



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Wednesday, August 3, 2022

5:00-7:00pm

Eagle Town Hall

IN PERSON

Join Zoom Meeting

<https://us02web.zoom.us/j/88989644617?pwd=BsZGpqckpkIJ9dVnoxWbsWF--t3dgH.1>

Meeting ID: 889 8964 4617

Passcode: 381156

One tap mobile

+16699006833,,88989644617# US

Welcome + Roll Call

Minutes Approval

Board Appointee Update

DDA Plan of Development

Financial Advisor RFP Review

DDA Website Update

Fall DDA Summit

Town Business

Close

Next Meeting Date: September 7, 2022, 5:00PM



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Thursday, June 2, 2022

5:00-6:00pm

Welcome + Roll Call

Called to Order at 5:00pm

Greg Schroeder, Kat Conner, Wayne Hauter (Zoom), and Sarah Parrish present.

Marci Leith joined by Zoom at 5:15pm

Jim White from the Town of Eagle present. Bryan Woods and Nikki Davis present. Troy Bernberg from Northland Securities/DCI present.

Minutes Approval

Marci Leith motions to approve the May Minutes, seconded by Greg Schroeder. The motion approved 5-0.

Next Steps

Downtown Branding

Kat Conner will fill out the survey from Colibri for the DDA website.

The new downtown Eagle brand has been selected and will launch officially with the Downtown Business Alliance facilitating that process which includes boosted social media posts and mention in the downtown newsletter.

Town of Eagle Internet Update

What does being a partner mean?

What is the DDA responsible for?

Financial Strategy

A Financial Consultant would be of great benefit to the DDA.

Board Development Ideas

Tax Increment Finance 101 Board Training + Q&A

Town Business

The Town has selected a new town manager, Larry Pardee from Jackson, Wyoming. He will start in August. The Town has a board retreat scheduled to discuss fine tuning operations. On Monday, June 6th there will be a recoding meeting that Bryan Woods will be attending.

Close

Greg Schroeder motioned to adjourn the meeting at 6:30pm, seconded by Kat Conner. The motion is approved 5-0.

Next Meeting Date: July 6, 2022, 5:00PM



EAGLE DOWNTOWN DEVELOPMENT AUTHORITY (DDA)

Wednesday, July 6, 2022

5:00-7:00pm

IN PERSON and GOOGLE MEET

Welcome + Roll Call

Called to Order at 5:12pm

Kat Conner, Greg Schroeder, and Marci Leith present. Quorum was not met.

Jim White from the Town of Eagle present. Bryan Woods from the Downtown Business Alliance present. Michelle Morgan from the Eagle Chamber of Commerce present. Katherine Correll from DCI and Hilarie Portell from Englewood DDA present on Google Meet.

Kat Conner - Chair of DDA

Wayne Hauter - Vice Chair

Scott Schlosser - Secretary

Marci Leith - Treasurer

Minutes Approval

No approval was made because there was no DDA board quorum

Board Elections

Wayne Hauter's term on the board has ended and he's not looking for reelection. Adrienne Sirianni-Cavallario is interested in the open spot, so she will write a letter with interest and qualifications. The present board members at the meeting are in favor of Adrienne taking the spot, and Kat Conner will write a letter to the Town Council once all the board has been included.

Kevin Aoki - Eagle Internet Update

Kevin Aoki was unable to attend.

Downtown Colorado, Inc. Role

DCI shared an overview of their role of supporting the Eagle DDA.

Englewood DDA Case Study

Hilarie Portell, the executive director of Englewood DDA shared examples from Englewood DDA.

Town Business

The Eagle DDA will share content with Colibri in preparation for creating the DDA website.

A new town manager has been hired, Larry Purdee who will start August 15th. Other vacant town positions are being filled, and the hiring process is ongoing.

Close

Greg Schroeder motioned to adjourn the meeting at 7:05pm, seconded by Marci Leith.

Next Meeting Date: August 3, 2022, 5:00PM



REQUEST NO. RFP-
DATE:

REQUEST FOR PROPOSAL **EAGLE DDA FINANCIAL PLANNING AND ADVISORY SERVICES**

The Eagle Downtown Development Authority is seeking Financial Planning and Advisory Services to support its new downtown revitalization program.

I. Overview

The Eagle DDA was formed in 2020 to implement large projects and public improvements within the DDA boundary. The DDA is funded through property tax increment. In August 2021, the Eagle DDA received town council authorization to incur debt up to \$27 million over a 20 year period. In addition to public improvements and amenities throughout the Downtown district, the DDA expects to play a significant role in future revenue to the downtown.

II. Statement of Work

The Eagle DDA seeks financial guidance to plan for the long-term use of TIF to achieve its goals, including:

1. Board education about uses of TIF by Colorado Downtown Development Authorities, types of debt instruments and agreements that are typically used.
2. Creation of a TIF investment policy based on Board criteria
3. Financial planning regarding the use of TIF in
4. Updating and maintaining a current TIF model for projections and planning; interface with Arapahoe County Assessor's Department to ensure accurate projections
5. Third-party review of a bonding proposal
6. State and federal grant opportunities available through federal infrastructure and economic recovery bills, and other sources.

Services will be provided through December 31, 2023, unless extended by the Eagle DDA.

III. Inquiries

All inquiries regarding this solicitation shall be addressed in writing by email to and the project name RFP- Eagle DDA Financial Planning and Advisory Services must be referenced in the subject line.

Questions which arise during the Response preparation period regarding issues around this solicitation, purchasing and/or award should be directed, via e-mail, to . The Contractor submitting the question(s) shall be responsible for ensuring the question(s) is received by the town prior to regardless of the method of delivery.

Any official interpretation of this Solicitation must be made by an agent of the town's Procurement Division who is authorized to act on behalf of the Eagle DDA. The town shall not be responsible for interpretations offered by employees of the town who are not agents of the town's Procurement Division.

No oral communications from the Project Coordinator or any other individual representing or purporting to represent the Eagle DDA are binding. Contractors are restricted from any and all contact with Eagle DDA staff and any public official of these organizations, other than the Project Coordinator, regarding the project during the procurement process. A violation of this provision may result in disqualification of Contractor.

IV. Submittal Information

Proposal must be received in electronic form no later than . Please submit the proposal to. Electronic files must be received by the Procurement Administrator within the date and time requirements above. The Eagle DDA is not responsible for any technical issues that prevent or delay email submittals. Non-compliance with the delivery terms provided herein may be grounds for dismissal of the proposal.

Anticipated Key Dates

IV. Conditions of Submittal

1. The proposal must be signed by the Consultant
2. No proposal will be accepted from any person, consultant, or corporation that is in arrears for any obligation to the Eagle DDA or that otherwise may be deemed irresponsible or unresponsive by Eagle DDA staff or town Council.
3. All prices quoted by the Consultant must be firm for a period of ninety (90) days following the opening of the solicitation.
4. By submission of the proposal, the Consultant certifies that it has been developed independently and submitted without coordination with any other proposing entity.
5. All materials submitted in connection with this solicitation become the property of the Eagle DDA. Any and all proposals received by the Eagle DDA shall become a public record and shall be open to public inspection after the award of a contract, except to the extent the Consultant designates trade secrets or other proprietary data to be confidential.

V. Submittal Requirements

At a minimum, the proposal must include the following information:

1. A cover letter signed by an authorized representative of the Consultant who can commit to the objections required in the solicitation. Cover letter must be on the Consultant's letterhead and include the name, address, phone number and email address of the contact person.
2. Resume of all individuals who will provide services with three professional references, to include names, addresses, phone numbers, email addresses and contact person.
3. How a consultant would successfully work with the Eagle DDA on completing the scope of services outlined above. Consultant must provide recent and relevant experience in performing similar work.
4. Pricing organized ala-carte by project in the scope of work, as well as hourly fees for advising.
5. Any conflicts of interest or potential conflicts of interests
6. Any pending or existing litigation or investigations to which the Consultant is an actual party, involving violations of fiduciary responsibilities.
7. Any other information Consultant believes will assist the Eagle DDA in evaluating its qualifications.

IX. Evaluation of Proposals

The Consultant's proposal should be concise and complete, covering all items identified, emphasizing an understanding of the request and the resources needed to perform the intended work.

A review committee will evaluate all proposals based on:

1. The ability of the Consultant to perform the services required (30%)
2. Knowledge of Colorado DDA statute and use of TIF among Colorado DDA's (25%)
3. Pricing (20%)
4. Ability to start work in early **April 2023** (10%)
5. Knowledge of Arapahoe County Assessor's Department; the Aurora Urban Renewal Authority/Kaiser case and its implications (5%)
6. Past experience (10%)

X. General Information

- A. All proposing Consultants shall comply with all conditions, requirements, and specifications herein. Any deviations may deem the proposal non-responsive and ineligible to participate. Any exception to the minimum specifications, general conditions, and proposing Consultant's proposal will be slated as an "exception" on the proposal.
- B. The successful Consultant(s) shall indemnify and save harmless the Eagle DDA and all officials, agents and employees from all suits or claims of any character brought by reason of infringement on any patent, trademark or copyright.
- C. Upon award to the successful Consultant(s), the Consultant(s) shall be required to use and enter into one of the Eagle DDA's standard contracts. The Consultant shall be required to abide by the terms and conditions set forth in any contract. A sample of the contract that will be used can be provided upon request.

- D. The Eagle DDA will not return proposals, or other information supplied to the Eagle DDA, to the Consultant.
- E. The successful Consultant(s) agrees to comply with all applicable Federal, State, County and town laws, ordinances, rules and regulations that in any manner affect the items covered herein and agrees to secure all necessary licenses and permits in connection with this request and any goods or services to be provided.
- F. The successful Consultant(s) will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin and will comply with the Americans with Disabilities Act.