



CITY OF LEBANON, OHIO
Department of Community Development

RFQ # 18-1820

Request for Qualifications (RFQ)
Purchase and Redevelopment of City-owned Property
511 North Broadway

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 property (the “Property”) along the North Broadway corridor for mixed-use development. 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 residential and/or mixed-use development in an urban setting. The Developer must demonstrate the financial capacity to complete the selected project.

II. PROPERTY SUMMARY

A. 511 North Broadway

1. **Area:** 6.30 acres (See attached record plat)
2. **Ownership:** City of Lebanon
3. **Current Zoning:** Neighborhood Commercial, NC (eligible for Mixed-Use PUD Overlay)
4. **Location Context:** North Broadway corridor, 0.3 miles north of Downtown Lebanon.
5. **Property Characteristics:** L-shaped property with frontage on North Broadway; Relatively flat terrain; Full utilities.
6. **Access:** Direct access to North Broadway (SR 48); Five miles from I-71 interchange (Exit 28), Seven miles from I-75 interchange (Exit 29).
7. **Surrounding Land Uses:** Mix of retail, service, and residential. See exhibit maps.

III. BACKGROUND

The Property represents a unique opportunity for a mixed-use redevelopment concept along the North Broadway corridor. The redevelopment of the Property is viewed to be the catalyst for revitalization of the corridor between Downtown Lebanon and the Warren County Fairgrounds. The concept for redevelopment of the Property is outlined in the recently adopted Downtown Lebanon Master Plan. A viable redevelopment scenario for the property will identify a mixed-use concept with diverse housing stock that can provide the platform for accommodating and recruiting retail and service commercial uses to the area.

The property most recently served as the site for the City's Public Works facility. The facility was decommissioned in 2015. All structures and impervious surfaces were removed and the property was graded and prepped for redevelopment. A Phase I ESA was conducted for the property; all identified issues have been remediated.

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 North Broadway Corridor, encouraging future redevelopment of the surrounding area.
3. Develop a mix of housing opportunities that provides an "urban" residential product appropriate to Lebanon.
4. Recruit new businesses to the corridor and Downtown Lebanon that creates a sustainable and vibrant destination to live, work, and play.
5. Enhance the accessibility to the North Broadway corridor and provide walkability thorough 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; mixture of owner-occupied and rental products.
2. Retail and service commercial businesses that support the residential community and the surround area.
3. High level of density is encouraged to promote an urban context that extends the development pattern from Downtown Lebanon.

C. Urban Design – Contextual focus and architectural emphasis:

1. Overall design should create a sense of place with groupings of well-designed buildings.
2. The streetscape and sidewalks should provide sufficient space for outdoor dining and eating areas.
3. Buildings should incorporate high architectural quality to complement (but not replicate) and contribute to the continuity of character of Downtown Lebanon.
4. Buildings should be oriented toward the street with main entrances facing the street.
5. Commercial buildings should emphasize activity at street level with high transparency (windows and doors).

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

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 #18-1820
City of Lebanon, Ohio
c/o Diana Lakes, Contract Administrator
50 South 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



OAKWOOD AVE.

NORTH BROADWAY



511 NORTH BROADWAY
39.440822, -84.207478
6.3 ACRES



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