

**KANSAS CITY PUBLIC SCHOOLS (KCPS) SURPLUS SCHOOLS  
OFFERING GUIDELINES  
Updated June 2025**

**OFFERS SHOULD BE SUBMITTED ELECTRONICALLY TO KCPS, [repurposing@kcpublicschools.org](mailto:repurposing@kcpublicschools.org), AND TO BLOCK REAL ESTATE SERVICES, [amesmer@blockllc.com](mailto:amesmer@blockllc.com) & [chighland@blockllc.com](mailto:chighland@blockllc.com).**

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 KCPS to conduct an evaluation of the offers based on the following criteria:

- Overall Project Feasibility (Financeable and Sustainable)
- Respondent Team’s Qualifications/Track Record in completing similar projects and/or financial and organizational capacity to complete the project
- Community benefits and consistency with community goals/reuse priorities as identified during the repurposing process

**1. Respondent’s Information**

- Legal Name of Lead Entity/Agency
- Address
- Primary Contact Name & Information
- Lead Entity/Agency Website Address
- Resumes/Bios of Key Individuals/Team Members
- List of Partner Organizations and Roles in the Project

**2. Proposed Terms**

**For Purchase**

- Purchase Price
- Earnest Deposit
- Due Diligence Time/Contingencies
- Closing Date

**For Lease**

- Lease Term
- Lease Rate
- Collateral Offered
- Any Options Requested

**3. Statement of Qualifications**

- Summary of Respondent’s previous experience that will demonstrate the Respondent’s capacity to carry out the proposed reuse of the site along with necessary supporting documentation
- Summary of Respondent’s financial abilities that will demonstrate Respondent’s capacity to carry out the proposed reuse of the site along with necessary supporting documentation
- List any pending or recent lawsuits against the Respondent, its partners on this project, its officers or employees (if any)
- Has the Respondent, its partners on this project, or any LLC or holding company affiliated with the Respondent or its team members ever filed for bankruptcy?

- Has the Respondent, its partners on this project, or any LLC or holding company affiliated with the Respondent or its team members ever been barred from doing business in Missouri?
- List of references with contact information from financial institutions and other entities that demonstrate the Respondent's track record/good standing

If the Respondent is submitting construction/development experience, please include:

- Project description
- Sources and uses budget
- Photographs of project
- Current status of project
- Community participation, outreach and benefits
- Contacts enabling the District to verify information

#### 4. Project/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, as applicable:

- Reuse of the building vs. demolition/new construction vs. reuse + new construction
- Proposed use(s) of land and/or building
- Specifications for any new construction or alterations and plans if available
- Indication as to whether rezoning, special permits/licenses will be requested from the City and/or other agencies
- Explanation 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/product, etc.)
- Description of marketing approach for any residential/commercial/ community use of the site, as well as management/operation of the facility
- Proposed community access/use of the site and neighborhood benefits, if applicable  
**Note: KCPS/Buyers/Neighborhood Organizations enter into Benefits Agreements that are recorded with the Warranty Deed that outline the community and KCPS stakeholder benefits associated with the redevelopment of the surplus school site. For more information, please see the Repurposing Process Overview on the Repurposing website: [www.kcpublicschools.org/repurposing](http://www.kcpublicschools.org/repurposing)**
- Description of how the proposed project will address the following possible community concerns: traffic, access to site, parking, trash, noise, light pollution, maintenance of the site/building, how the project compliments the surrounding neighborhood (scale, height, type of use, etc.)
- Please refer to the Phase II Meeting Summaries and/or Community Feedback (on the repurposing website) for additional details/context on each site
- **Note: KCPS/Buyers enter into Property Use Restriction Agreements that are recorded with the Warranty Deed to ensure that Buyers follow through on the projects as**

**represented to KCPS/community (For more information, please see the Repurposing Process Overview on the Repurposing website: [www.kcpublicschools.org/repurposing](http://www.kcpublicschools.org/repurposing))**

For projects that include a **RESIDENTIAL** 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
- Identify how the project complies with KCPS' affordable housing policy (adopted 2/26/25) as outlined below:
  - KCPS has defined "affordability" as affordable to households making 50 percent or less of Area Median Income (AMI)
  - KCPS will support programs and initiatives targeted at decreasing the barriers to truly affordable housing, including projects with a meaningful mix of housing types
  - The affordable housing policy applies to proposals for repurposing of former KCPS school sites and projects that could impact KCPS revenues through the use of incentives
  - Note: Offers that include affordable housing, including teacher and school staff housing, accessible to KCPS 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, rentals of the grounds/building(s) that provide an understanding of the intensity of use of the site

If the proposed project is for **COMMUNITY/EDUCATIONAL USE** or includes an educational component, please include the following:

- Target population (ages/grade levels/etc.) and number of youth/persons served (please include the estimated number of students currently attending a KCPS school that are expected to be served)
- Program/training/support services/academic focus
- New program vs program expansion
- Explanation of how the Respondent plans to serve high-needs geographies and include programs that target specific high-needs populations
- Possible/confirmed tenants
- Facility and unit amenities
- Days and hours of operation, including special events, rentals of the grounds/building(s) that provide an understanding of the intensity of use of the site

- Note: if the Respondent is proposing a charter school or a contract school serving Pre-K-12 students, please contact the KCPS Education Collaboration Office, [collaboration@kcpublicschools.org](mailto:collaboration@kcpublicschools.org), as Respondent will also need to submit a Letter of Interest (LOI) in accordance with the Board Principles for Education Collaboration

### **5. Sources and Uses Budget**

Please include a sources and uses budget, including proposed and secured financing sources. If the Respondent expects to apply for local/state/federal public assistance (tax abatement, TIF, tax credits, etc.), please outline this in the response

### **6. Schedule**

The Respondent shall submit a schedule, which includes phasing, if applicable, indicating dates for major milestones, such as start of project design, completion of rezoning/entitlements/tax incentives, if applicable, securing financing sources, execution of the purchase and sales/lease agreement, closing, construction bids, start of construction, and date of occupancy. In addition, the Respondent shall indicate the desired term of the option or lease period, if applicable. If Closing is contingent upon securing particular funding sources, please indicate the timeline for requesting and securing funding and the Respondents success in securing these funding sources on past projects

### **7. Response Certification Form**

The Respondent shall submit the Response Certification form contained on the following pages