



CITY OF COLUMBIA  
OFFICE OF CITY MANAGER

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October 27, 2008

To: Interested parties

Subject: Request for Proposals (RFP) Mixed Use Downtown Development

Dear interested parties,

The City of Columbia is soliciting proposals for a mixed use redevelopment of an area adjacent to the City-owned surface parking lot located near 10<sup>th</sup> and Locust. The overall goal of the proposed request is to promote quality mixed use redevelopment of Columbia's downtown area in a manner consistent with the Sasaki "Land Use and Urban Opportunities Study".

The successful proposal will include a mix of housing, office and retail space. It should focus its ground floor use for sales tax generating businesses. Surface parking, if any, should be included within the structure. The City will not consider a proposal which simply re-allocates the existing City lot to surface parking strictly serving the proposed development.

Please find the attached RFP with accompanying maps, links to supporting documents and schedules. If you have any questions please do not hesitate to call.

Sincerely,

A handwritten signature in black ink, appearing to read "Tony St Romaine".

Tony St Romaine  
Assistant City Manager  
City of Columbia  
P.O. Box 6015  
701 East Broadway, 5<sup>th</sup> Floor  
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**REQUEST FOR PROPOSALS**  
**CITY OF COLUMBIA**  
**MIXED USE DOWNTOWN DEVELOPMENT**

**Project:** The City of Columbia is seeking proposals for the re-development of an area located immediately south of the City’s 10<sup>th</sup> & Cherry parking garage in downtown Columbia. Proposals may include the sale of the City’s surface parking lot shown on Exhibit A\*. The successful proposal will include a mix of housing, office and retail space. It should focus its ground floor use for sales tax generating businesses. Surface parking, if any, should be included within the structure. This request for proposals is expected to lead to a public-private partnership between the City of Columbia and the selected developer.

*\* City Ordinance XIII, Sec. 2-515, Sale Trade or Lease of Real Property allows for City property to be sold, traded or leased without competitive bids to any person to whom the property has a unique or enhanced value because of its accessibility, configuration, location, size or use, and to any adjacent property owner at fair market value as determined by an appraisal.*

**Location:** The redevelopment area is located between 10<sup>th</sup> & Hitt Streets, north of Locust Street, and contains a City owned and operated surface parking lot. (See Exhibit A for additional information.)

**Developer(s):** Qualified developers must have experience in planning and developing high quality mixed-use developments. Developers should also have the financial means to begin construction within two (2) years of the signing of the Selected Developer Agreement.

**Developer Selection:** The selection process is divided into 4 stages:

1. Submittal of proposals.
2. Evaluation by City staff and others.
3. Recommendation to Council re: possible sale of parking lot as part of a redevelopment plan for the area
4. Development Agreement negotiated and approved.

**Program:** The proposed area is one which was identified in the Sasaki study\* as a prime target for mixed use development, combining active retail street frontage with office and/or residential housing in a multi-story building. It also fits into the City’s goal of maximizing the space available for building in downtown Columbia by replacing surface parking lots and concentrating as much business in downtown Columbia as is physically possible. Development proposals should include multiple story buildings

oriented towards a pedestrian friendly environment that will support a variety of businesses sizes and types.

\*Link to Sasaki study:  
<http://www.gocolumbiamo.com/campus-cityopportunitystudy.php>

## GENERAL PRINCIPLES

General Principles identified to guide the project are;

### **Maximize retail density and concentrate physical development.**

The development of this property should create a retail ‘critical mass’ that promotes the opportunity to live, work, shop and recreate in a pedestrian friendly environment. This development may allow for a number of permit parking spaces to be made available on a long term lease in the City’s parking garage immediately to the north of the redevelopment area for use by residents as part of a proposed mixed use development plan.

### **Maintain a ‘neighborhood’ feel.**

Unique building design, buildings pulled up to street, and safe intersections will create a neighborhood environment closely resembling a traditional central business district.

### **Share Parking.**

This development may allow for a number of permit parking spaces to be made available on a long term lease in the City’s parking garage immediately to the north of the redevelopment area for use by residents as part of a proposed mixed use development plan.

### **Integrate landscaping and signage.**

By exceeding adopted minimums for landscaping and integrating signage for a variety of business types, this project will set a new standard for community appearance.

## PARKING LOT ACQUISITION

The City will negotiate with the selected developer.

1. Based on appraisals, the City and developer will negotiate a fair market price for the City’s ground. A two year option will be granted to the developer for sale conditioned upon execution of the development proposal.
2. A development agreement, to include the option, proposed development plan and other items of major benefit will be publicly reviewed and approved by the City Council.

## SUBMITTAL REQUIREMENTS:

- 1 Project report - Narrative detailing the developer qualifications (see below).
  - a. Cover letter addressed to Tony St Romaine, Assistant City Manager.

- b. Name of primary contact, title, and contact information.
- c. Statement of financial capability.
- 2 Conceptual site plan-include all potential development parcels.
- 3 Calculations - Retail, Office, Residential, parking and open space areas.
- 4. Timeline for the proposed redevelopment project.

The required submission of the Request for Proposals must be submitted in a three-hole binder with tabbed numbers for each identified section. All materials must be submitted in an 8.5' x 11' format. Respondents must submit an original, clearly marked envelope containing original signatures in ink, along with six (6) copies in a sealed carton to the City Manager's Office by 5:00 p.m. (local time) November 19th, without exception, at the following address, to be deemed responsive and eligible for consideration:

City of Columbia, Missouri  
Office of the City Manager  
Attention: Tony St Romaine, Assistant City Manager  
P.O. Box 6015  
701 East Broadway, 5<sup>th</sup> Floor  
Columbia MO 65201

Packages should be marked with the following identification:

*“RFP: Mixed Used Development”*

All submission information should also be included on a CD or DVD in a non-editable format for archival purposes. All submission materials become the property of the City of Columbia. Sealed proposals and related documents related to a negotiated contract are considered closed records until an agreement is executed, or all proposals are rejected (610.021(12), RSMo.)

Any proposal, which is not properly marked, addressed or delivered to the submission place, in the required form, by the required submission date and time, will be ineligible for consideration.

Submissions should show evidence of, and will be reviewed on the following:

1. Experience in planning, development, financing and marketing/promotion of mixed use developments where the developer serves as lead from project initiation through project completion.
2. Development Team Experience
  - a. Design and Planning Experience – experience of the project architect in producing high quality design in a community ‘downtown’ context, and expertise in resource-efficient design and construction practices. Design teams should be familiar with the USGBC LEED™ certification process, as some financial incentives may be dependent on LEED™ certification.
  - b. Construction / Construction Management Experience – experience in constructing similar projects of like scale to that proposed here and delivering the project within a reasonable time schedule.

- c. Development Team Capacity – Number and size of projects concurrently undertaken by the development team, particularly the lead development entity, and demonstrated ability of development team to successfully undertake and complete numerous projects at the same time.
- d. Public / Private Project Experience – If applicable, demonstrate ability to respond to the adopted City’s TIF Ordinance and Policy, deliver projects as proposed, and to work effectively with public agencies.
- e. Management Experience – experience in operating projects comparable in size to the proposed development and maintaining high quality maintenance standards.
- f. Identification of clear lines of responsibility within the development team and designation of lead person responsible for project coordination.
- g. Experience in attracting new retail business and working relationships with businesses interested in underserved markets.
- h. Ability to attract larger retailers is a plus.

3. Financial Strength of Development Team

- a. Evidence of financial ability to complete current projects of the development team.
- b. Demonstrated ability to provide required equity with reasonable return expectations.
- c. Track record of providing necessary capital for predevelopment activities, securing construction and permanent financing for ongoing operations.
- d. Strength of current financial relationship with financial resources and ability to secure loan commitments from lenders.

4. Development Approach

- a. Responsiveness to all items identified in this RFP
- b. Ability to incorporate ground floor retail, office and residential living into the site plan.
- c. Interest in developing high quality architecture, landscaping, and urban/site amenities to support the pedestrian friendly environment.

**PROJECT DEVELOPMENT:**

The selected developer is expected to fulfill all responsibilities from project initiation to project completion. The selected developer will be responsible for complying with all city ordinances and adopted codes.

It will be the responsibility of the developer and authorized agents to coordinate and promote the project plan to potential tenants. Additional development opportunities may exist with adjacent properties owners.

**RESERVATIONS AND CONDITIONS**

The City of Columbia reserves the right to reject any and all submissions and to waive any error or inconsistencies in the submissions, request additional information, amend the project schedule or provide additional requirements to any and all developers submitting proposals. The City of Columbia shall be the sole judge regarding the sufficiency of each proposal, and its decision shall be final. By submitting a response to this RFP, respondents agree to accept and be bound by the selection process described herein. Personal interviews may be requested at the discretion of the City of Columbia. Nothing in this RFP shall create any contractual relationship between anyone responding to this RFP and the City of Columbia. The City accepts no financial responsibility for costs incurred by those responding to this RFP.

**SCHEDULE**

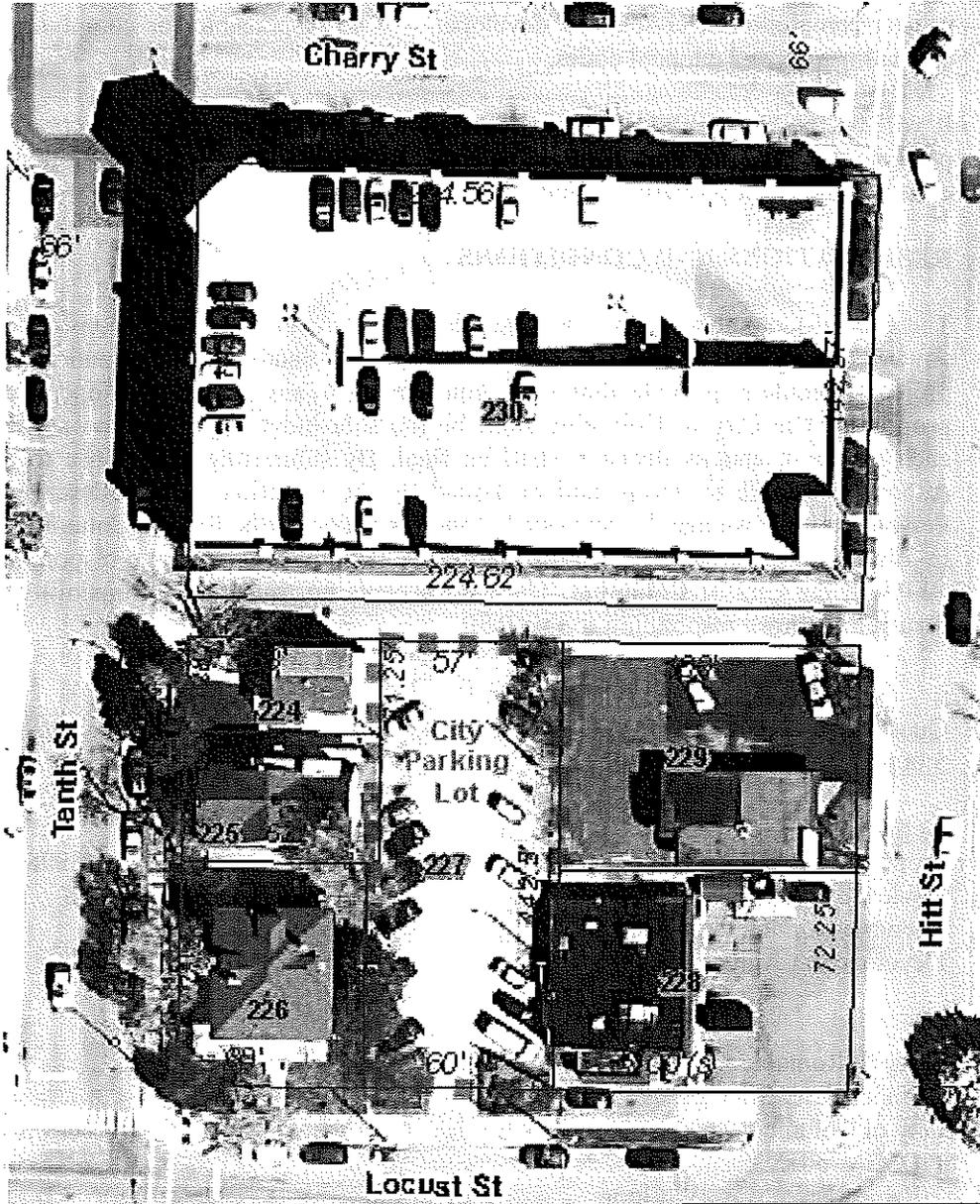
Questions and requests for information should be submitted in writing prior to 5:00p.m. November 7<sup>th</sup>, 2008.

<u>Action</u>	<u>Date</u>
Proposals due at City Hall	5:00 p.m. November 19, 2008
Review of Proposals	Complete by Dec 19, 2008
Recommendation to Council	January, 2009
Development Agreement	March, 2009

**CONTACT**

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City of Columbia  
P.O. Box 6015  
701 East Broadway, 5<sup>th</sup> Floor  
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### Exhibit A



*Redevelopment Area – 10<sup>th</sup> & Locust*