



**CITY OF MONROE**

**REQUEST FOR PROPOSALS**

**PURCHASE & REDEVELOPMENT OF MILNER-AYCOCK BUILDING**

PROPOSALS DUE: No later than November 15, 2021 4:00 PM EST.

PRE-SUBMITTAL CONFERENCE: 116 S. Broad Street on October 15, 2021 10:00 AM EST.

Late proposals will not be accepted.

## BACKGROUND

The City of Monroe Downtown Development Authority (DDA) is seeking proposals from qualified developers for the purchase and redevelopment of 116 S. Broad Street, known as the Milner-Aycock building, in Historic Downtown Monroe.

This Request for Proposals (RFP) will result in a contract to purchase and carry out the renovation of the stated property as specified in the proposal. The selected vendor will then work with city staff to complete the scope of work.

The DDA reserves the right to withdraw this RFP, or reject any and all submittals in response to this RFP for any reason at any time during the bid process due to unforeseen or any change in circumstances. This RFP plus the resulting agreement shall be consistent with all terms and conditions associated with contracts entered into by the DDA. The DDA is not liable or responsible for any cost(s) incurred during the preparation, presentation or submission as a response to this RFP.

## OVERVIEW OF DEVELOPMENT OPPORTUNITY

**Description:** The site address 116 S. Broad Street, Monroe, Georgia 30655. The site served as the Monroe Police Department and Municipal Court until August of 2021. The parcel is 0.28 acres. The building spans from S. Broad Street to S. Wayne Street, and the building size is 19,380 square feet.

**Zoning & Development Standards:** The current zoning of the parcel is B-2 (General Commercial District) with the Central Business District Overlay applied. The parcel is located within the Monroe Commercial Historic District and subject to historic design guidelines and approvals as such.

**Redevelopment Objectives:** The development plan submitted should include either retail space on the Broad Street side of the property or other uses that will be active and open to the public in a way that encourages pedestrian activity. Professional office space as a use is discouraged in this project.

## PROJECT READINESS

Interested parties must demonstrate the financial capacity and readiness to complete the proposed development. A realistic schedule for securing sources of funding should be considered and demonstrated in the proposal.

## SUBMISSION FORMAT & CONTENTS

To be considered responsive, the proposal must respond to all requirements of this portion of the RFP. Any other information you believe to be relevant, but not covered in this section should be submitted as an appendix to your proposal. Please include sections in your proposal which correspond to the following major categories. Submittals must include three (3) hard copies and one (1) electronic copy (PDF) of the response. Every effort should be made to make proposals as concise as possible.

1. Executive Summary

The executive summary shall include a brief statement about your approach to the development opportunity and your understanding of the DDA's vision for the project and willingness to implement this vision. A demonstrated understanding of the project's potential issues and special concerns should also be addressed.

**2. General Background and Experience**

Describe the background and history of your organization, your experience with downtown development projects, your long-term development horizon, and the core competencies of your organization to develop this property. Provide a financial summary statement for your firm.

**3. Relevant Projects**

Describe three (3) recent projects in detail which you and other members of your team have completed which would be most relevant for this RFP. Please include the following:

- (i) Project name and location
- (ii) Start date/completion date
- (iii) Estimated value of the project
- (iv) Key sources of financing – detailing the amount of equity financing you provided
- (v) Your role and the role of any partners in the project
- (vi) A site plan, renderings and photos of completed project components
- (vii) Who had management responsibility for the on-going operation of the project
- (viii) Project references who can speak knowledgeably about your involvement

**4. Resumes of Key Principals**

Please include resumes of the principals who will be leading your project team. Also include the qualification of the key planning, architectural, engineering environmental and financial consulting firms that will participate in the design and permitting of the project (if determined).

**5. Development Approach and Design**

As noted, the DDA is seeking the highest quality in urban design and architecture. Proposals must clearly indicate the type and arrangement of development being proposed, its relationship to the surrounding context, and how it enhances and benefits Historic Downtown Monroe. Description of the proposed development should feature drawings, sketches or diagrams to convey design concepts in addition to a site plan that achieves these goals including:

- The proposed development’s alignment with the use, feel, scale, and design of the downtown area.
- Interest in developing site amenities to support the pedestrian-friendly environment.

This section must include the following information:

- Conceptual floor plans for each floor, as appropriate, to provide the DDA with a clear understanding of the project.
- Conceptual elevations of the development as viewed from each of the surrounding streets (S. Broad Street and S. Wayne Street).

Additional views such as interior renderings or other perspectives that help convey design intent and key features are encouraged.

**6. Economic / Financing Overview**

Based on your concept plan, provide a financial Pro Forma detailing costs and revenues from start-up through build out of the project. The property is for sale in an amount not less than Ninety Percent (90%) of the Fair Market Value of the Property unless otherwise agreed by the Parties in writing. This purchase price must be accounted for in the financial Pro Forma.

**7. Development Schedule**

The respondent is requested to provide a project timeline from the point of signing the development agreement to project completion. The timeline should realistically illustrate the respondent’s readiness to proceed and the speed at which the team can execute the project. The timeline should identify and accommodate any specific decisions and actions required of the DDA to move the development process forward.

**8. Development Agreement**

Upon approving the proposal, the DDA will enter into an initial letter of intent or memorandum of understanding and begin negotiating the terms of a development agreement with the selected respondent.

This section should address minimum terms to be included in the development agreement (from the respondent’s perspective) to proceed toward implementation.

## EVALUATION CRITERIA

The criteria used in the selection of the developer are as follows:

- Development Concept
- Purchase price and financing structure
- Design and completion of projects of similar scope
- Timeline/availability for completion
- Company qualifications and experience
- Overall responsiveness and approach to the RFP

## TIMELINE & SUBMISSION INSTRUCTIONS

RFP issued	October 1, 2021
Pre submittal conference (116 S. Broad St.)	October 15, 2021, 10:00 AM EST
RFP submittals due	November 15, 2021, 4:00 PM EST
Decision on Preferred Developer/Short List	November 30, 2021

The guidelines for submission of the RFP package should be as follows:

- The RFP package should be delivered in a completely sealed envelope or package.
- The outside of the package should be clearly marked “Milner-Aycock Building Redevelopment”.
- The RFP may be submitted in person or mailed to the following address:

City of Monroe  
Attn: Sadie Krawczyk

215 North Broad Street, 2<sup>nd</sup> Floor  
Monroe, GA 30655  
P: 770-266-5331  
E: [sadiek@monroega.gov](mailto:sadiek@monroega.gov)

- All packages should contain three (3) hard copies and one (1) electronic copy (PDF) of the response.

All submitted RFP's should follow instructions and be complete in scope as requested by the DDA. These RFP's are to be submitted in person or by mail no later than November 15th at 4 pm (EST). Late submissions will not be accepted, and will be returned unopened to the original sender.

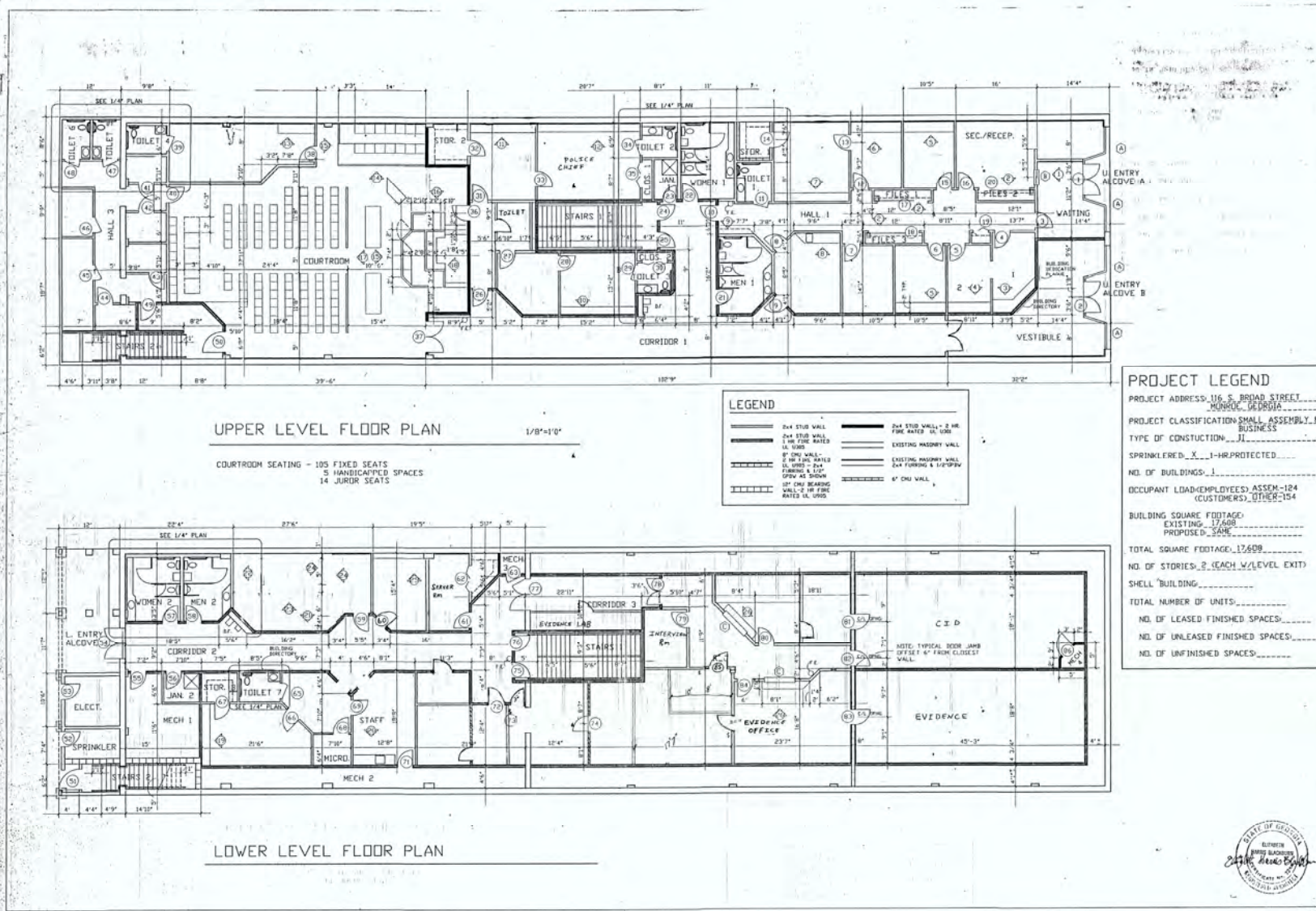
The Pre-submittal Conference will take place at 116 S. Broad Street at 10:00 am (EST) on Friday, October 15, 2021. This meeting is not required for submittal.

Please make sure upon downloading a copy of the RFP that you email the Economic Development Director at [sadiek@monroega.gov](mailto:sadiek@monroega.gov) with your company's name and information in order to be included on any additional addenda or items of information that may be distributed during the course of the RFP. Please submit any questions regarding this RFP to Sadie Krawczyk, Economic Development Director via email at [sadiek@monroega.gov](mailto:sadiek@monroega.gov).

Final financial agreements will be negotiated after the vendor has been selected. Both sides will then agree to negotiate in good faith to reach a financial agreement that is equitable to both parties.

Qualifications will be reviewed and evaluated by a selection committee based on the criteria listed herein. At the discretion of the selection committee, companies may or may not be invited to participate in an interview or subsequent Request for Proposal (RFP) process. We thank you in advance for your submission and welcome any questions you may have during the process.

### FLOOR PLAN



ALUMINUM #1

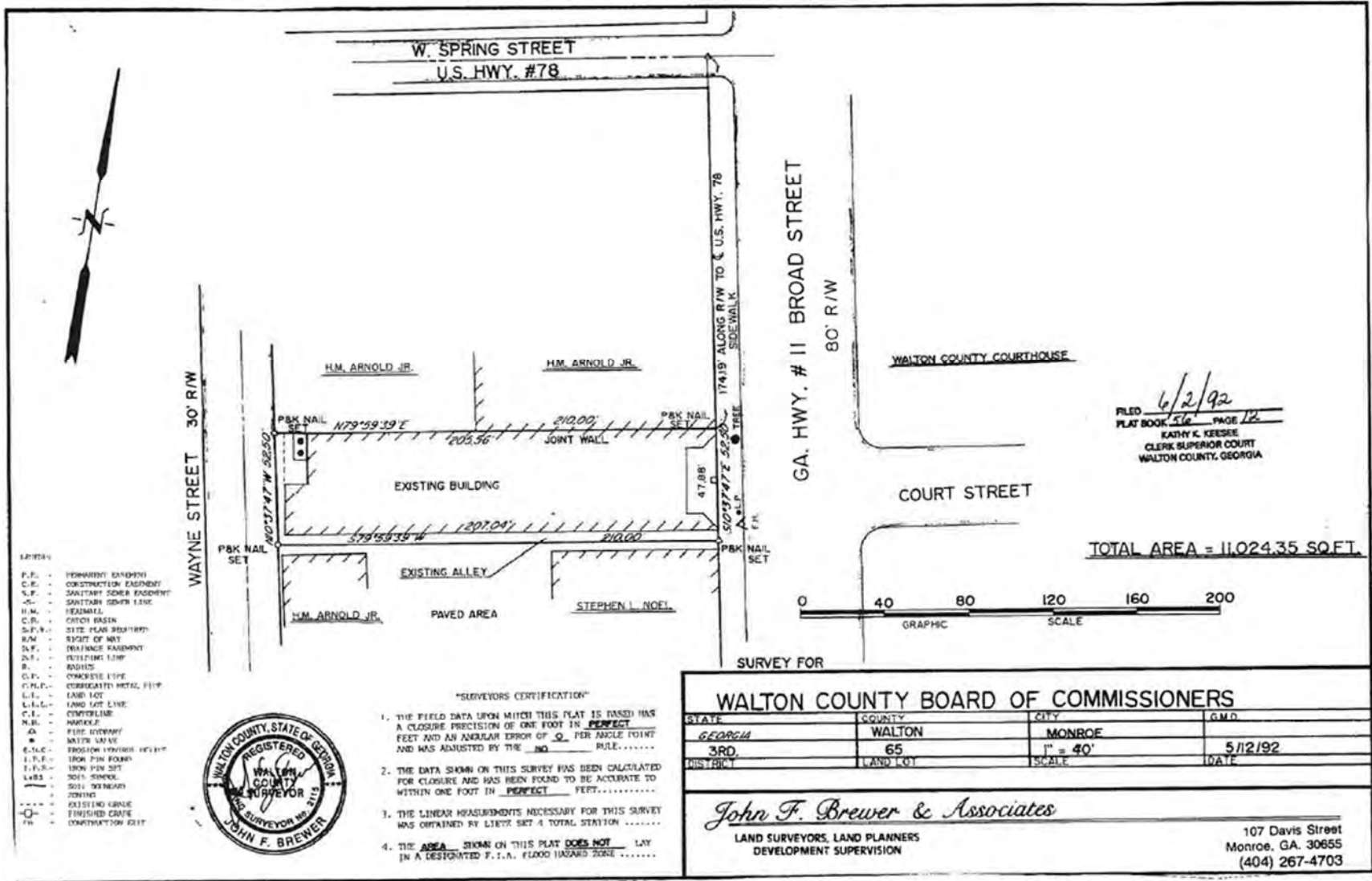
**E.H. BLACKBURN & ASSOCIATES**  
LICENSED ARCHITECTS  
4340 DOUBLE SPRINGS ROAD  
MONROE, GEORGIA 30655

**COURTHOUSE ANNEX - JUDICIAL**  
(RENOVATION OF MILLNER-AYCOCK)  
WALTON COUNTY, GEORGIA  
116 S. BROAD STREET MONROE, GEORGIA 30655

DATE: 01/16/08  
SCALE: 1/8"=1'0"  
DRAWN: EMB  
APPROVED: EMB  
JOB: COURT-5  
SHEET: 1

STATE OF GEORGIA  
E.H. BLACKBURN  
LICENSED ARCHITECT  
NO. 25047  
EXPIRES 12/31/2008

**SURVEY**



## PROPERTY DESCRIPTION

### ***SITE ANALYSIS***

The subject improvements are situated on a 0.25-acre site that is sloping westward from Broad Street (GA 11) and has a rectangular shape. Specifically, the site sits at road grade of Broad Street (GA 11), and slopes downward to S. Wayne Street. An alley located inside the subject southern boundary provides access into the subject site from along the western side of Broad Street (GA 11) or along the eastern side of S. Wayne Street. A Survey is located on the preceding page. A summary of the site is as follows:

Site Size:	0.28 acre (12,197 square feet)
Shape:	The subject has a rectangular and functionally adequate shape.
Easements & Encroachments:	According to the Survey, there are no apparent easements; however, the subject and the building to the north share an exterior wall. It is also noted that a portion of the alley located within the subject southern boundary is utilized by Downtown Monroe patrons. No other adverse easements or encroachments are believed to exist. Other normal utility and drainage easements are assumed.
Frontage:	Broad Street (GA 11) - 52.50 feet S. Wayne Street - 52.50 feet
Access:	The subject is considered to have good overall access. Immediate access to the subject is provided along the western side of Broad Street (GA 11) and along the eastern side of S. Wayne Street. Direct access into the site is via an alley located along the southern property boundary; however, patrons to the building access the property from the street level and do not park on-site, which is typical for this location.
Soils & Subsurface:	Soil conditions appear typical of the area and we are not aware of any subsurface conditions that would preclude development to the highest and best use. Anyone contemplating the construction of improvements on the subject is strongly encouraged to obtain the services of a professional soil/subsurface engineer prior to beginning such activity.
Utilities:	All utilities are available including electricity, sanitary sewer, natural gas, and water.
Topography:	The site is sloping in a generally west to east direction and is at road grade.
Forestation:	The subject property is open and cleared. Some ornamental trees are located just outside the property boundary along the public sidewalk. There is minimal landscaping around the building.
Flood Plain:	Community Panel No. 13297C0137E, Dated November 8, 2016, X (unshaded). The subject is outside any federally designated 100-year flood hazard area.