



CITY OF KIEL

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Request For Proposals (RFP)

City of Kiel, Office of City Administrator

Proposals Due: July 31, 2019

The City of Kiel is seeking proposals from qualified developers (individuals or firms) interested in presenting a viable design and concept for redevelopment of five lots located at 203 and 223 Fremont St. in downtown Kiel, Wisconsin.



1. Background:

203 and 223 Fremont St. are prime lots located along the busy Fremont Street (State Highway 32/57) corridor, and constitute 0.70 and 0.47 acre parcels (which would likely be combined), respectively. The parcels contain one building, which the City of Kiel has obtained grant funds for demolition. In order to minimize risk to private developers, as a proactive measure, the parcels are undergoing an environmental assessment via a Wisconsin Economic Development Corporation Site Assessment Grant (Phase I and II). The lots are zoned B-1 Fremont Commercial, which allows for residential, commercial, and mixed use development. The location is also strategically located next to Boy Scout and Hingiss Parks, Kiel's recreational trail system, Kiel Community Center and Kiel Public Library.

2. Summary of requirements:

The City's RFP process allows developers to submit development proposals, which must include:

- a. Information about the organization submitting the proposal
- b. Project deliverables
- c. Financial information
- d. Other information

A comprehensive list of items for the RFP is located in Section 6. Multiple or alternate proposals may be submitted.

Event	Date
RFP Released	July 10, 2019
Proposals Due	July 31, 2019

3. Guiding Principles

- a. Kiel prides itself on being "The Little City That Does BIG Things!" A successful proposal will be a unique addition to the community that enhances the quality of life, and embodies the ethos of our growing community.
- b. The location is ideally situated to serve as one of the anchors of the downtown, and the development will affect the character of the east end of Fremont Street for decades. Enhancing the downtown and surrounding area is key to a successful proposal.
- c. The city is also interested in competitively-priced lot purchase offers in order to recover costs associated with fostering the development of the site.

4. Process/Procedure

- a. Information gathering: Developers should review applicable provisions of the city's Comprehensive Plan, zoning ordinance, and familiarize themselves with the layout and history of the site.

- b. Submission of a proposal: Proposals are due by July 31, 2019 4:00 p.m. CST.
- c. Evaluation of proposals by the city: The city will review development proposals received and may select one or more developers whose professional and financial qualifications and proposal are deemed meritorious. The city will then explore the development proposal through further discussions with the selected developer(s). Upon request, any developer selected shall provide additional information requested by city staff to allow a thorough investigation of the developer's ability to fully complete the proposed development, and the business integrity and reliability necessary to assure good faith performance.
- d. Final selection: In the event the city identifies a proposal that it deems to be in the best interest of the city, city staff will enter into negotiations with the selected developer, toward the end of developing a written sales contract for the site. Any contract negotiated between a developer and city staff shall be subject to the final approval of City Council.

5. Evaluation Criteria

The following factors will be a priority for the city in reviewing development proposals for this site.

- a. Whether the proposal is likely to achieve a high quality development that enhances the architectural character and the economic vitality of the city (e.g., satisfies an unmet need, enhances quality of life, increases tax base, creates jobs, etc.).
- b. Whether the proposal provides a financial benefit to the City of Kiel; both in the short term, through compensation received from a sale of the site to offset the costs of development, and longer term, through various tax revenues or other community enhancements.
- c. Qualifications and experience of the developer and their team, including investors, designated project manager(s), etc. Such experience may be demonstrated through references and information on other projects of a similar scope and size successfully completed by the developer.
- d. Financial ability to complete the project in a timely manner. Such ability may be demonstrated by presenting recent financial statements or through a statement of financial sufficiency from a known and established bank that demonstrates the financial capacity to carry out the project.



6. Proposals will contain:

a. Information about the organization.

- i. Official registered name (Corporate, D.B.A., Partnership, etc.), address, main telephone number, toll-free numbers, facsimile numbers, and email address. Person authorized to contractually bind the organization for any proposal against this RFP. Provide a brief history, including year established and number of years the development team has taken on similar projects. The developer shall also provide a statement regarding any debarments, suspensions, bankruptcies or loan defaults.
- ii. Biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project. Describe the company's bonding process and coverage levels of employees.
- iii. Descriptions and photos of other redevelopment projects completed by the firm or partners.
- iv. Three references from similar projects, including a name, address, phone number and type of project.

b. Project deliverables.

- i. Project narrative, with a succinct analysis of the benefits of the project to the location and surrounding area.
- ii. Site plan sketch and illustrations of development concept.
- iii. Proposed lot purchase price.
- iv. Estimated assessed value.
- v. Project timeline and performance standards of the construction.
- vi. Narrative or illustration of urban design guidelines including street relationships and connections, building frontage, parking, loading and service street access, commercial space for development (if applicable), building character, structure height, and building elevations.
- vii. Any proposed enhancements of the immediate area not directly tied to the structure(s) (e.g. artwork, book box(s), benches, ADA-friendly paths, etc.).
- viii. Requests for non-fiscal assistance from the city (e.g. utility work, road modification requests, etc.).
- ix. Information on predicted vulnerabilities as they might apply to the project.

c. Financial information.

- i. A pro forma financial analysis that demonstrates the feasibility of the proposed project. An operating pro forma of at least 10 years for the building operation, including the assumptions underlying the income and expense projections. Clearly indicate assumptions, when applicable, for operating expenses, growth rates, debt service, capital and operating reserves, taxes, rental rates, and vacancy rates. If the project includes multiple uses, the

operating pro forma should be broken down by the component uses. If appropriate, also show the cash-on-cash return, internal rate of return, and available cash flow.

- ii. A development budget showing the detailed sources and uses of all funds (including debt, equity and other funding sources) to acquire and redevelop the site. Information as to the status of securing those funds should be included, and inclusion of a conditional financing commitment is strongly encouraged. If the project includes multiple uses, the development budget should be broken down by the component uses (e.g. residential, commercial, etc.).

d. Other information.

- i. The contents of the proposal and any clarification to the contents submitted by the successful proposer may become part of the contractual obligation and be incorporated by reference into the redevelopment contract between the selected developer and the city.
- ii. Development teams/developers responding to this RFP are **not** required to provide a deposit on the land with their proposals. However, the development team whose proposal is ultimately selected by the City Council must buy the land within ten days of when the land sale is approved.

7. Submission format:

- a. In order to be considered for selection, a complete response must be submitted with one (1) original and three (3) copies of each proposal along with an electronic copy.

8. Cost of Proposal:

- a. Any costs incurred in the development of the Response to this Request for Proposals are borne by the developer. The City of Kiel is not responsible for any costs incurred by the developer in formulating a response, or any other costs incurred.

Questions and/or additional information about this RFP or tours of the properties are available upon request. Please contact:

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