



CITY OF LEBANON, OHIO
Department of Community Development

RFQ # 18-1821

Request for Qualifications (RFQ)
Purchase and Redevelopment of City-owned Property
Pleasant Square

I. REQUEST FOR QUALIFICATIONS

The City of Lebanon (the “City”) is issuing a request to urban development firms to submit their qualifications to provide the necessary design, plans and specifications, and financing to redevelop City-owned properties (the “Properties”) within the Pleasant Square neighborhood for single-family residential housing. The selected firm (the “Developer”) will enter into a development agreement with the City to purchase/lease and redevelop the Property.

The Developer must have demonstrated expertise and experience in similar redevelopment projects involving single-family residential housing in an urban setting. The Developer must demonstrate the financial capacity to complete the selected project.

II. PROPERTY SUMMARY

A. Pleasant Square Neighborhood

- 1. Area:** 2.3 acres (Total); multiple parcels.
- 2. Parcel/Address Listing:** See attached map. The City recognizes the need to assemble parcels and reconfigure the properties to create lots of record that will accommodate new home sites.
- 3. Ownership:** City of Lebanon.
- 4. Current Zoning:** Central Business District (CBD), Residential One Urban (R-1U); See official zoning map.
- 5. Location Context:** Pleasant Square neighborhood, east of the North Broadway corridor.
- 6. Property Characteristics:** Exiting lots of record; Former residential family home sites; Pad-ready; Full utilities.
- 7. Access:** Direct access to North Broadway (SR 48) and E. Warren St. (US 42) via local streets; Five miles from I-71 interchange (Exit 28), Seven miles from I-75 interchange (Exit 29).
- 8. Surrounding Land Uses:** Residential, office, City Park, and US Post Office. See exhibit maps.

III. BACKGROUND

The Property represents a unique opportunity for urban infill residential development within the Pleasant Square neighborhood. The redevelopment of the properties is viewed to be the catalyst for revitalization of the neighborhood. The concept for redevelopment of the Properties is outlined in the recently adopted Downtown Lebanon Master Plan. A viable redevelopment scenario for the properties will identify an urban infill development concept consisting of detached, single-family homes.

The properties were acquired by the City intermittently over the past 30 years. All structures and impervious surfaces were removed and the properties are at level grade. An environmental screening of the properties has not been performed.

IV. OBJECTIVES

The following section describes the City's objectives for 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. Enhance and reinforce the overall vision of the Downtown Lebanon Master Plan.
2. Serve as a catalyst for revitalization and investment within the Pleasant Square Neighborhood.
3. Facilitate an appropriate density of single-family housing that provides an "urban" residential product appropriate to Lebanon.
4. Set a positive standard for the neighborhood throughout the revitalization process.
5. Enhance the accessibility to the Central Business District and provide walkability through enhanced pedestrian amenities, including strong linkages to the City trail network.

B. Land Use – Preferred uses and development parameters:

1. Market-rate urban residential housing; single-family attached product.
2. Appropriate level of density is encouraged to promote an urban context that extends the residential development pattern of the neighborhood.

C. Urban Design – Contextual focus and architectural emphasis:

1. Overall design approach that compliments the scale and integrity of the surrounding area, with specific attention to historic features and elements.
2. Buildings should incorporate high architectural quality to complement (but not replicate) and contribute to the continuity of character of the neighborhood.
3. Preserve neighborhood block frontages by maintaining a consistent development rhythm of recurring building patterns.

V. EMAIL OF INTEREST

All development teams interested in receiving any future notices related to this RFQ can email Jason Millard, Community Development Director at jmillard@lebaonohio.gov. 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 & REQUIRMENTS

The City is proposing the following three-part process to select a Developer that will ultimately be responsible for developing the site in accordance with the Project Objectives as provide in Section IV.

Step 1

Interested Developer's should submit their qualifications that demonstrate the firm's expertise in master planning and developing mixed-use development projects.

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. Description and background of each firm including summary of services and contact information (one page).
 - 2. Organizational structure of development team.
 - 3. Resumes of lead staff that will be involved in project and the qualifications of each person.
 - 4. For each firm, a disclosure of any claims, lawsuits, or material disputes involving threatened litigations over work or services currently being executed and that have been undertaken in the past 10 years.
- C.** Project Experience – Provide the three most recent completed projects that align with the type of development the City is seeking. For each project please include:
 - 1. Location.
 - 2. Status of project (completed, under construction, planning).
 - 3. Final master plan showing types and sizes of units.
 - 4. Photos of completed project.
 - 5. Financial summary explaining how the project was funded (i.e. tax credits, conventional financing, grants, TIF, etc.).
 - 6. Sale price and/or lease rates of finished units.
 - 7. Local government references including a contact name and phone number.
- D.** Project Understanding and Approach
 - 1. Describe the development teams understanding of the project and the City's vision for redeveloping the property.

2. Overview of the project for redevelopment of the Property and how it will achieve the City's vision.

Step 2

Based on the responses from Step 1, the City will select Developers for a community visit to include a site tour and information session. 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 the community and site tour (Step 2), the City will select a number of firms to submit a final detailed proposal to include:

- A.** Conceptual development plan that includes the following:
 1. Conceptual site plan depicting general elevations of proposed buildings, streets, parking, landscaped areas, public amenities, etc.
 2. Additional graphics or narrative as needed to describe the physical design of the proposed development.
 3. Project schedule and phasing from pre-development activities (e.g., marketing, securing of financing) through construction to total build-out.
- 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. The Developer should include licensed and certified architect(s), engineer(s), contractor(s) and other design and construction professionals that have completed one or more financially viable projects of a scale and scope that is comparable to or greater than the Project Objectives.
2. Demonstration of past experience and performance on comparable local government 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.
3. The Developer's development plan should demonstrate a net neutral or net positive fiscal benefit to the City after considering all infrastructure costs and revenues to the City.
4. The level and amount of public assistance needed to facilitate the proposed development.

VIII. SELECTION PROCESS**A. Schedule**

1.	<u>RFQ Issued:</u>	<u>February 12, 2018</u>
2.	<u>Email of Interest Due:</u>	<u>March 8, 2018</u>
3.	<u>RFQ Submittal Due (Step 1):</u>	<u>April 20, 2018</u>
4.	<u>Community Visit (Step 2):</u>	<u>TBD</u>
5.	<u>Development Proposal (Step 3):</u>	<u>TBD</u>
6.	<u>Developer Selection/Negotiations:</u>	<u>TBD</u>
7.	<u>Execute Development Agreement:</u>	<u>TBD</u>

B. Development Agreement

Following 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 successful development of the Property.

C. 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.

D. Review Procedure

During the submittal process the review committee may select one or more development proposals, which appear most beneficial. These prospective developers may be asked to provide a presentation to a review committee during the evaluation period. Presentations and interviews may be scheduled with those selected. 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.

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 purchase/land lease price, a projected date of acquisition/execution, and all steps and contingencies that must be satisfied before acquisition/leasing of the Property by the Developer. Such steps and contingencies may include, but not be limited to a purchase/lease 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 environmental reports prior to sale/lease 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, April 20, 2018**. Incomplete and/or late submittals will not be accepted. Submittal should be delivered to:

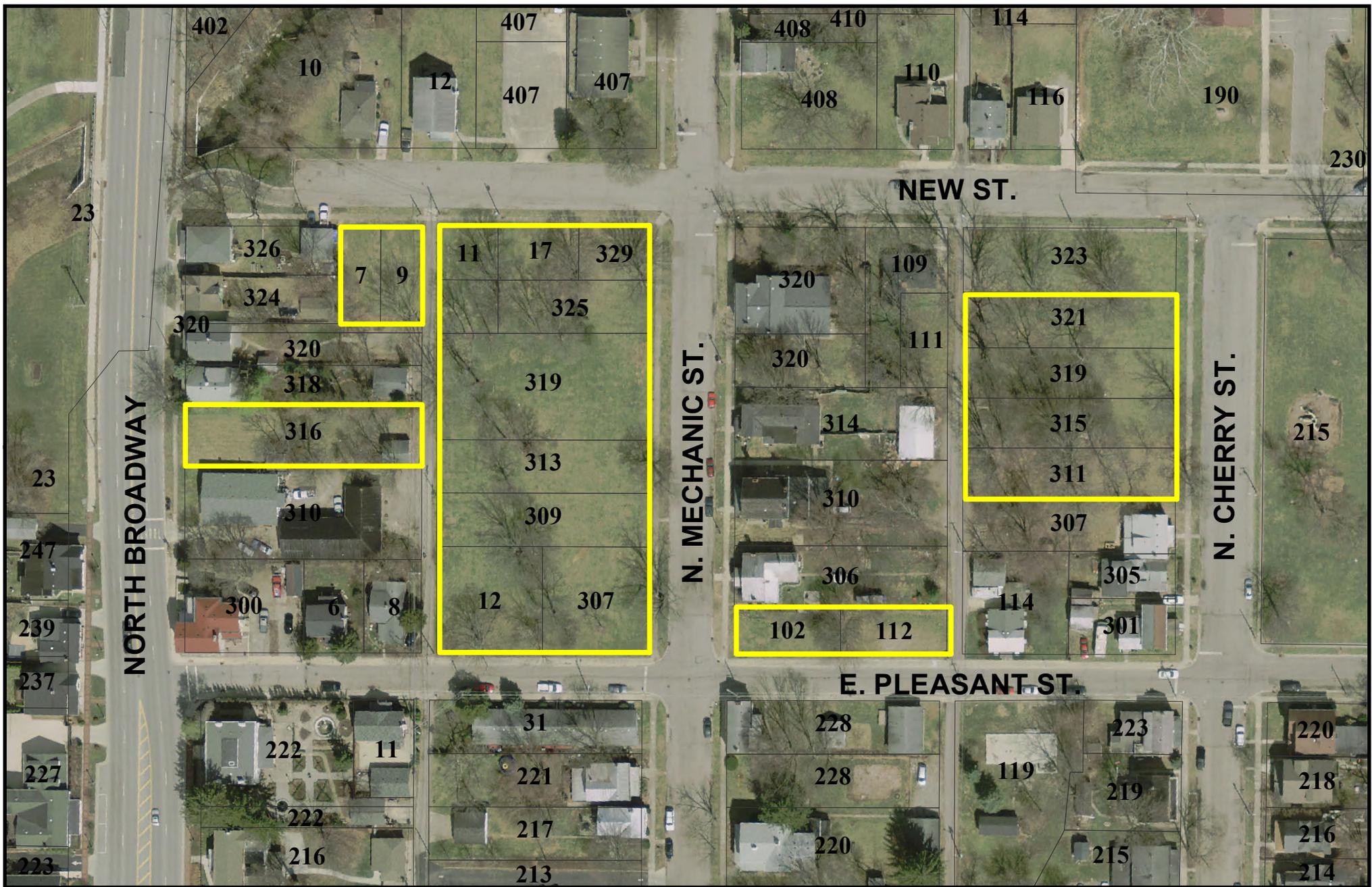
RFQ #18-1821
City of Lebanon, Ohio
c/o Diana Lakes, Contract Administrator
50 S. Broadway
Lebanon, OH 45036

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

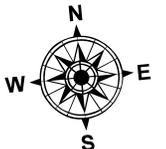
- C. Lebanon Official Zoning Code
- D. Lebanon Official Zoning Map
- E. Demographic Information



PLEASANT SQUARE NEIGHBORHOOD

39.437921, -84.206392

18 PARCELS; 2.30 ACRES



1 inch = 100 feet

NOTE:
All items shown are at approximate locations.
All data requires field verification.

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Pleasant Square

Parcel/Address Listing



<u>Parcel No.</u>	<u>Address</u>	<u>Acres</u>
12064320120	311 N. Cherry St.	0.1515
12064320110	315 N. Cherry St.	0.1457
12064320100	319 N. Cherry St.	0.1477
12064320090	321 N. Cherry St.	0.1629
12064320060	102 E. Pleasant St.	0.0681
12064320070	112 E. Pleasant St.	0.0681
12064310180	12 E. Pleasant St.	0.1555
12064310190	307 N. Mechanic St.	0.1572
12064310140	309 N. Mecahnlic St.	0.1546
12064310130	313 N. Mecahnlic St.	0.1546
12064310120	319 N. Mecahnlic St.	0.3128
12064310101	325 N. Mecahnlic St.	0.1119
12064310110	329-331 N. Mecahnlic St.	0.0526
12064310102	17 New St.	0.0592
12064310091/12064310092	11 New St.	0.0892
12064310080	9 New St.	0.0557
12064310070	7 New St.	0.0557
12064310050	316 N. Broadway	0.0246