City of Mishawaka

Community Development

City of Mishawaka Redevelopment Commission
Excess Property Disposal
February 10, 2014

REDEVELOPMENT PARCEL # 14

REQUEST FOR BIDS/PROPOSALS

Notice is hereby given that the City of Mishawaka, acting by and through its Redevelopment Commission, is offering the following described real estate for sale.

Parcel 1: Lot 4 Main Street Corridor 2nd Subdivision Vacant Residential Parcel

The Redevelopment Commission of the City of Mishawaka is seeking a real estate developer, preferably with experience in downtown or new urban projects. The Commission will accept proposals only for the redevelopment of the land described above. Although construction may be phased, it is the desire of the Commission not to dispose of this property for land banking or non-tangible speculative development. In addition, proposals for pieces or a portion of the parcel will not be considered at this time.

Proposals are due by 4:30 PM on Tuesday, March 18th, 2014. They will be acknowledged at the regular meeting of the Mishawaka Redevelopment Commission. The meeting will be held in room 205 at Mishawaka City Hall, 600 East Third Street, at 6:30 p.m. on March 24th, 2014

Potential developers need to be aware that the City of Mishawaka has made a substantial investment in preparing this property for redevelopment. At this time, the Commission is not anticipating investing any additional funds in the redevelopment of this property. Based on the appraisal of the property, the Commission has established a minimum bid price for the parcel based on the average of two independent appraisals. The minimum bid price for this property has been set at $4,750. The Commission is willing to consider proposals for an outright purchase, or would be willing to consider proposals for less than the appraised value of the property dependant on the quality and value of the development being proposed.

Please note: It is the intent of the Redevelopment Commission to sell or dispose of surplus property for redevelopment. The Redevelopment Commission's primary goal is to see that the property is developed for its highest and best use. With the exception of selling property to adjacent neighbors, the Commission does not typical dispose of property just to sell it for unspecified land banking. Since this is an open bid, the Commission may need to evaluate multiple bids for the same property. The more information you can include showing the merits of your project could make the difference of being awarded the bid or not. Keep in mind, highest price is not the sole factor being considered by the Commission, but it would be the tie breaker for comparable proposals. Included with your bid, please include information on the following:

1. Price being bid
2. Proposed use or uses you intend for the property.

3. Any drawing or building plans showing the qualitative nature what you desire to construct, if applicable. Feel free to include multiple sheets, plans, or images. Ideally, illustrate in a schematic form how your proposed project will meet the requirements of the City Zoning Ordinance (building setbacks, landscaping, etc.)
4. Your timeframe for construction, if applicable.
5. Please provide some indication that you have the financial ability to purchase the property and perform improvements as desired. This could be a prequalification from a lender, or an indication that cash is readily available. More information may be requested by the Commission following the receipt of bids as part of the evaluation process.
6. The Commission is selling the property as is. If there is anything being requested by the Commission, or if there is any contingency being proposed, please identify it so that it can be evaluated as part of the review of bids. Where multiple bids are received, a contingent sale request, or request being made of the Commission may be considered the sole reason for going with another proposal, no matter how small or insignificant the request may seem.

All proposals must include the submission of the information and materials as requested at the end of this Request for Proposals. The intent of requesting this information is to help the Commission rank each proposal based on tangible elements and characteristics.

Proposal packets are available starting February 11th, 2014 at the Department of Redevelopment, Room 201, Mishawaka City Hall, 600 East Third St, Mishawaka, IN 46544. The cost of a proposal packet is $10.00 and is non-refundable. For further information or questions, please contact Community Development Director David Thomas at (574) 258-1609, or email your request to dthomas@mishawaka.in.gov

Proposals must be submitted to the Redevelopment Commission no later than 4:30 PM on March 18th, 2014. **Late proposals will not be considered**. Ten (10) copies of the proposal should be sealed and delivered to the Community Development Department, City of Mishawaka, 600 East Third Street, Mishawaka, IN 46544. Proposals packages must clearly be marked as "Response to Request for Bids/Proposals, Excess property disposal" List the parcel number or numbers on the sealed bid. The Mishawaka Redevelopment Commission reserves the right to accept or reject any or all proposals.

Redevelopment Project Overview

The Commission expects to play an active and on-going role throughout the redevelopment process, ensuring that the vision of the community is achieved through the development of this property. However, the Commission does not anticipate a partnership or public participation in the long-term operation of the project once the property has been developed. As such, this parcel is being marketed currently for the sale of land only.

The Commission does not wish to maintain ownership of the Redevelopment Parcel, except for selected space to be dedicated for public use. The City will expect an offer for the purchase of the real estate as part of the development proposal. The developer should be prepared to develop all areas of this property not to be retained for public use. No partial sales or lease to purchase options will be considered.

Although the Commission is offering only this property, prospective developers should consider how reuse of this site will be part of an integrated neighborhood development plan. Developers are strongly encouraged to research what development opportunities may be available by including surrounding privately owned parcels. The Redevelopment Commission is willing to assist with a larger development scheme, but not by playing the lead role in such an endeavor.

General Site Characteristics

Please review specific property information available online at www.mishawaka.in.gov.

Request for Information

No oral interpretation will be made to any developer as to the meaning of the Request for Bids/Proposals document or any part thereof. Requests for such interpretation shall be made in writing, indicating a "Request for Information," and should be faxed, e-mailed or mailed to the Community Development Director. Any inquiry received ten (10) or more days prior to the date fixed for opening of proposals will be given consideration. Every interpretation made to a developer will be in the form of an addendum to the proposal documents and, when issued, will be on file in the Community Development Department office at least five (5) days before proposals are opened. In addition, all addenda will be mailed to each person holding Request for Proposal Documents, but it shall be the Developer's responsibility to make inquiry as to the addenda issued. All such addenda shall become part of the Request for Proposals and all Developers shall be bound by such Addenda, whether or not received by the Developer.

City Desired Development

It is the intent of the Redevelopment Commission to sell or dispose of surplus property for redevelopment. The Redevelopment Commission's primary goal is to see that the property is developed for its highest and best use. With the exception of selling property to adjacent neighbors, the Commission does not typical dispose of property just to sell it for unspecified land banking. Since this is an open bid, the Commission may need to evaluate multiple bids for the same property. The more information you can include showing the merits of your project could make the difference of being awarded the bid or not. Keep in mind, highest price is not the sole factor being considered by the Commission, but it would be the tie breaker for comparable proposals. Included with your bid, please include information on the following:

- The context of the location of the parcel and how the proposed development relates to existing residential properties or businesses.

- Given the likely difficulty in staging materials, preference will be given to developers or development entities willing to develop multiple parcels as part of a comprehensive development. Preference will also be given to developers who have written agreements regarding the inclusion or use of adjacent properties not owned by the Commission

- High quality architecturally interesting proposals will be given preference.

- All other points being equal, the City will give preference to higher quality and more significant investment in the property over purchase price.

Selection Process

The City will use a "Qualification Based Selection Process" to determine the overall most favorable development proposal for the City of Mishawaka. The process will consist of the following general steps:

1. City publishes "Notice of Request for Proposals" to publicly advise interested developers of City's intent to seek qualified developers/development teams.

2. A Project Review Team (The Team) selected by the Mayor and Redevelopment Commission will review all submittals that are timely filed and will rank each development proposal.

3. The Responsibilities of the Team are as follows:
   a. Review and rank all proposal responses timely filed.
   b. Collectively determine highest-ranking proposals from those submitted.
   c. Interview the development teams and select the development team for the project.

d. Receive approval of the Redevelopment Commission to negotiate a Development Agreement with selected development team.
e. Review, negotiate and recommend to the Redevelopment Commission for formal approval a mutually satisfactory development agreement with the qualified development firm.

Timetable

The following timetable should be considered when submitting a proposal:

- Release of the Request for Proposals documents –February 10th, 2014

- Last date for receipt of developer proposals – March 18th, 2014 at 4:30 PM. All proposals submitted will be acknowledged at the Redevelopment Commission meeting and then will be reviewed at a subsequent meeting. No details will be presented at this meeting. Representatives from the Redevelopment Commission and City of Mishawaka will then conduct separate individual interviews with each team submitting a proposal as part of the evaluation process.

- Developer interviews and proposal evaluations conducted by representatives of the Redevelopment Commission and the City – April 2014.

Notification will be sent informing all bidders of the Commission's final decision

Miscellaneous Information

1. The Commission reserves the right, at any time and in its sole and absolute discretion, to reject any or all proposals. The Commission also reserves the right to withdraw the RFP without notice, to use the development proposals as a basis for negotiation with one or more respondents and/or with parties other than those responding to this RFP and/or on terms other than those set forth herein.

2. In no event shall the Commission or the City be liable to respondents for any cost or damages incurred by respondents or other interested parties in connection with the procurement process, including but not limited to any and all costs of preparing the response and participation in any conferences, oral presentations or negotiations.

3. The successful bidder(s) must be prepared to enter into a Development Agreement with the Commission, which shall contemplate the sale of this parcel of land and shall set forth the nature of the development of the site. By delivery of their proposal for redevelopment, each bidder agrees to negotiate the Development Agreement in good faith. In addition, each bidder acknowledges and agrees that if, in spite of good faith negotiations, the bidder and the Commission cannot reach agreement on a form of Development Agreement on or before 60 days following the acceptance of the bid, then, such successful bidder shall have no further rights (development or otherwise) in or to the site, and the Commission may re-offer the site or otherwise dispose of the same as permitted by law.

4. The Commission understands that some information included in the developer proposal may be confidential and proprietary. Developers must understand that submissions are subject to the State of Indiana Open Door Law. Developers are asked to indicate any information included in a submittal that they consider confidential and exempt from disclosure.

5. All development proposals received in response to this RFP will become the property of the City of Mishawaka Redevelopment Commission and will not be returned to the developer.

Required Content of Development Proposals:

The following information must be provided by the firm(s) or individual(s) submitting proposals for the Property.

Ten (10) paper copies of the proposal should be sealed and delivered to the Community Development Department of City of Mishawaka, 600 East Third Street, Mishawaka, IN 46544. Proposals packages must clearly be marked as "Response to Request for Bids/Proposals, Excess property disposal" List the parcel number or numbers on the sealed bid. Developers submitting bids/proposals on more than one parcel need only submit one bid and shall clearly mark the proposal for all development parcels being bid.

Cover Letter:
Please provide a cover letter. Identify your offer for the parcel in U.S. Dollars. If you are submitting on multiple parcels, itemize your bid for each parcel separately. If your bid is contingent on receiving more than one parcel, please identify it in the cover letter.

Developer Experience and Background:
Interested developers must demonstrate their ability to develop the site. Include the following sections in the development proposal:

1. Description of the development firm, including any joint venture partners.

2. Type of legal entity (i.e. Corporation, Partnership, etc.)

3. Names, addresses, titles of position (if any), and nature and extent of the interest of the officers and principal members, shareholders, investors of the developer.

4. List the developer's previous, relevant project experience with urban redevelopment projects including brief descriptions, financial summaries, photographs, and other materials as necessary.

5. The successful bidder will need to provide the Commission satisfactory evidence of the developer's financial capability, including corporate financial statement, letters of credit, or other documents as may be deemed appropriate by the Commission.

6. Identification and role of key individuals in the development team including their experience and training.

7. Statements regarding whether the developer, officers, principal members or other parties of interest have been adjudged bankrupt or if anyone referred to above has been indicted for or convicted of any felony within the past ten years.

Development Proposal
In addition to the developer's qualifications, submittals must include the following elements:

1. A project narrative describing the development that is being proposed for the parcel. Include a statement describing the proposed use(s) for the site.
2. A tentative project schedule, that identifies benchmarks for significant activities such as market studies, engineering, project marketing, final site designs, architectural plans, tenant lease agreements, final closing, etc. Schedule should include different phases if the project is to be done in phases.

3. Preliminary architectural sketches (or photographs of similar projects intended to be replicated) and a conceptual site plan.
4. A description of the administrative and/or development role requested of the City of Mishawaka Redevelopment Commission, including what assistance or support is being requested including the construction of infrastructure. If no assistance is requested, it will be assumed that no assistance is required from the City.
5. The Commission is selling the property as is. If there is anything being requested by the Commission, or if there is any contingency being proposed, please identify it so that it can be evaluated as part of the review of bids. Where multiple bids are received, a contingent sale request, or request being made of the Commission may be considered the sole reason for going with another proposal, no matter how small or insignificant the request may seem

Offer and Financial Assumptions

The City of Mishawaka is seeking an offer from the potential developer for the outright acquisition/purchase of this parcel. Please identify your offer clearly on the cover letter of your submission provide an offer for the purchase of the property,

While the City of Mishawaka desires to receive a fair and reasonable value for giving an experienced, financially viable development entity the right to renovate/build upon this parcel, selection will not be based only on the highest price offered for the land. The City intends to consider all offers and make a selection based on that proposal that puts a premium of the quality of the development and value that it adds to the surrounding neighborhood. In the past, the Commission has selected proposals that put the highest dollar amounts in the project rather than accepting the highest price for the land.

PROPOSAL/OFFER

TO: The City of Mishawaka
Redevelopment Department

DATE: February 10, 2014

RE: Sale of Lot 4 Main Street Corridor 2nd Subdivision – Vacant Residential Parcel

FROM: Name: _____

Address: _____

City, State, Zip Code: _____

Telephone: _____

The undersigned, having familiarized himself/herself with the property and its conditions hereby proposes and agrees to pay to the City of Mishawaka, Indiana, for the purchase of the described property.

The undersigned acknowledges that I have read and understand that this offer is subject to, all the terms, conditions and requirements set forth in state law. I understand that I will be expected to negotiate in good faith the timing and methods to transfer this property. By signing this document, I agree that I do not owe delinquent taxes, special assessments, penalties, interest, or costs directly attributable to a prior tax sale on this property, nor am I an agent of a person who does.

Date: _____ By: _____

_____
(Title)

ATTEST:

By:

Name: _____

Printed: _____

Title: _____

OFFER PRICE

<u>Real Estate Packet #6</u> Described as: Lot 4 Main Street Corridor 2nd Subdivision – Vacant Residential ParcelResidential Parcel

The Market Value of this property is $4,750

Total Offer: $ _____

(_____ Dollars)

CLOSING DATE:

Estimated number of days for closing, from award date: _____ Days

ACCEPTANCE

The City of Mishawaka, acting through and by its Redevelopment Commission, hereby accepts the terms of the offer for the real property specified herein and promises to accept the price quoted by the above signed Vendor upon delivery and acceptance of the item(s) stipulated in said bid.

Date: _____ By: _____

M. Gilbert Eberhart, President

By: _____

Bill Buraczewski, Secretary