City of Cedar Rapids
Request for Proposals

Stewart Road & Otis Avenue SE

Proposal Due: July 31, 2018, 11:00 a.m. CST
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ATTACHMENTS

- Plat of Survey No. 2275
- Exhibit A: Location Map
- Exhibit B: Infrastructure Map
- Exhibit C: Floodplain Map
REQUEST FOR PROPOSAL
FOR THE LEASE OF
CITY OWNED REAL ESTATE

SECTION 1. BACKGROUND

The City of Cedar Rapids ("City") invites developers, end-users, and interested parties (collectively "Proposer") to submit a development plan ("Proposal") for the real property owned, leased or controlled by the City of Cedar Rapids, IA commonly known as the "Stewart Road Property" (Property) located at the intersection of Stewart Road and Otis Avenue SE:

- Geographic Parcel Number 14-35-451-002-00000, Cedar Rapids, Iowa, including the 27.74 acre portion ("Parcel A") and excepting the 3.94 acre portion at the Northeast corner of the parcel ("Parcel B"). Parcel A is legally described as "That part of the SW ¼ of the SE ¼ and Government Lot 2, Section 35-83-7, Linn County, Iowa, lying North Easterly of the Right-of-Way of the Chicago & Northwestern Railway Company as shown in Parcel A of Plat of Survey #2275."

The property was acquired by the City in 1997. Subsequently, the disposition of the property is subject to meeting the following key requirements of the State of Iowa Code:

- The real property or interest must not be sold, leased, or otherwise transferred for less than fair market value; and
- A City is required to dispose of real property only under reasonable competitive bidding procedures.

RFP information for this site is available online at:
http://www.CityofCR.com/redevelopment

Proposals will be accepted until 11:00 AM on July 31, 2018.

Proposals are to be submitted:
Community Development Department
ATTN: Bill Micheel
2nd Floor City Hall
101 First Street SE
Cedar Rapids, Iowa 52401

The City will not be bound to accept any proposal and may decide to abandon the disposition. Any lease or sale of the Property shall be without warranty as to its completeness, condition, accessibility or its suitability for intended use of the Proposer. The property will be disposed of “as is and where is.”
SECTION 2. DEVELOPMENT OBJECTIVES
The City is seeking development proposals that achieve the following objectives:

(1) Proposal is in conformance with any relevant deed restrictions, easements, zoning code requirements, building code requirements, and other key site constraints:
   a. 35’ easement required for 24” sanitary sewer main that runs parallel to the RR property line
   b. 25’ easement for 16” water transmission line being designed to be located along property line adjacent to Cole Street
   c. 15’ easement for transmission lines along east section of property for existing overhead electrical facilities

(2) Satisfactory Developer Capacity and Project Feasibility
   a. Satisfactory capacity, experience, and capability of the Proposer
   b. Financial feasibility
   c. Timeline for redevelopment and build-out
   d. Proposed land use is compatible with flood events

(3) Community Benefit
   a. Creation of a community benefit

(4) Economic impact
   a. Job creation or retention

SECTION 3. PROPERTY OVERVIEW

Location: Intersection of Stewart Road and Otis Avenue SE
Land Size: 1,208,354.40 SF (27.74 acres)
Appraised Value: $83,220
Current Zoning: R-1 (Single-Family Residence)

SECTION 4. RFP SCHEDULE

June 19, 2018 City Council Development Committee Consideration
July 10, 2018 Public hearing and resolution to invite competitive proposals
July 11, 2018 RFP Released
July 12, 2018 RFP Informational Meeting, 10:00 AM, City Hall Training Room
July 26, 2018 Deadline for proposal extension
July 31, 2018 11:00 a.m. - Proposal Deadline
August 2, 2018 Proposal Selection
August 14, 2018 City Council consideration of preferred Developer
August/September 2018 *City Council consideration of a Development Agreement

Bold items denote City Council action

*Subject to mutual agreement of terms and conditions of a Development Agreement
SECTION 5. PROPOSAL DEADLINE EXTENSION

The City recognizes the many variables to putting a responsive proposal together. In the event that a Proposer determines that additional time is needed beyond the proposal deadline, a written request for time extension can be submitted to the City requesting additional time. The Proposer should submit a formal letter to the City providing the requested extension amount and reason for the extension. **The deadline for submitting the request for deadline extension is July 26, 2018.** Staff will promptly put an item on the next available City Council agenda for the City Council’s consideration of a time extension. While City staff cannot guarantee the requested time extension will be granted, the City Council’s past practice has been to allow for time extension based on reasonable circumstances.

SECTION 6. PROJECT DESIGN

The property is situated in close proximity to the Rompot residential neighborhood and the Prairie Park Fishery. Submittals for the development and transfer of the Property are expected to demonstrate how the proposal minimizes potential adverse aesthetic impacts on the surrounding area and mitigates any conflict with surrounding property uses.

Proposals for the development of the Property are expected to include a Site Design Plan which is consistent with the Development Objectives outlined in Section 2 of this RFP.

SECTION 7. CONCEPT REVIEW

Proposers are strongly encouraged to submit a concept review to the City's Development Services for their review and comment prior to the proposal deadline. Development Services can provide a confidential technical review of a project’s conceptual design to ensure that all applicable City Codes, Building Codes and other applicable regulations are being addressed in the proposed design. The level of review and comments provided by Development Services is directly related to the quality and level of detail provided by the proposer.

SECTION 8. PROPOSAL SUBMISSION REQUIREMENTS

Respondents must submit one (1) original hard copy of their development proposal. Upon their submission, all materials will become property of the City of Cedar Rapids. All proposals must be submitted to the City of Cedar Rapids Community Development Department, 2nd Floor City Hall, no later than 11:00 AM on July 31, 2018. **No submissions will be accepted after this date and time or at any other location.**

Each submission must contain, at a minimum, the following information:

A. **Developer Qualifications**

   1. **Developer Contact.** Name, address and contact information of firm or individual responding to the proposal;

   2. **Development Overview.** Provide a brief description of the organization, year established, number of employees, types of projects undertaken, yearly financial volume of projects, and current projects underway;

   3. **Development Team.** Provide a listing, qualifications and role of all of the team members anticipated to participate in the project;
(4) **Experience.** Provide a list, description and photos of one (1) or more relevant projects detailing the role of the firm in each of the projects;

(5) **Developer Financial Capacity.** Provide documentation validating the developer's financial capacity. Acceptable documentation includes documentation deemed by the proposer to adequately demonstrate the financial capacity of the firm.

B. **Project Proposal**

(1) **Project Description.** Provide a detailed narrative description of the proposed project including, but not limited to:
   
   a. Strategies to mitigate potential aesthetic impacts of the proposed use on surrounding property with views of the project.

(2) **Project Rationale and Strategy.** Provide information supporting the need for the proposed project;

(3) **Elevations.** Provide elevation drawing;

(4) **Site Plan.** Provide a set of drawings showing the following (as applicable):
   
   a. Site plan
   b. Enlarged site plan;
   c. Project layout and distance from extent of property lines;
   d. Site access;
   e. Landscaping plan.

(5) **Economic Impact.** Provide estimates on the economic impact of the project:
   
   a. Overall project investment;
   b. Estimated post-development assessed value;
   c. Jobs created or retained
   d. Any other figures determined by the Proposer to show economic impact.

(6) **Tenants.** Provide information on any identified tenants proposed as part of the development including letters of intent, intent to lease, or agreements with any owner-occupied end-users including type of business and nature of occupancy (as applicable).

(7) **Timeline.** Provide a proposed project timeline including: site design, rezoning/site plan approval, securing financing, issuance of permits, site improvements, construction of the facility, substantial completion and estimated final completion.

C. **Project Financials**

(1) Estimated post-development Assessed Value for the Property;

(2) Proposer shall include financial documentation sufficient to assist the City in determining whether the proposer has secured or has the ability to secure the necessary financing to facilitate the lease and development of the Property. The City reserves the right to determine the appropriateness and adequacy of the documentation submitted by Proposers validating the project’s financing. Acceptable documentation includes documentation deemed by the proposer to adequately demonstrate the financial capacity of the firm.
SECTION 9. KEY CONTACTS

(1) RFP Questions
   Bill Micheel, AICP
   Asst. Director
   City of Cedar Rapids
   Community Development & Planning
   (319) 286-5045
   w.micheel@cedar-rapids.org

(2) Land Development:
   Vern Zakostelecky, Zoning Administrator
   City of Cedar Rapids
   Development Services
   (319) 286-5043
   v.zakostelecky@cedar-rapids.org

(3) Real Estate
   Carol Morgan, Real Estate Disposition Coordinator
   City of Cedar Rapids
   Public Works – Engineering
   (319) 286-5092

(4) Building Code
   Kevin Ciabatti, Building Services Director
   City of Cedar Rapids
   Building Services
   (319) 286-5841

SECTION 10. REVIEW PANEL

All proposals will be reviewed and evaluated by a review panel established by the City. The review panel serves as a recommending body, and only provides a recommendation of a preferred lease or acquisition and development proposal for the City Council’s consideration.

The review panel will make a recommendation of the preferred proposal for the City Council's consideration based upon the proposal which best meets the evaluation criteria provided in the next section.
SECTION 11. PROPOSAL EVALUATION

Proposals will be ranked according to the following three categories:

(1) Developer Capacity and Project Feasibility
   a. Capacity, experience, and capability of the Proposer;
   b. Financial feasibility;
   c. Timeline for project build-out;
   d. Proposed land use is compatible with flood events;
   e. Proposed strategies to mitigate potential adverse aesthetic impacts of the project & conflicts with surrounding property uses.

(2) Community Benefit
   a. Proposed use of property;
   b. Quality of project design elements.

(3) Economic impact
   a. Overall project investment;
   b. Jobs created or retained

SECTION 12. ENVIRONMENTAL CONDITION

The City is disposing of the property “As is, Where is” and shall disclose, in writing, to interested Proposers all of the facts or claims known to the City about any environmental conditions that exist on the Property. Environment Site Assessments (ESAs) obtained by the City at its acquisition are available on the City’s website: www.CityofCR.com/redevelopment.

SECTION 13. RESOURCES

(1) City of Cedar Rapids Land Development Process
   http://www.cedar-rapids.org/government/departments/community-development/Landdevelopment/Pages/default.aspx

(2) City Zoning Ordinance – Chapter 32
   https://library.municode.com/index.aspx?clientId=16256

(3) City Floodplain Management Ordinance – Chapter 32B
   https://www.municode.com/library/ia/cedar_rapids/codes/code_of_ordinances?nodeId=CH32BFLMAOR

(4) The City of Cedar Rapids Flood Control System
   http://www.cedar-rapids.org/city-news/announcements/Pages/Community-Outreach-for-Flood-Control.aspx

SECTION 14. DISCLAIMER

(1) The City reserves the right to determine the appropriateness and merit of all submitted proposals. Issuance of this RFP does not obligate the City to enter into negotiations of a Development Agreement with any responding firm.

(2) All information submitted by the Proposer is public record and subject to Iowa’s open records laws.