JACKSON PUBLIC SCHOOL DISTRICT

DISTRICT-WIDE COMMUNITY/FACILITY DEVELOPMENT PLANNING

PROPOSAL GUIDELINES

INTRODUCTION

This document serves to provide clear guidelines for individuals and groups interested in submitting proposals to repurpose closed school properties within the Jackson Public School District (JPS). By adhering to the requirements outlined herein, proposers equip the JPS School Board with the necessary information to evaluate each offer effectively. The submitted materials should collectively create a comprehensive proposal package, enabling the Repurposing Team to assess its merits and make a recommendation to the JPS Board, which will ultimately decide whether to move forward with the project. Should the Board approve a proposal, the Respondent will begin working with JPS counsel to sign a purchase and sale agreement. Once an agreement is finalized, the agreement, proposal, and a resolution naming the property as 'surplus' will return to the JPS Board for a final vote before closing will be finalized.

Offers shall include each item in the order outlined below, with each item marked to indicate the section number. The information submitted will be used by JPS to evaluate the offers based on the following criteria:

1. EXECUTIVE SUMMARY

Provide an overall project description and vision for the project. Include the following:

- Description of the basic project function
- Anticipated community benefits
- Compliance with Mississippi Code § 37-7-451 and other applicable governing laws and codes for the Disposition of Property Not Needed for School Purposes

2. RESPONDENTS INFORMATION

- Legal Name of Lead Entity/Agency
- Office Physical Address
- Mailing Address
- Primary Contact Name & Information
- Lead Entity/Agency Website Address
- Resumes/Bios of Key Individuals/Team Members. Should include the following:
  - An architect licensed in the state of Mississippi
  - Financial Services Provider
  - Attorney who will represent the Respondent in contract negotiations should the Board approve the project to move forward.
- List of Partner Organizations and their Roles in the Project

5. PROJECT OR REUSE DESCRIPTION

- Please include a description of the proposed reuse of the Site sufficient to provide the District and local stakeholders with an understanding of the project and how it supports the District's objectives of promoting the well-being of the local community as well as the financial strength of the District.
- Please address the following in your description (as applicable):
  - SITE STRATEGY:
    BASIS OF APPROACH: Reuse of the building vs. demolition/new construction vs. reuse + new construction
    USE: Proposed use(s) of land and/or building
    DESIGN: Specifications for any new construction or alterations and plans if available
    ZONING: Indication as to whether rezoning, special permits/licenses will be required from the city and/or other agencies, and proposed new zoning
  - OPERATIONAL STRATEGY/BUSINESS PLAN:
    BUSINESS CASE: Demonstration of the need/market for the proposed project (market study not required for submittal, however, the District is looking for the Respondent to demonstrate the demand for the proposed use, proximity to other locations/entities that provide similar services/products, etc.
    MARKETING: Description of marketing approach for any residential/commercial/community use of the site, as well as management/operation of the facility
    For projects that include RESIDENTIAL housing component, please include estimates of the following:
      - Number of units & square footage/unit
      - Unit mix (number of BDR/BA, affordable vs market rate, senior facility, etc.)
      - Rental vs ownership of units and projected monthly rents and/or unit sales prices
      - Facility and unit amenities

    NOTE: Affordable, safe, and secure housing is a priority for JPS as it impacts our students and their families, as well as our staff. Offers that include affordable housing that is accessible to JPS students/staff will be prioritized during the internal review/evaluation process.

    If the proposed project is COMMERCIAL OR MIXED-USE, please include estimates of the following:
      - Unit mix and square footage/unit.
      - Possible/confirmed tenants.
      - Lease rates.
      - Facility and unit amenities.

- Days and hours of operation, including special events, and rentals of the

JACKSON PUBLIC SCHOOL DISTRICT

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RESPONSE CERTIFICATION FORM

The Respondent shall submit the following forms contained in the subsequent pages of this document:

- PROPOSAL CERTIFICATION
- NON-COLLUSION AFFIDAVIT
- CONFLICT OF INTEREST FORM
- REFERENCES

PROPOSAL CERTIFICATION

REQUIRED RESPONSE CERTIFICATION

In submitting this proposal, the undersigned certifies as follows:

1.

NON-

CONFLICT OF INTEREST FORM

REQUIRED RESPONSE CERTIFICATION FORM

I agree to remove myself from the proposal evaluation process for all proposals in which I currently have or previously had financial or prejudicial vested interest(s). I agree to notify the JPS Repurposing Team in writing of any conflict of interest before reviewing any such proposals and I understand that I will not be allowed to evaluate proposals if a conflict of interest exists. This would include any situation that would bias my opinions for or against a proposal. I agree to disclose any outside activities, financial interests, and/or activities that would create the appearance of a conflict.

I understand that no evaluator will be allowed to score a proposal submitted by an entity where they or a relative currently are or previously were employed for a time period of at least ten (10) years since the employment. A relative is defined as a spouse, child, child's spouse, parent, parent's spouse, sibling, sibling's spouse, grandparent, and grandparent's spouse.

I hereby certify that I have reviewed the conflict of interest standards prescribed herein and that I do not have a conflict of interest with respect to the evaluation of this proposal or qualification. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of the respondents submitting proposals or qualifications or their parent or subsidiary organization.

Failure to adhere to these conflicts of interest provisions will result in removal from the evaluation process.

x I certify that I have no conflict of interest.

Signature	Date
JPS Repurposing Representative Signature	Date

x I certify that I currently am or previously was employed by an entity that submitpt-3.2 (t) -0.7 (o)r2.9 (ly-9.6 (

REFERENCES

REQUIRED RESPONSE CERTIFICATION

Please provide three recent, past, or active client references who share similarities to the terms provided in the proposal herein.

Reference #1

Organization: _____

Contact Name: _____

Address: _____

Contact Phone: _____

Contact Email: _____

Length of Service: _____

Reference #2

Organization: _____

Contact Name: _____

Address: _____

Contact Phone: _____

Contact Email: _____

Length of Service: _____

Reference #3

Organization: _____

Contact Name: _____

Address: _____

Contact Phone: _____

Contact Email: _____

Length of Service: _____

JACKSON PUBLIC SCHOOL DISTRICT

DISTRICT-WIDE COMMUNITY/FACILITY DEVELOPMENT PLANNING

PROPOSAL SCORING CRITERIA

INTRODUCTION

The purpose of this document is to outline objective criteria that will guide the evaluation of proposals. These criteria will help assess the feasibility of each proposal and serve as the basis for scoring by the Repurposing Evaluation Committee.

SCORING CRITERIA

Stage One: Evaluation for Completion

Once a proposal is submitted, members of the Repurposing Team will promptly review it for completeness. If additional information is needed, the team will issue a request for additional information to the Respondent, who will have a specified timeframe (usually a few days) to provide the missing details. If the Respondent fails to submit the requested materials within the given timeframe, the proposal will be evaluated based solely on the originally submitted documents. The request for additional information will accompany the submission to the Evaluation Committee for their review.

Stage Two: Evaluation Committee Review

Submitted proposals will be shared with the Evaluation Committee according to the schedule posted on the Repurposing Website. The Evaluation Committee will gather as a group and evaluate each proposal according to the following criteria

1. OVERALL PROJECT VISION & FEASIBILITY - 30%

   1.1 PROPOSED REUSE STRATEGY (MAX 6 PTS): Proposers will submit a description of the proposed reuse of the Site. This description shall address how the project will support the District s objectives of promoting the well-being of the local community and the financial strength of the District.

   The standard is met when the proposer communicates clear and feasible descriptions of how the project will support both the District s objectives of promoting the well-being of the local community and the financial strength of the District.

   1.2 PROPOSED TERMS (MAX 6 PTS): Proposers will submit the terms of the agreement whether they intend to purchase or lease the property. If a purchase is intended, proposals will include the following: purchase price, earnest deposit, due diligence time/contingencies, and closing date should be provided. If a lease is intended, proposals will include the following: lease term, lease rate,

SCORING MATRIX

EXCELLENT	FULL PTS	Significantly exceeds the standard. Innovative, comprehensive proposal that is complete in all details.
GOOD	2/3 PTS	Meets standard.
FAIR	HALF PTS	Does not meet the standard. The proposal lacks essential information and contains weaknesses that are deemed correctable.
UNACCEPTABLE	0 PTS	