



**Request for Proposals
for City-Owned Property
Remodel or New Construction (1.4 acres)
City Hall Annex–200 S. Lincoln
O'Fallon, Illinois**



Request for Proposals for City-Owned Property Remodel or New Construction (1.4 acres) City Hall Annex–O’Fallon, Illinois

Date of Issue:

January 31, 2017

Issuer:

City of O’Fallon, Illinois–Community Development Department

Name of Development Project:

City Hall Annex

Location:

The City Hall Annex is located at 200 South Lincoln Avenue, in the heart of Downtown O’Fallon, Illinois.

Introduction:

The City of O’Fallon, Illinois (pop 28,396) is one of the fastest growing communities in the St. Louis Metropolitan Region. Housing in the City is in high demand due to nearby Scott Air Force Base, excellent schools, and top-of-the-line amenities. With higher levels of education and income compared to regional and national averages, O’Fallon citizens are invested in the community and support the activities and commercial areas that make this a great place to live. Detailed demographics and other community information can be found in the O’Fallon Economic Development Profile (available at www.ofallon.org/economic-development-division).

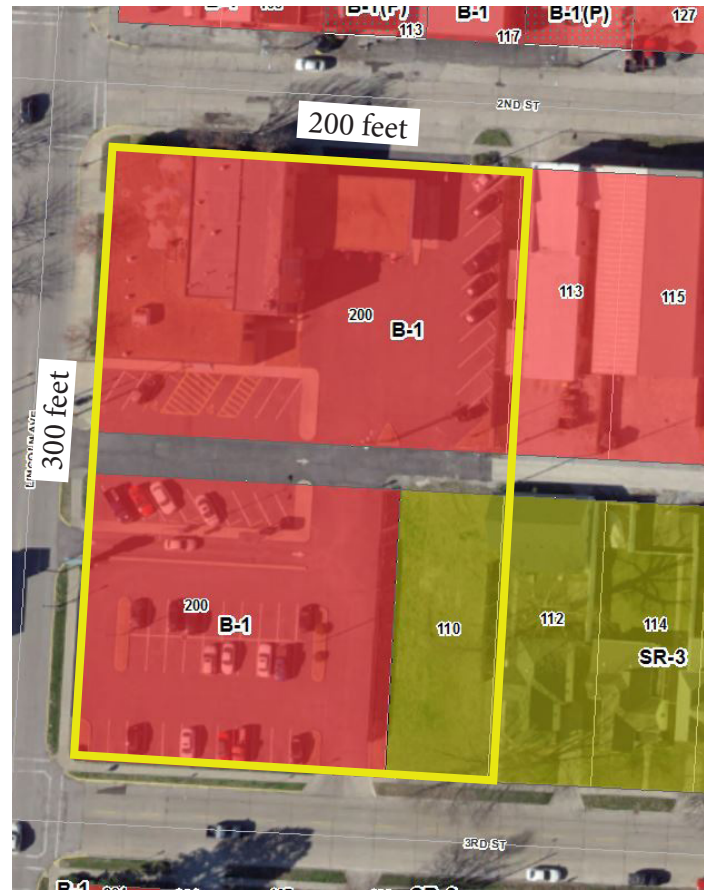
O’Fallon has experienced robust commercial development along Interstate 64. Recently, citizens and developers have also shown renewed interest in Downtown O’Fallon. Several high profile projects such as Cincotta Photography, Peel Pizza, and Shooter’s BBQ have shown the potential of the historic buildings in the City’s core. O’Fallon recently created the Central City TIF District, which is intended to assist in redevelopment projects in the downtown area and a nearby distressed shopping center known as Southview Plaza. The City also completed the Downtown O’Fallon Area Action Plan (available at www.OTownIL.org) which provides guidance on the actions the City will take over several years to continue the positive momentum Downtown. This plan also contains other information that should be reviewed prior to submitting a proposal, such as community survey results, market demographics, and data on retail spending by category.

Project Description:

The City of O’Fallon is soliciting proposals from qualified developers and/or organizations willing to either:

- 1) Purchase and remodel the existing building
- 2) Purchase and demolish the existing structure and construct a new building that will integrate well into the neighborhood. Two-story structures with commercial space on the first floor and residential units on the second floor are welcome, as are one-story commercial structures. Sample site plans are shown on page 3.

The City Hall Annex is a brick structure with approximately 8,500 square feet on the first floor and 3,250 square feet on the second floor. The building was originally a bank and was constructed in four phases from a period of approximately 1959–1978. The existing building has been partially occupied since being acquired by the City in 2007 and has been used primarily for storage, offices, training spaces, and conference/meeting spaces. A portion of the building has been remodeled, but the majority is in disrepair and in need of significant renovations.



The development lot available as part of this RFP process is approximately 200 ft x 300 ft (1.4 acres) and includes the building, a parking lot, and a small vacant lot. Any proposal submitted must specify if it will use all the available land, or only a portion of it. Any new construction on this site will require planned use zoning approval. Most of the property is currently zoned B-1 (Community Business District), however, introduction of new uses to the existing building may also require planned use zoning approval. It will be the responsibility of the selected developer to obtain any and all necessary zoning changes, variances, building permits, and other approvals to facilitate the development of this property.

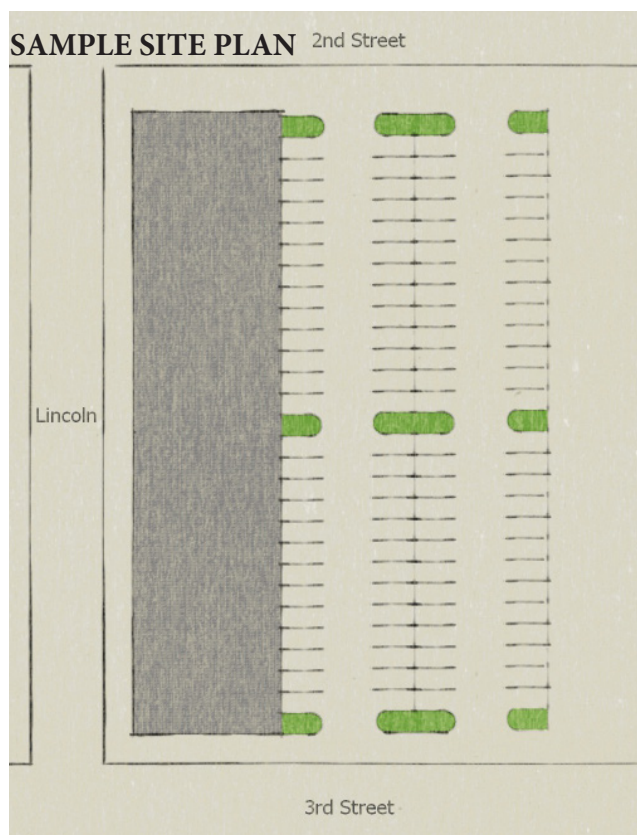
Public improvements in the immediate vicinity of this property include:

- Pavement repair & upgrades to existing parking lot at 1st & Vine (completed August 2016)
- Pedestrian crossing safety improvements on Lincoln Avenue (completed October 2016)
- Complete reconstruction of the 100 block of West 2nd Street (completed November 2016)
- Complete reconstruction of the 100 block of East 2nd Street—directly north of this building (proposed for 2017)
- Downtown Plaza & Parking Area—will include a finished parking lot and pavilion for downtown events at 1st & Vine (proposed for 2017-18)

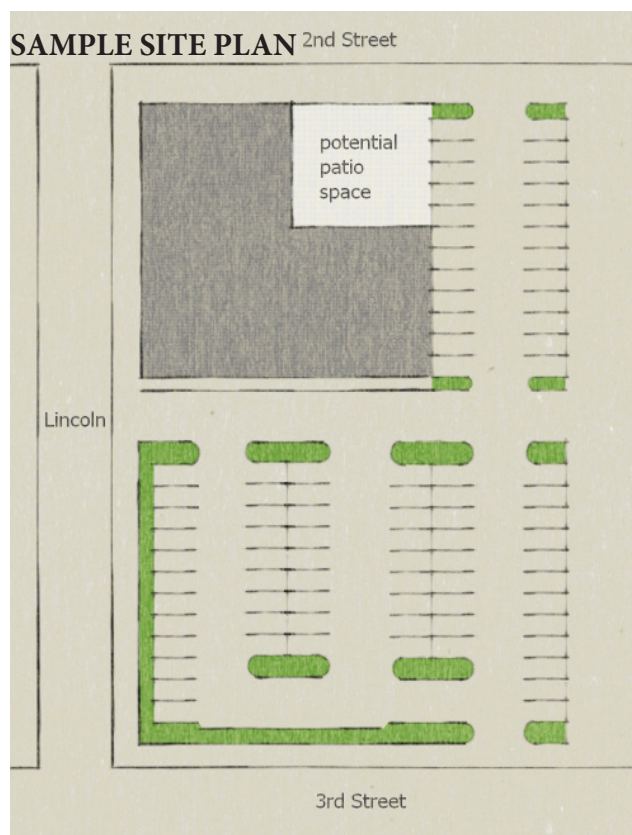
Since high quality tenant space is in high demand in Downtown O'Fallon, new construction is welcome on the site and a variety of retail/office/residential uses would be appropriate. Any new construction on this site will require planned use zoning approval. An alley goes through the middle of the property, but it appears that this right of way can be abandoned and a sewer line truncated if a new building is to transverse this space. Developers proposing new construction on the site will need to carefully consider expected parking demand and propose solutions to mitigate its effect on existing public parking.

Staff has prepared these two basic site layouts (see below) that can be used as a starting point in developing proposals. Please do not feel restricted to using these designs as other creative solutions are welcome. However, proposals that renovate the existing structure or construct a new building with first floor commercial space and second floor residential units would be preferred.

Please be aware that the City is under contract to allow an ATM on the property until 2027. The development proposal selected will need to coordinate with the bank to satisfy the current agreement.



70' x 300' Building
21,000 SF Ground Floor
104 Parking Spots



127' x 135' L-Shaped Building
13,440 SF Ground Floor Plus Outdoor Patio
84 Parking Spots

The City has a strong desire to add more public parking to accommodate the future growth of Downtown O'Fallon. The City is aware that new construction on this site will likely increase parking demand in the area. Therefore, proposals are encouraged to add public parking on this site and/or on the land immediately west of City Hall. The value of any potential new public parking created will be taken into consideration when evaluating proposals and negotiating final contract details.

The land west of City Hall is large enough for approximately 50-80 spaces, depending on the design and amount of land utilized.

Tax Increment Financing:

The building is located inside the Central City TIF district, created in June 2015 (more information available at www.ofallon.org/economic-development-division). *As publicly-owned property, the site has no Equalized Assessed Value, which allows all property taxes collected to be considered increment. The selected developer will be eligible to receive a substantial portion of increment generated by the property.*

Environmental Conditions:

As mentioned previously, the City Hall Annex has only been in partial use for many years and is in need of rehabilitation. An architectural feasibility study was completed on the property in September 2016 and is available for inspection upon request. The City makes no warranty or representation about the environmental conditions present on the site and any developer should conduct its own due diligence regarding same. The City is aware of the presence of asbestos in some of the floor tile. The property will be sold “as is”.

Developer Responsibilities and Submission Requirements:

Developers submitting a response to this Request for Proposals will be expected to address the following issues or topics in their written proposals:

- A written narrative describing the developer’s vision of the project along with details on proposed uses, potential parking demand, and amount of city-owned land required for the project.
- For new construction, provide a general site plan and photographic examples to show the quality and style of construction proposed.
- Provide estimated project budget, including property acquisition and TIF assistance.
- Submit a project timetable for the construction and completion of improvements. The City anticipates that the selected developer would be given six months to secure tenants and initiate zoning approvals. This period of time may be extended for an additional six months if approved by the City.
- Ability to obtain any and all necessary zoning changes, variances, special use permits, building permits, certificates of occupancy, or other approvals from the City of O’Fallon to accommodate or facilitate the development of this property. Acceptance of a sale contract by the O’Fallon City Council does not explicitly ensure approvals from other boards, commissions, or other governmental entities having appropriate jurisdiction over development of the property, and the City specifically disclaims any such representation or understandings to the contrary.

The City accepts no liability for the costs and expenses incurred by the Proposers with any activities performed in connection with this RFP process, including preparing their Proposals, preparing responses for clarification, conducting due diligence investigations and/or attending meetings and presentations required for the contract approval process. Each Proposer that enters into the RFP process shall prepare the required materials and submittals at its own expense and with the express understanding that they cannot make any claims whatsoever for reimbursement from the City for the costs and expenses associated with the RFP process.

Developer’s Qualifications:

Those developers interested in responding to this Request for Proposals will be required to demonstrate an ability to meet the following criteria:

- Developer’s anticipated project team (engineer, designer/architect, legal, builder/contractors, other).
- Portfolio of similar/past development projects with background information.
- Current in the payment of real estate taxes to St. Clair County for all tax parcels owned in whole or part by the developer or any related or affiliated entity.
- Current in any amounts or accounts due to the City of O’Fallon.
- No significant code violations (past, present or pending) within the City of O’Fallon and no adjudications for violating an order of the O’Fallon Building Division.

- No bankruptcy, receivership, conservatorship or other type of insolvency in the last seven (7) years for either developer or any related or affiliated entity or equity investor.
- If the developer has ever received a judgment against them for deficient performance under a contract, the developer must disclose this information to the City.

Purchase Price:

When evaluating proposals, the City will consider the final price offered for the property in conjunction with the quality of the redevelopment proposal, compatibility with the surrounding neighborhood, and overall benefit to Downtown O'Fallon. As mentioned under the Project Description section, the value of any public parking added on this site or immediately west of City Hall will also be taken into consideration.

Interested Developer Registry:

All developers with an interest in the project need to register with Anne Stevenson, Assistant City Planner, at astevenson@ofallon.org. All of those who provide contact information in this manner will receive updates, clarifications, and any future addendums to the RFP. The City takes no responsibility to provide updates to parties not listed on the Interested Developer Registry.

Questions/Requests for Information:

Any questions or requests for further information pertaining to this RFP or development project should be submitted in writing to Anne Stevenson, Assistant City Planner, at astevenson@ofallon.org. Any question sent after Tuesday, February 21, 2017 may not receive a response.

Building Walk-through:

The City highly recommends that parties interested in renovating the existing building conduct a walk-through of the property before submitting a proposal. To schedule a tour, contact Anne Stevenson at astevenson@ofallon.org. Answers to questions asked during any tours will be provided to those listed on the Interested Developer Registry.

Submission of Proposals and Deadline:

Interested developers are asked to submit an electronic copy (PDF format on a flash drive or CD) and two hard copies of their proposal in a **sealed envelope no later than 5:00pm on Monday, February 27, 2017**. Please be sure to mark the envelope "RFP City Hall Annex—Confidential Do not Open." Proposals should be submitted to:

Phil Goodwin
City Clerk
Re: RFP Old City Hall
255 S. Lincoln Ave.
O'Fallon, Illinois 62269

A Proposer may withdraw a Proposal up to the Proposal submission date provided that a written request to withdraw the Proposal is hand delivered to the City by or on behalf of an authorized representative of the Proposer, or the request is delivered by certified mail.

Evaluation Criteria

The City will evaluate proposals submitted in response to this RFP and make an award in its sole discretion based on criteria including the following:

1. Type of use proposed and compatibility with neighborhood;
2. Past success with similar developments;
3. Amount of tax revenues projected from the development;
4. Developer's qualifications and financial capabilities;
5. Price offered for real estate;
6. Other evaluative criteria as required and/or permitted by law.

Review and Selection Process:

During the City's review process, the City may request informal follow-up conversations and/or meetings with individual developers to seek clarification or better understanding of their respective proposals. The City expects to enter into exclusive negotiations on a sale contract with the preferred developer after making its selection.

City of O'Fallon Disclaimer:

The City of O'Fallon reserves the right to reject without explanation any or all proposals, to alter specifications contained in the RFP, and to waive requirements and technicalities.

The City of O'Fallon reserves the right to cancel and withdraw the RFP at any time.

Offerors may be eliminated from consideration for failure to fully comply with the requirements within this RFP.

Offerors submitting proposals in response to the RFP will be given notification of the results of the selection process.

The contents of this packet are for informational purposes only and the statements made herein, although thought to be accurate, are without warranty or representation of accuracy. Offerors should rely exclusively on their own investigations and analyses. The City of O'Fallon will honor confidentiality requests to the extent permitted by law. If portions of your proposal are proprietary, please mark items as such.

The City reserves the right to negotiate with any and all Offerors in order to obtain terms most beneficial to the City.

The City reserves the right to accept the proposal from the most responsive and responsible offeror which is most advantageous to the City as it, in its sole and exclusive discretion, determines.

Conflict of Interest:

Developers submitting a response to this Request for Proposals are asked to include a signed statement indicating that no official or employee of the City of O'Fallon has an interest in the developer's business nor in this development project as it pertains to the purchase of the property or transfer of the ownership thereof.

Confidentiality:

The City recognizes the developer may, as part of the RFP, submit to the City financial or other information which the developer deems to be of a sensitive nature. Such information may be submitted under a separate cover and labeled "Confidential" at the developer's discretion. This information will be used by City staff only for the purpose of evaluation and kept confidential to the extent allowed by the Illinois Freedom of Information Act, 5 ILCS 140/1 et. seq. and the Illinois Open Meetings Act, 5 ILCS 120/1 et. seq.

Certification In Compliance With 720 ILCS 5/33E-11 Illinois Compiled Statute:

Interested developers are asked to prepare and sign such a statement as part of their proposal. The undersigned individual certifies that he or she is not barred from submitting a response to this Old City Hall Request for Proposals (RFP) as a result of a violation of either 720 ILCS 5/33e-3 or 720 ILCS 5/33e-4, bid-rigging or bid-rotating.

Signature of Individual:

Type of Business Entity (e.g. Corporation, LLC, etc):

Business Address:

Business Phone Number:

SUBSCRIBED AND SWORN to before me on this ____ day of _____, 201_.

(seal)

Notary



