

# REQUEST FOR QUALIFICATIONS

## 120 SOUTH BROADWAY LEBANON, OHIO

RFQ #23-1855 | MARCH 19, 2023

EMAIL OF INTEREST DUE: **APRIL 19, 2023**

RFQ SUBMITTAL DUE: **JUNE 9, 2023 BY 4 PM EST**

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## I. REQUEST FOR QUALIFICATIONS

The City of Lebanon (the “City”) is issuing a request to engage experienced development teams to submit qualifications for adaptive reuse and redevelopment of city-owned property at 120 South Broadway (the “Property”). The selected developer/firm will enter into a development agreement with the City outlining the terms and conditions for the purchase of the property based on a cohesive reuse/redevelopment plan for the Property.

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

## II. COMMUNITY OVERVIEW

The City of Lebanon was incorporated in 1802 and serves as the county seat for Warren County. Lebanon is located in southwest Ohio between the cities of Dayton and Cincinnati. The city’s proximity to the I-75 and I-71 corridors offers great accessibility locally and within the region. The community is highly developed with a mixture of mature and newer residential neighborhoods, combined with a historic central business district and a growing industrial base.

The heart of Lebanon is its Historic Downtown, the original village from 1802 that today is a vibrant mixed-use district. The area draws visitors from the region with easy access and a plethora of shopping, festivals, and points of interest. Several historic landmarks and well-known business establishments are consolidated into the roughly one-half square mile downtown.



### III. PROJECT OVERVIEW

The Property represents a unique opportunity to redevelop a key area within the core of Downtown Lebanon. The property was recently acquired by the City of Lebanon with the intent for adaptive reuse of the existing main building along with the redevelopment of the property outside the main building footprint. The ideal scenario for the property is a proposed development plan that incorporates renovating the existing building for retail and/or restaurant uses with new construction focused on a boutique hotel facility.

#### Why a boutique hotel facility?

The City of Lebanon is four (4) miles from the Warren County Sports Park at Union Village.

##### 2022 Data

- 51 events
- 926,000 guests
- 67,400 hotel room nights
- \$63.1 million estimated impact to the region

##### 2023 Estimates

- 52 events
- 1 million guests
- 72,000 hotel room nights
- \$76.2 million estimated impact to the region

The Warren County Sports Park has construction plans for additional fields, two turf fields and two grass fields. The additional fields are estimated to generate 15,000 hotel room nights a year and an additional \$4 million in impact to the region.

### IV. PROPERTY SUMMARY

**Ownership:** City of Lebanon (to be sold to the Developer subject to purchase/development agreements)

**Parcel/Address Listing:** See attached map.

**Land Area:** 0.455 acres; Single parcel, Corner lot.

##### Building Characteristics:

- Originally Built in 1910
- Primary Building - 5,878 S.F. One-story brick commercial building
- Secondary Building - 5,774 S.F. One-story unfinished brick building (attached) with a sub-level garage entrance in the rear of the building.
- Off-street parking to the rear of the building.

**Current Zoning:** Central Business District

**Access:** South Broadway and East South Street


**Prior/Current Uses:** Retail shops/offices (c. 1960 to present)

**Location Context:** Downtown core; Retail commercial, restaurant, professional office, public offices/uses. See the exhibit map.

**Value:** \$720,000; FMVA 12/6/22 by Beck Consulting, Inc.





120 South Broadway  
 Property Boundary





## V. REDEVELOPMENT GOALS

This section expresses the City's goals for the redevelopment of the Property. The Envision Lebanon Comprehensive Plan identifies the development of a modern, boutique hotel as a preferred option to enhance the lodging amenities within Downtown Lebanon. The initial process of pursuing a boutique hotel involves identifying potential sites for infill and redevelopment opportunities and engaging developers with expertise in commercial development. Although not preferred, the City will entertain redevelopment scenarios for the property that do not preserve the existing building. The subject property provides a viable location and conditions to facilitate such development.

The following section describes the City's objectives for the redevelopment/reuse of the Property. The following information is not intended to provide any assurance as to the City's approval of plans for the project nor is it intended to be an exhaustive list of development features that the City will consider and accept.

### The Vision

Successful redevelopment of the Property will:

1. Develop a financially viable commercial development plan for the property with the primary use as a boutique hotel.
2. Provide a commercial project which maximizes investment and increases revenue-generating opportunities that improve the overall tax base for the City.
3. Complement the development activities within Downtown Lebanon.
4. Leverage the ongoing enhancements within Downtown Lebanon and its available amenities.
5. Augment and reinforce the overall vision of the Downtown Lebanon Master Plan.
6. Catalytic toward continued development within Downtown Lebanon.

### Land-Use Design

Function, contextual focus, and architectural emphasis:

1. Commercial businesses that support the Downtown Lebanon business environment.
2. Create a sense of place that integrates into the new development activity along the corridor.
3. Incorporate quality design to complement (but not replicate) the character of Downtown Lebanon.



## 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 V.

### Part One

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:

1. Executive Summary of project vision and concept
2. Development team (owner) overview
  - Background of those involved in the project including contact information (one page).
3. Project Experience
  - Provide information on relevant completed projects or business endeavors that align with the type of development being proposed. Please include:
    - Location.
    - Description and Status of the project (completed, under construction, planning).
    - Photos of completed projects or business enterprises.
4. Project Understanding and Approach
  - Describe the team's understanding of the project.
  - Overview of the approach to developing the Property and how it will achieve the Development Goals

Based on the responses from this step, the City may schedule interviews with applicants or request additional information.

### Part Two

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

1. A conceptual project plan that includes the following:
  - Details on how the building and/or property will be utilized.
  - Additional graphics or narrative as needed to describe the physical design of the proposed development.
  - Project schedule.
2. Financial Capability to include the following:
  - Anticipated level and types of public assistance needed, if any.
  - Anticipated financial/management interests in the project.
  - Proposed financing schedule with preliminary pro forma and financing structure, including a summary of assumptions used.
  - Proposed purchase/land lease price (negotiable).

### Part Three

Based on the steps above, City staff will present the proposals to the City Council for review and consideration. Upon acceptance of a development proposal by the City Council, City staff will begin negotiating a development agreement with the selected Developers to be approved by the 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. 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.

- 1. Completeness of Proposal:** The proposal must be complete as defined in Section VI. - Submittal Process and Requirements.
- 2. Consistency with Redevelopment Goals:** The Developer should demonstrate thorough project understanding and approach with a conceptual development plan that contains the desired attributes expressed in the Redevelopment Goals.
- 3. Qualifications of Development Team:** The Developer should include professionals that have completed one or more financially viable projects of a scale and scope that is comparable to or greater than the Redevelopment Goals.
- 4. Project Feasibility:** The Developer should demonstrate the ability and resources to complete the project as presented in the proposal. Incorporate valid assumptions in the pro forma and financial plans.
- 5. Other Criteria:** The City may consider other criteria as it deems relevant upon review of the proposals.

## VIII. SELECTION PROCESS

### Schedule

RFQ Issued	March 19, 2023
Email of Interest Due	April 19, 2023
Site Access/Building Walk-through	May 3, 2023 at 2 p.m.
RFQ Submittal Due (Part One)	June 9, 2023 by 4 p.m.
City Staff Interview with Developer	TBD
Development Proposal (Part Two)	TBD
City Council Interview with Developer	TBD
Developer Selection/Agreement (Part Three)	TBD

## **VIII. SELECTION PROCESS** CONTINUED

### **Review Procedure**

During the submittal process, City staff 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 City staff 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 City staff prior to submitting a Development Proposal.

### **Development Agreement**

Following the selection of the Developer by the City Council, City staff will negotiate a development agreement and other necessary agreements with the Developer, or its designee as approved by the City, to facilitate the successful redevelopment of the Property. The final Development Agreement is subject to City Council review and approval.

### **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 the 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 evaluation 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.

### **Cost/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. EMAIL OF INTEREST

All development teams interested in receiving any future notices related to this RFQ may email Jason Millard, Development Director, at [jmillard@lebanonohio.gov](mailto:jmillard@lebanonohio.gov) no later than **Wednesday, April 19, 2023**. 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. Submission of an Email of Interest is not a requirement for submitting a proposal for this RFQ.

## XI. SUBMITTAL

Interested consultants should submit five (5) bound originals and one (1) electronic (PDF) version of the qualifications (Part 1) by **4:00 p.m. on Friday, June 9, 2023**. Incomplete and/or late submittals will not be accepted. Submittal should be delivered to:

RFQ #23-1855  
City of Lebanon, Ohio  
c/o Diana Lakes, Contract Administrator  
50 S. Broadway  
Lebanon, OH 45036

## XIII. SUPPLEMENTAL INFORMATION

The following documents are posted on the City's website ([lebanonohio.gov](http://lebanonohio.gov)) and maybe useful to interested development teams.

- A. [Downtown Lebanon Master Plan](#)
- B. [Lebanon Comprehensive Plan](#)
- C. [Lebanon Official Zoning Code](#)
- D. [Demographic Information](#)