance. Provide a list of all sources of funding (including all cash on hand) and indicate the status of outside funding sources (awarded, committed, applied for, available, etc.). Provide documentation to support the ability to secure all sources of funding.
3. **Public Private Financing:** Provide a detailed description of any public financing tools that you propose to utilize on your project and include the percentage of the overall cost for each aspect of the project (i.e. infrastructure, baseball stadium, etc.). Describe how you will partner with the City to ensure the funds are available on-time to support the redevelopment and minimizes City risk.
4. **Economic Impact:** Provide an economic impact analysis that takes into account any public investment in the redevelopment of the site and the potential direct and indirect tax revenues and employment that would be generated by the project in the first 5, 10 and 15 years of the development.

4.3 Confidential Information

- i. All RFAI Responses and related materials are the property of the City and will not be returned. At the conclusion of the process, the City may retain or may dispose of any and all materials received from RFAI Respondents consistent with the City's obligations under the Virginia Public Records Act, Va. Code §§ 42.1-76 et. seq. In no event will the City assume liability for any loss, damage or injury that may result from any disclosure or use of proprietary information. RFAI Respondents should be aware that records of the City including records submitted by RFAI Respondents in response to this RFAI are subject to all provisions of the Virginia Freedom of Information Act regarding access to public records. (See Va. Code §§ 2.2-3700 et. seq.)
- ii. By submitting a RFAI Response, each RFAI Respondent acknowledges and agrees that any ideas, intellectual property, improvements or other suggestions will not be subject to



any restrictions on use by the City or any other entity and will become a public record under Virginia law. Except as otherwise required by law, none of the responses will be made available to the public until after the City determines to enter into a specific contract or to not enter into any contract as a result of this process.

- iii. If RFAI Respondents provide information that they believe is exempt from mandatory disclosure under Virginia law, RFAI Respondents shall include the following legend on the title page of the response:

“THIS RESPONSE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE.”

In addition, on **each page** that contains information that RFAI Respondents believe is exempt from mandatory disclosure under Virginia law, RFAI Respondents shall include the following separate legend: “THIS PAGE CONTAINS INFORMATION THAT IS EXEMPT FROM MANDATORY DISCLOSURE.”

On each such page, RFAI Respondents shall also clearly specify the exempt information and shall state the specific Code of Virginia section and exemption within which it is believed the information falls.

- iv. Although the City will generally endeavor not to disclose information designated by RFAI Respondents as exempt information, the City will independently determine whether the information designated by Respondents is exempt from mandatory disclosure. Moreover, exempt information may be disclosed by the City, at its discretion, unless otherwise prohibited by law, and the City shall have no liability related to such disclosure.
- v. In all cases, the City will adhere to the Virginia Freedom of Information Act (Va. Code §2.2-3700 et. seq).

5. Evaluation Process

5.1 RFAI Evaluation

RFAI Responses will be evaluated based upon the “Evaluation Criteria” set forth on pages 19 and 20 of the [RFI](#).

5.2 Process

The City anticipates the following evaluation process as outlined below. The City reserves the right to alter the process at any point to ensure the greatest benefit is derived for the City and its citizens.

- 1. RFAI Submissions Due** – RFAI submissions are due no later than 3:00PM ET on April 25, 2022.
- 2. RFAI Evaluation** – The Evaluation Panel reviews the RFAI Responses.



3. **Announcement of the Finalists** – The City anticipates narrowing down the RFAI Respondents to its Finalists the week of May 9, 2022.
4. **Public Meeting** – If your team is selected as a Finalist, you will be asked to prepare a public presentation, a short video (no more than 3 minutes), and a one-page information sheet on your project. The City will provide presentation, video, and information sheet guidelines to the Finalists. These materials ARE NOT required in your RFAI submission, but will be required if you advance to the Finalist round. The City anticipates that the presentation will be the week of May 24, 2022.
5. **Interviews** – If your team is selected as a Finalist, the City's Diamond District Evaluation Panel anticipates holding closed-door, in-person interviews the week of May 24, 2022.
6. **Request for Offers (RFO)** – The City anticipates issuing the RFO to the Finalists the week of May 24, 2022.
7. **RFO Submissions Due** – The City anticipates that the RFO submissions will be due the week of June 6, 2022.
8. **RFO Evaluation, Negotiation and Selection** – the City will negotiate with one or more of the Finalists to derive the best and highest benefit to the City and its citizens. The City anticipates announcing its preferred development team in June 2022.

The City of Richmond reserves the right, at its sole discretion to:

- Request clarifications;
- Terminate consideration of any respondent for any reason and at any time;
- Modify, suspend, discontinue, or terminate the process described herein at any time for any reason;
- Change or deviate from the dates identified in this RFAI;
- Conduct investigations with regard to the qualifications and experience of any development team or partner thereof; and
- Take any other action in regards to the property that it deems is in the best interest of the City.



Attachment A

Submission Forms

- Submission Check List Form
- Financial and Development Program Summary Workbook (see excel document)



Submission Checklist

This checklist shall be completed and included as part of the RAI Response submission. If items are not included, a written explanation of why they have been omitted shall be included.

☐ **Front Matter**

- ☐ Letter of Transmittal
- ☐ Submission Checklist Form
- ☐ Table of Contents
- ☐ Executive Summary

☐ **Project Narrative**

- ☐ Project Team
- ☐ Project Concept
- ☐ Project Plan
- ☐ Community Benefits
- ☐ Community Engagement Plan
- ☐ Marketing, Branding, and Communications Strategy

☐ **Design Submission**

- ☐ Design Narrative
- ☐ Design Drawings

☐ **Financial and Development Program Submission**

- ☐ Financial and Development Program Summary Workbook
- ☐ Evidence of Financing and Operating Revenue
- ☐ Public Private Financing
- ☐ Economic Impact