



KING OF PRUSSIA DISTRICT

# PLACEMAKING PARTNER INITIATIVE APPLICATION

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Property owners in King of Prussia District are encouraged to apply for matching funds, up to **\$10,000**, to create placemaking projects, active spaces or sustainable transportation improvements open to the public within the District's boundary.

Proposals accepted on a rolling basis! Deadline to be considered in next quarterly review is Thursday, September 30, 2021, 11:00 AM. Send complete proposals to:

King of Prussia District

Placemaking Partner Initiative

Attn: Chris Basler

E-mail: [chris@kopbid.com](mailto:chris@kopbid.com)

Post mail: 234 Mall Boulevard, Suite 150, King of Prussia, PA 19406



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## SUMMARY

With COVID restrictions lifted and an end to the pandemic in clear sight, our focus has returned to finding new ways to encourage a return to King of Prussia. How can we attract employees, customers and residents back to public spaces, stores and offices? By making it fun and easy! King of Prussia District (KOP-BID) is accepting applications from assessed properties in good standing for matching funds, up to \$10,000, to construct physical improvements that create placemaking features, active spaces and sustainable transportation enhancements open to the public. Examples of projects include:

- Outdoor gaming or activity spaces (e.g. bocce ball courts or exercise stations)
- Public art installations or interactive landscaping (e.g. commissioned art, parklet, maze or labyrinth)
- Outdoor meeting or work spaces (e.g. solar powered charging stations, work stations or seating areas)
- Green transportation amenities (e.g. bike repair stations or electric vehicle charging terminals)
- Pedestrian improvements (e.g. sidewalks along the ROW and ADA curb ramps)



## PROGRAM DESCRIPTION

The Placemaking Partner Initiative inspires commercial and multifamily properties in King of Prussia District to create active spaces and multimodal transportation facilities open to the public. Property owners are encouraged to apply for reimbursable dollars to fund well-designed improvements that develop pedestrian corridors, promote accessibility, generate investment in sustainable modes of transportation, enhance aesthetics in mixed-use districts and produce dynamic places for employees, residents and visitors to enjoy.

Winning project submissions demonstrate the applicant's ability to complete and maintain the project; offer public access; and gauge consumer appeal. Applications will be reviewed by a committee and winning proposals will be notified with next steps in the funding process.



## EVALUATION CRITERIA

The following criteria will inform KOP-BID Staff and the Review Committee when evaluating proposals.

- 1) Need for proposed improvement
- 2) Level of public access to proposed improvement
- 3) Consumer interest in proposed improvement
- 4) Design aesthetic
- 5) Sustainability
- 6) Positive impact on community
- 7) Documentation and details explaining proposed improvement
- 8) Maintenance plan
- 9) Budget
- 10) Promotion of completed improvements to the public



## FUNDING AND PROJECT LIMITS

This is a reimbursement program! Authorized project expenses will be reimbursed with proper documentation after the entire project is completed and approved by KOP-BID. A single reimbursement check for 50% of pre-approved expenses will be issued within 30 days of project certification. Maximum amount of reimbursement is \$10,000. Once included in the contract, the reimbursement amount will not be increased to pay for additional expenses, unanticipated costs, change orders or repairs.

Project submissions are accepted on a rolling basis and the pool of completed applications reviewed quarterly by KOP-BID staff and a Project Review Committee. Winning submissions are notified within 5 days of the Project Review Committee's decision and remaining applications will be rolled-over to the next quarterly review. The number of approved projects each year is based on KOP-BID program budget allocation. Only one (1) project per assessed parcel is permitted every two (2) years.

## PRIOR IMPROVEMENTS

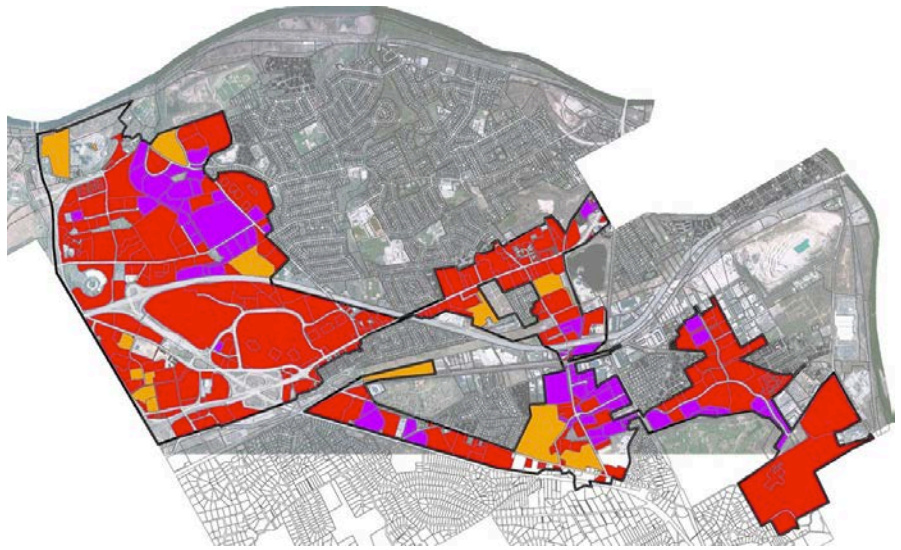
Alterations and improvements made prior to receiving a signed reimbursement contract or a "Notice to Proceed with Improvements" are not eligible for reimbursement.

## ALTERATIONS

The Applicant must agree not to change or alter the improvements without prior written approval from KOP-BID for five years from the date of the rebate check or another pre-approved date if a temporary installation.

## PROCESS

All prospective applicants must follow the procedures in the order outlined below.



1. Applicant meets with KOP-BID for initial project discussion and files an application. Additional meetings with KOP-BID may be necessary to discuss proposal details and design alternatives, depending on proposed scope of work.
2. Applicant prepares necessary design drawings, site plans and/or product details and submits them to KOP-BID for review and approval.
3. Upon approval of final proposal by KOP-BID staff and Project Review Committee, the Applicant has thirty (30) days to solicit three written bids from the contractors/service providers necessary to complete the improvement scope of work. Bids from each contractor must be on contractor letterhead and itemized so that a cost is associated with each task or material to be installed. (Copy KOP-BID staff on all solicitations for bids and forward any price proposals). If the improvement is proposed to be single-sourced or sole-sourced then the Applicant must include written justification for not seeking multiple bids.
4. Upon approval of submitted bid(s) by KOP-BID, the Applicant will enter into a contract for reimbursement with KOP-BID. The maximum funding amount indicated on the contract will be based upon the lowest bid for proposed improvement project and program limits.
5. A pre-construction meeting takes place between the Applicant, KOP-BID staff, selected contractor and other necessary participants.
6. KOP-BID sends applicant a "Notice to Proceed with Improvements" or signed agreement. Any work completed prior to receiving the "Notice to Proceed" or signed agreement will not be reimbursed unless prior design services are stipulated in the agreement.
7. Applicant has thirty (30) days from the execution date of the agreement to begin implementation of approved improvements. Applicant must provide KOP-BID with copies of all building permits and certifications received for improvement project.
8. Contractor constructs project improvements as specified in the final design. Any changes previously agreed upon must have prior approval of KOP-BID staff. It is up to the Applicant to notify KOP-BID of these changes in writing.
9. Applicant notifies KOP-BID once project is completed.
10. KOP-BID certifies the improvements comply with the final drawings, specifications, and/or proposal including relevant municipal building codes and relevant permits.
11. The contractor(s) must submit letters to KOP-BID acknowledging full payment by the Applicant. The Applicant must submit to KOP-BID copies of all paid invoices and copies of cancelled checks or credit card statements.

12. KOP-BID issues reimbursement check within 30 days after receiving final documentation.

*King of Prussia District reserves the right to make adjustments regarding conditions and parameters outlined in these guidelines.*



## **TERMINATION**

King of Prussia District has the right to terminate any agreement under the Placemaking Partner Initiative if an Applicant/Partner is found to be in violation of any conditions set forth in these guidelines or if the project has been started prior to an executed agreement with KOP-BID.

## **INSURANCES**

The Applicant and Contractor will be required to provide insurance for prescribed types and minimum amounts. All insurance policies required shall be maintained in full force for the life of the improvement, as evidenced by the formal acceptance thereof in the writing by the Applicant/Partner or authorized representative, and must bear insurance ratings acceptable to KOP-BID.

King of Prussia District, agents, officials and volunteers shall be named as Additional Insured on all required insurance coverages as respects operations and activities of, or on behalf of, the named insured, performed under contract with KOP-BID.

### **Deliver proposals to the attention of:**

**King of Prussia District**

**Placemaking Partner Initiative**

**Attn: Chris Basler**

**234 Mall Boulevard, Suite 150**

**King of Prussia, PA 19406**

**Electronic responses in PDF or JPG format can be e-mailed to [chris@kopbid.com](mailto:chris@kopbid.com). Contact Chris Basler at 617-755-6790 prior to e-mailing electronic responses to confirm file size and transmittal.**

**PROPOSED RENDERING & SITE PLAN FOR 650 PARK AVE.**



# PLACEMAKING PARTNER INITIATIVE APPLICATION

## AUTHORIZED APPLICANT'S SIGNATURE & BUSINESS INFORMATION:

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Name of Project: \_\_\_\_\_

Name of Business/Property Owner: \_\_\_\_\_

Parcel Address: \_\_\_\_\_

Proposed Location of Improvement: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Person Signing: \_\_\_\_\_

Title of Person Signing: \_\_\_\_\_

Business Address: \_\_\_\_\_

Contact Name if Different from Signer: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

Contact E-mail Address: \_\_\_\_\_

Total Estimated Cost of Project: \$\_\_\_\_\_ Amount Applicant is Requesting: \$\_\_\_\_\_

Estimated Timeline to Complete Project (# of weeks): \_\_\_\_\_ Proposed Start Date: \_\_\_\_\_

### Describe the Proposed Improvement

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