



CITY OF LEBANON, OHIO
Department of Community Development

RFQ # 20-1841

Request for Qualifications (RFQ)
Acquisition and Adaptive Reuse/Redevelopment of City-owned Property
Existing Fire Station 41 located at 20 W. Silver Street

I. REQUEST FOR QUALIFICATIONS

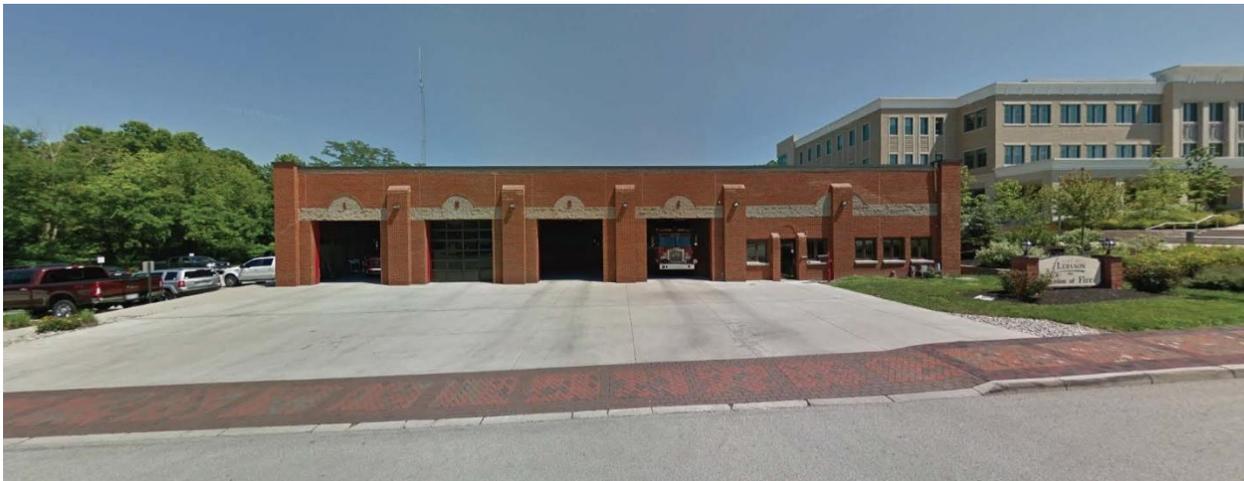
The City of Lebanon (the “City”) is issuing a request to interested parties to submit their qualifications for adaptive reuse of city-owned property at 20 W. Silver Street (the “Property”). The selected developer/firm will enter into a development agreement with the City outlining the terms and conditions for lease/purchase and adaptive reuse of the city-owned property.

The developer must have demonstrated expertise and experience in similar projects and provide a clear proposal on how the property will be utilized should they be selected. The developer must demonstrate the financial capacity to complete the project.

II. PROPERTY SUMMARY

A. 20 W. Silver Street

1. **Area:** 0.651 acres
2. **Parcel/Address Listing:** See attached map.
3. **Ownership:** City of Lebanon.
4. **Current Zoning:** Central Business District (CBD); See official zoning map.
5. **Property Characteristics:** Existing 9,300 s.f. building constructed in 1952 with 16 dedicated parking spaces; Former laundromat and currently utilized as a fire station; Full utilities.
6. **Surrounding Land Uses:** Public, office, retail, residential. City parking lot located ½ block to the south. See the exhibit map.



The Property represents a unique opportunity to repurpose a building in Downtown Lebanon. The City is in the process of designing and subsequently constructing a new Fire Station, which will then allow for this building to potentially be transitioned into private use. The building was originally constructed as a laundromat in 1952 and was purchased by the City in the 1980s for use as a Fire Station. It has served in this capacity since that time. The redevelopment of this property is viewed as a catalyst for the revitalization efforts of the City's northern section of the Central Business District.

IV. OBJECTIVES

Given the character and surrounding uses within the Central Business District, the City prefers a conversion of the Property to a commercial, income-producing use that preserves the character of the building. The following section describes the City's objectives for repurposing and/or redevelopment of the Property. The following information is not intended to provide any assurance as to the City's approval of plans for the project or is it intended to be an exhaustive list of development features that the City will accept.

A. The Vision – Successful redevelopment of the Property will:

1. Provide a commercial use(s) that contributes to the economic vitality of the Central Business District and Downtown Lebanon.
2. Develop a financially viable project which maximizes investment, and increases revenue-generating opportunities that improve the overall tax base for the City.
3. Enhance and reinforce the overall vision of the Downtown Lebanon Master Plan.
4. Serve as a catalyst for revitalization and investment within the Central Business District.

B. Urban Design – Contextual focus and architectural emphasis:

1. Preserve the building and maintain the envelope and massing within the cite
2. Overall approach that complements the scale and integrity of the surrounding area, with specific attention to historic features and elements.

C. Property Disposition – The City's preference is to:

1. Maintain ownership of the building/land for a fixed term.
2. Enter into a Lease-option agreement for the building/land.
3. Additional lease and/or sale options will be considered.

V. EMAIL OF INTEREST

All development teams interested in receiving any future notices related to this RFQ may email Jason Millard, Community Development Director, at jmillard@lebanonohio.gov no later than **June 8, 2020**. The email shall contain the Developer's name, contact person, mailing address, phone number, and email address. The purpose of the Email of Interest is to provide the City with a contact person to receive future notices related to this RFQ.

VI. SUBMITTAL PROCESS & REQUIREMENTS

The City is proposing the following three-part process to select a Developer that will ultimately be selected in accordance with the Project Objectives as provided in Section IV.

Step 1

Interested Developers should submit their qualifications that demonstrate the firm or individual's background, vision for the property, and financial capacity to execute the project.

At a minimum, the following items should be included in the submittal:

- A.** Executive Summary of project vision and concept
- B.** Development team overview
 - 1. Background of those involved in the project including contact information (one page).
 - 2. Organizational structure of the development team (if applicable).
- C.** Project Experience – Provide the information on relevant completed projects or business endeavors that align with the type of development the City is seeking. Please include:
 - 1. Location.
 - 2. Description and Status of project (completed, under construction, planning).
 - 3. Photos of completed projects or business enterprises.
- D.** Project Understanding and Approach
 - 1. Describe the team's understanding of the project.
- E.** Summary of project financials and any anticipated financial or other support to be provided by the City of Lebanon to facilitate project completion.

Step 2

Based on the responses from Step 1, the City will schedule interviews with Developers, which may include a community visit. This will provide an opportunity for the selected firms to meet with the City and share their collective vision for the site and answer questions.

Step 3

Based on the information submitted in Step 1 and Step 2, the City will select preferred Developers to submit a final detailed proposal to include:

- A.** A conceptual project plan that includes the following:
 - 1. Details on how the building and/or property will be utilized.
 - 2. Additional graphics or narrative as needed to describe the physical design of the proposed development.
 - 3. Project schedule.
- B.** Financial Capability to include the following:
 - 1. Anticipated level and types of public assistance needed, if any.
 - 2. Anticipated financial/management interests in the project.

3. Proposed financing schedule with preliminary pro forma and financing structure, including a summary of assumptions used.
4. Proposed purchase/land lease price (negotiable).

Step 4

Based on the steps above the City will move into negotiations with one or more firms to develop the site with the final approval of a Development Agreement by the Lebanon City Council.

VII. SELECTION CRITERIA

The following are the criteria that are intended to guide prospective development teams in preparing their submittal for the project. No selection will be made solely on the basis of price. The City reserves the right to reject any and all proposals if it determines that the criteria set forth have not been met or for any other reason. The City may request additional information from prospective development teams after their submittal. In addition to the following qualifications, the City may consider other criteria as it deems relevant upon review of the submittals.

A. Mandatory Qualifications

1. The firm has no conflict of interest with regard to any other work performed by the firm for the City.
2. The firm adheres to the instructions in this request for qualifications in preparing their submittal and the information is complete as defined in Section V.

B. Technical Qualifications

1. Demonstration of experience and qualifications of the development team.
2. Demonstration of past experience and performance on comparable engagements.

C. Development Approach

1. The Developer should demonstrate a project understanding, approach, and conceptual development plan that contains the desired attributes expressed in the Project Objectives.
2. The Developer should demonstrate the ability and resources to complete the project as presented in the proposal. The pro forma and financial plans should incorporate valid assumptions and deliverables, to include the amount of financial investment for Property.
3. The development plan should demonstrate a net positive financial benefit to the City after considering all expenditures and revenues to the City.
4. The ability to complete the project without additional investment from the City.
5. If needed, the level and amount of public assistance needed to facilitate the proposed development.

VIII. SELECTION PROCESS

A. Schedule

1. RFQ Issued: May 31, 2020
2. Email of Interest Due: June 8, 2020

3.	<u>RFQ Submittal Due (Step 1):</u>	<u>June 15, 2020</u>
4.	<u>Site Visit, if required (Step 2):</u>	<u>TBD</u>
5.	<u>Review Committee interview:</u>	<u>TBD</u>
6.	<u>Development Proposal (Step 3):</u>	<u>TBD</u>
6.	<u>Council Interview with Developer:</u>	<u>TBD</u>
7.	<u>Developer Selection/Negotiations/Agreement:</u>	<u>TBD</u>

B. Review Procedure

During the submittal process the review committee may select one or more proposals from the prospective candidate groups, which appear most beneficial. The candidate groups may be asked to present their project proposal to the review committee during the evaluation period. All costs associated with the presentation will be solely the responsibility of the prospective developer. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any City employee prior to the opening of responses to this RFQ.

C. Development Agreement

Following the selection of the Developer, the City will negotiate a development agreement and other necessary agreements with the Developer, or its designee as approved by the City, to facilitate the successful development of the Property.

D. Public Disclosure

The information submitted as part of this RFQ process may be disclosed at a public meeting during the recommendation and selection of a Developer by Lebanon City Council. The contractual agreements of this nature may require the expenditure of public funds and/or use of public facilities, therefore the successful Developer shall understand that portions (and potentially all) of their submittal (including any final contracts) will become public record after their acceptance by the City. During the vetting process of the Developer's submittal, the City may require certain financial information or other information about the Developer which will be taken into account in awarding a contract. All disclosures or nondisclosures are subject to the Ohio Public Records Law.

E. Costs/Project Cancellation

The City will not be responsible for any expenses incurred by any Developer in the preparation of a response to this RFQ, including any onsite (or otherwise) interviews and/or presentations, and/or supplemental information provided, submitted, or given to the City and/or its representatives. Further, the City shall reserve the right to cancel the work described herein prior to issuance and acceptance of any contractual agreement/purchase order by the recommended Developer even if the City has formally accepted a recommendation.

IX. DEVELOPMENT AGREEMENT

This RFQ does not, by itself, obligate the City. The City's obligation will commence upon execution of a development agreement. The development agreement shall stipulate the amount of the lease/purchase price, the projected date of acquisition/execution, and all steps and contingencies that must be satisfied

before leasing/acquisition of the Property by the Developer. Such steps and contingencies may include, but not be limited to a lease/purchase agreement, incentive agreements, title searches, and other reasonable due diligence. The Developer is expected to independently obtain a title search and title insurance. The City intends to provide all available environmental reports prior to the lease/sale of the property.

X. SUBMITTAL

Interested consultants should submit five (5) bound originals and one (1) electronic (PDF) version of the qualifications by **4:00 PM on Monday, June 15, 2020**. Incomplete and/or late submittals will not be accepted. Submittal should be delivered to:

RFQ #20-1841
City of Lebanon, Ohio
c/o Diana Lakes, Contract Administrator
50 S. Broadway
Lebanon, OH 45036

XI. SUPPLEMENTAL INFORMATION

The following documents are posted on the City's website or are separate from this RFQ document and may be useful to interested development teams.

- A.** Downtown Lebanon Master Plan
- B.** Lebanon Comprehensive Plan
- C.** Lebanon Official Zoning Code
- D.** Lebanon Official Zoning Map
- E.** Demographic Information