



CITY OF MONROE

REQUEST FOR PROPOSALS

PURCHASE & REDEVELOPMENT OF MILNER-AYCOCK BUILDING

PROPOSALS DUE: No later than May 3rd, 2022, 2:00 PM (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 South 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 South 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 South Broad Street to South Wayne Street, and the building size is 19,380 square feet. Property will be sold as is, where is, as the seller is aware of a previous water leak during vacancy resulting in water damage and mold to the premises.

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.

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 one (1) hard copy 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.

3. Relevant Projects

Describe three (3) recent projects 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) Your role and the role of any partners in the project
- (v) A site plan, renderings, or photos of completed project components

4. Resumes of Key Principals

Please include resumes of the principals who will be leading your project team. Also include the qualifications 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. The proposal should take into consideration the following goals:

- 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.
- Renderings that help convey design intent are encouraged.

6. Economic / Financing Overview

Based on your concept plan, provide a financial plan that estimates costs through build out of the project. The property is for sale in an amount not less than Sixty Percent (60%) 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 plan.

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 any terms that need 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 issuance	March 16, 2022
Question submission deadline	April 19, 2022
RFP submittals due	May 3, 2022 (2pm EST)
Decision on Preferred Developer/Short List	May 13, 2022

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: Chris Bailey
215 North Broad Street, 2nd Floor
Monroe, GA 30655

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

All submitted RFPs should follow instructions and be complete in scope as requested by the DDA. These RFPs are to be submitted in person or by mail no later than May 3rd at 2 pm (EST). Late submissions will not be accepted, and will be returned unopened to the original sender.

Please make sure upon downloading a copy of the RFP that you email city staff at cbailey@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 Chris Bailey via email at cbailey@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.