

Second & Lafayette Property



**City of Columbus, Indiana
Columbus Redevelopment Commission**

**Request for Information
Second & Lafayette Property**

RFI DUE: March xx, 2014

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|-------------------|-----------------------------------|
| Prepared By: | Columbus Redevelopment Commission |
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| Date: | 03/15 |

Request For Information

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REQUEST FOR INFORMATION INTRODUCTION



Columbus Redevelopment Commission

March XX, 2015

Subject: REQUEST FOR INFORMATION
Second & Lafayette Property

The City of Columbus Indiana and the Redevelopment Commission wish to engage professional services for the design and construction of the Second & Lafayette Property.

This letter, with the accompanying packet, respectfully submits to you this **REQUEST FOR INFORMATION** to be evaluated and further considered for selection to receive an RFP. The successful selectees will receive a Request for Proposal (RFP). The RFP will explore design and construction options for the Second & Lafayette Property as further described in the following attachment.

Submission Deadline for RFI Packets is March XX, 2015, 5:00 pm. Sealed RFI packets – Four (4) sets – must be clearly labeled as: “Second Street Project RFI ” and mailed or delivered to:

**City of Columbus
Att’n: Redevelopment Department
123 Washington Street
Columbus, Indiana 47201**

Enclosed with this invitation are the following:

1. Request for Information document (9 pages)
2. Photograph of the site to be considered

The City of Columbus and the Redevelopment Commission reserve the right to waive any and all requirements and may choose to reject any and all qualifications.

On behalf of the City of Columbus and the Redevelopment Commission, thank you for your interest in the Second Street Project. We look forward to receiving your Request for Information Packets.

Sincerely,

**G. Douglas Pacheco
Project Consultant
Columbus Redevelopment Commission**

RFI EVALUATION CRITERIA

The Commission will not be limited solely to the information provided in the RFI. Additional information or modifications to RFI's may be requested from any developer at the Commission's discretion. Each RFI will be evaluated by the Commission based upon a comprehensive analysis that will consider, among other things, the following criteria to be included with your response:

- Development Planning Team
- Company Experience working with Cities and Municipalities.
- Team Experience. The experience of the development team in successfully planning, financing, constructing, marketing and managing projects similar in size and scope to the proposed project.
- References, Minimum of three – Name, address and contact information **with photographs** of top three developments. Please identify team members involved with each project.
- Proof of Investment Capability by identifying Capital Markets team and approach to finance the project in the market.
- Financing, Licensing & Insurance. Financing, licensing and insurance will not be considered in the evaluation of the proposals, but the developer's ability to provide/obtain sufficient financial resources to start and complete the project on budget and on time will be considered.
- Potential users (if applicable) of the finished development.

All companies willing to participate in this RFI, should confirm to the **Columbus Redevelopment Commission** their **Intent to Respond** by U.S. Mail. The Intent to Respond should be postmarked no later than xx/xx/xxxx. A failure to confirm will signify that your company is not participating in the RFI.

All respondents confirming their participation should send the Intent to Respond and RFI submissions to the attention of:

**Columbus Redevelopment Commission
123 Washington Street
Columbus, IN 47201**

**Att'n: Doug Pacheco
Project Consultant**

RESERVED RIGHTS

- **Right to amend RFI.** Should it become necessary to revise any part of this RFI, provide additional information necessary to adequately interpret provisions and requirements of this RFI, or respond to written inquiries concerning the RFI, the Commission reserves the right to issue an Addendum to the RFI to all respondents who received the initial RFI. Any changes to the RFI will be posted on the Columbus Redevelopment Commission's website page (<http://www.columbus.in.gov/redevelopment/>). It is the responsibility of each development team to periodically check the web page for changes to the RFI (i.e. clarifications, submission dates, etc...). No hard copies will be distributed.
- **Right to extend submission schedule.** The Commission reserves the right to extend the submission date by a reasonable time.
- **Right to reject proposals, waive irregularities, and conduct Ex Parte Communications with Developers.** The Commission reserves the right to accept or reject any and all proposals, at its sole discretion, received as a result of this RFI, to waive minor irregularities, and to conduct discussions with any or all prospective developers, in any manner necessary, to secure helpful information.
- **Right to request additional information from any or all developers.** The Commission reserves the right to request additional information from any or all prospective developers, if necessary, to clarify that which is contained in the proposals.
- **Right to reject plans.** The Commission reserves its right to refuse to approve any such drawings, plans or specifications that are not suitable or desirable in its opinion, for aesthetic or functional reasons; and, in so passing upon such drawings, plans and specifications, it shall have the right to take into consideration, but shall not be limited to, the suitability of the site plan, architectural treatment, building plans and elevations, materials and color, construction details, access, parking, loading, landscaping, identification signs, exterior lighting, refuse collection details, street, sidewalks and the harmony of the plan with the surroundings.

RESERVED RIGHTS (CON'T)

- **Right to convene advisory panel.** The Commission may convene an advisory panel to evaluate the proposals. The panel may include members of the Redevelopment Commission, Mayor's office, City Council, City Staff, representatives from other city and state agencies, community representatives, experts or any other parties deemed helpful to the Commission's evaluation of proposals.
- **Right to re-plat.** The Commission reserves the right to replat the property boundaries in the best interest of the City of Columbus.

RFI RELATED QUESTIONS / CLARIFICATIONS / SUBMISSION

Below is a table of deadlines and key dates pertinent to this RFI.

| | |
|-----------------------------|---|
| 03/15/2015 | RFI made available to the invited developers |
| 03/20/2015 | Deadline for Intent to Respond Postmark |
| 03/30/2015 by 4:00 p.m. | Deadline for receiving RFI questions |
| 04/10/2015 by 4:00 p.m. | Response to all RFI questions |
| 04/25/2015, time: 4:00 p.m. | Deadline for receiving completed RFI (all material) |
| TBD | RFI's to be evaluated/ Developers selected for RFP |
| TBD | RFP's issued to selected Developers (Expected Date) |

Developers have the option to submit proposals on all or portions of the property. The project geographic parameters are generally set forth as 9.52 acres of property being comprised of 4 separate parcels owned by the City of Columbus Redevelopment Commission. However, proposals may be submitted for redevelopment of all or a portion of the property described.

All questions related to this RFI should be directed to

G. Douglas Pacheco
Project Consultant
Columbus Redevelopment Commission
123 Washington Street
Columbus, IN 47201
Contact Phone: 859-912-1224
Email: douglaspacheco55@yahoo.com

All companies responding must ensure that the RFI packet is **delivered and received** at the following address before the closing date of **March 30, 2015**.

City of Columbus
Att'n: Development Department
123 Washington Street
Columbus, IN 47201

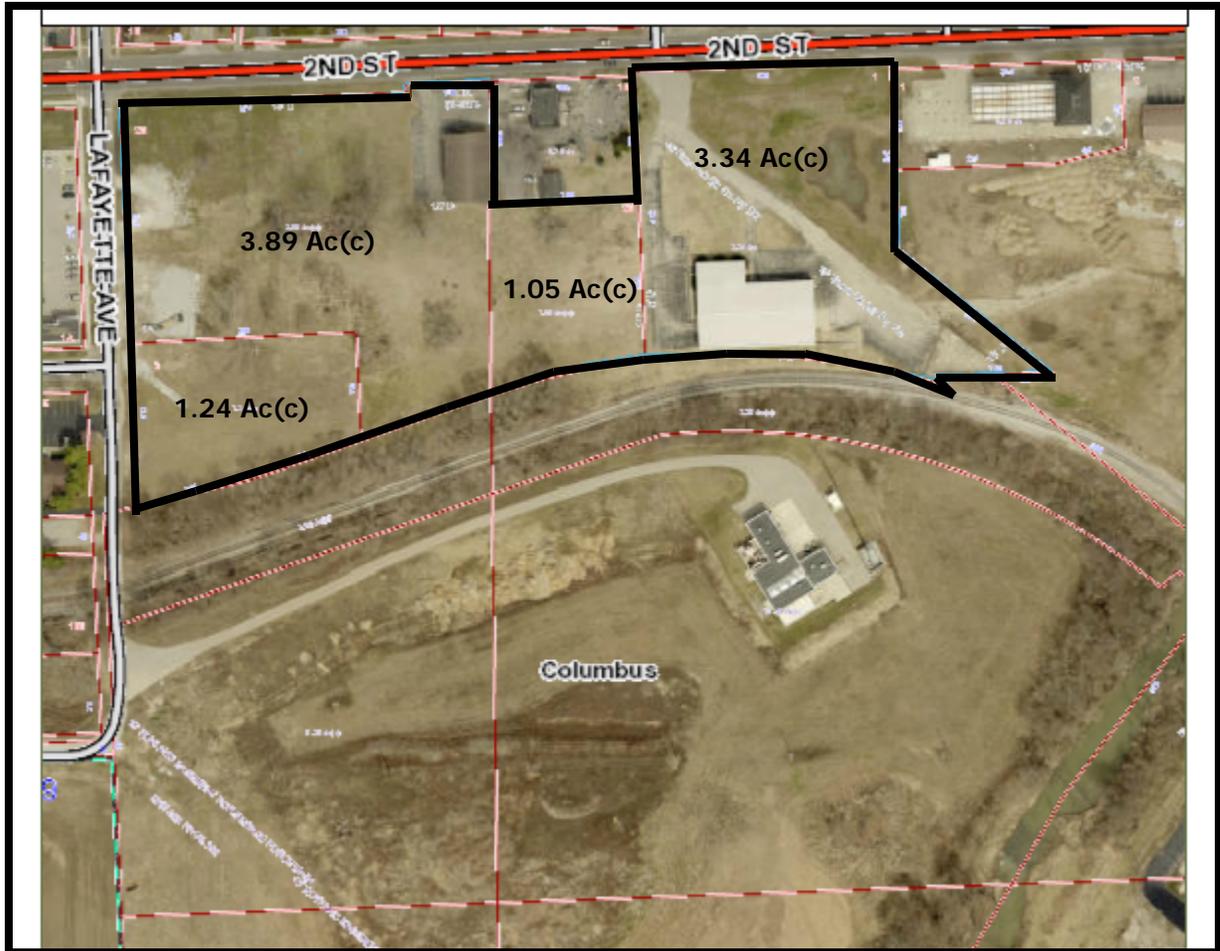
Att'n: Douglas Pacheco

NO LATE SUBMISSIONS OF THIS RFI WILL BE ACCEPTED

ADMINISTRATIVE INFORMATION

- **Issuing office.** This RFI is issued by the Columbus Redevelopment Commission on behalf of the Mayor and City Council of Columbus, IN.
- **No Public Opening of RFI.** RFI's will not be opened publicly.
- **No incurred expenses.** The Commission will not be responsible for any cost incurred by any development team in preparing and submitting a proposal or requested supplemental information associated with the RFI.
- **Exclusive negotiating privilege agreement (ENP).** After the RFI process is complete, and after receiving RFP's and selecting a proposal, the Commission will issue an Exclusive Negotiating Privilege (ENP) to the winning development team setting out specific requirements and deadlines for finalizing contracts that are subject of this RFP. If negotiations have not been completed within one-hundred (120) days after the selection of the developer, then the ENP shall expire; provided, however that the Commission may extend that time period if both parties find that negotiations are proceeding satisfactorily. Should the parties fail to agree upon a contract within a reasonable time, the Commission, at its sole discretion, may cancel negotiations with the first selected development team and proceed with the next acceptable respondent, reissue the RFP or abandon the RFP process.
- **Development oversight.** The winning development team must agree to the review and guidance of the Columbus Redevelopment Commission in the preparations of new construction in conformance with the ordinances of the City of Columbus.
- **Access to Public Records.** Participants in the RFI process are advised that information and material contained in their submission are subject to the Indiana Public Records Act, I.C. 5-14-3 *et seq.*, and, after a contract award, unless exempt under the Act, may be viewed and copied by any member of the public, including news organizations and competitors.

SITE PLAN



Specs and Financial Data

| | |
|--------------------------|----------------------|
| Approximate Lot Size: | 9.52 Acres |
| Current Property Status: | Vacant - Surface Lot |
| Historic District: | No |
| Zoning: | Downtown Commercial |

The Project geographic parameters are generally set forth as 9.52 acres of property being comprised of 4 separate parcels owned by the City of Columbus Redevelopment Commission. However, proposals may be submitted for redevelopment of all or a portion of the property described.