

REQUEST FOR PROPOSAL

City of St George, Kansas

Commercial Development

City of St George, KS (Owner) is requesting proposals from interested developers to purchase and develop a commercial tract in the southwest corner of 1st St and Lincoln. Proposals will be received at the St George City Hall located at 220 First Street, St George KS 66535, until May 5, 2023, at 5 p.m. local time.

Information for the Project can be found at the following designated website:

www.drexeltech.com

Documents may be downloaded from the designated website. Prospective developers are urged to register with the designated website as a plan holder, even if Documents are obtained from a plan room or source other than the designated website in either electronic or paper format. The designated website will be updated periodically with addenda, lists of registered plan holders, reports, and other information relevant to submitting a Bid for the Project. All official notifications, addenda, and other Documents will be offered only through the designated website. The Owner will be responsible for Documents, including addenda, if any, obtained from sources other than the designated website.

The Issuing Office for the Bidding Documents is:

Drexel Technologies

10840 West 86th Street, Lenexa, KS 66214, 913-371-4430

Prospective Bidders may examine the Bidding Documents at the following:

1. St George City Hall 220 First Street, St George KS 66535
2. St George Website <https://www.stgeorgeks.gov/>
3. Drexel Technologies www.drexeltech.com

Documents may be viewed and ordered online by registering with the Issuing Office at www.drexeltech.com. Following registration, complete sets of Documents may be downloaded from the Issuing Office's website as "zipped" portable document format (PDF) files. The cost of printed Documents from the Issuing Office will depend on the number and size of the Drawings and Project Manual, applicable taxes, and shipping method selected by the prospective Bidder. Cost of Documents and shipping is non-refundable. Contract Documents will be shipped only if the requesting party assumes responsibility for all related shipping charges.

REQUEST FOR PROPOSAL

Project: St. George, KS
Date: March 13, 2023

To: Commercial Developers

From: City of St George

Description: Commercial Development

BACKGROUND INFORMATION

St. George is a bedroom community of Manhattan, KS and is located six miles east of Manhattan and six miles west of Wamego, KS. It has an official 2020 population of 960 but City officials think it is over 1,000 residents now due to the number of homes being built. For a time, St. George was the fastest growing city in the fastest growing county in Kansas. Much of the recent growth can be attributed to young families moving to St. George for the award-winning USD 323 school district. Pottawatomie County is also soon to be the home of Scorpius Biomanufacturing which is projected to bring in 500 jobs paying an average of \$70,000 annually. This pharmacology biomanufacturing facility will be located four miles west of the City.

According to the City's 2040 Comprehensive Plan, prepared by the Flint Hills Regional Council in 2021, St. George's demographics include 302 households with an average of three individuals per household. 53.5% of those households have children under the age of 18. Residents are predominately white with only 3.8% being Hispanic or Latino. 15.4% of families in St. George are military and associated with Fort Riley located about 30 minutes away. Land use is primarily zoned as single-family residential homes with a small downtown area for small businesses.

The original City of St. George was established in 1857. It remained its original size for more than 100 years. In the last 20 years, four housing developments were established due to demand for homes for those families who wanted to be geographically located along Highway 24 between Manhattan and Wamego. In the last year, the City's Planning and Zoning Committee has been approached with potentially three other housing development projects.

The City of St. George completed a Comprehensive Plan in 2021. It has learned that while it may have homes, it needs businesses as well as parking. The City owns acreage downtown and desires to put a new City Hall on the property, a parking lot and commercial developments for commercial business use.

THE PROJECT

The City is issuing this request for proposal (RFP) for commercial development(s) on a 2.5-acre tract currently owned by the City in the Southwest corner of 1st Street (Military Trail) and Lincoln. Enclosed is an exhibit illustrating the site.

The City plans to construct a parking lot with a minimum of 44 parking stalls in the Northeast quadrant of the site. This parking would be public parking to serve the community and any future development on the site. The parking lot would supplement downtown parking and would be used during festivals or potentially community events like a farmers market.

The City desires to construct a 5,000+ square foot Municipal Building(s) on the site. The City will reserve at least one lot for a municipal building that would house City Hall, Police Department and may include a community room. The City has a preliminary layout included in this RFP and believes they would need a minimum lot size of 18,000 square feet. Enclosed is a preliminary building and site concept for this area. The City may also construct a public works building on the site but is also looking at other locations for the public works building. It is anticipated the City would develop a Plat and or PUD for the tract after a development agreement has been reached.

The site is within the 100-year flood zone as defined by FEMA. The City recently placed compacted fill on the lot and generally brought the southern half to be above the 100-year flood elevation. It is anticipated the City would acquire a letter of map revision (LOMR) during the plating process.

DEVELOPMENT OBJECTIVES

In evaluating any proposed development on the site, the city will look for project concepts that maximize the following objectives:

- A.** Development of commercial and retail/ restaurant/ service spaces.
- B.** Be compatible with a future city hall facility.
- C.** The developments will share a future city-owned parking lot with a minimum of 44 stalls.
- D.** Mainly utilize a South alley for trash and service/ delivery entrances.
- E.** Be completed in a timely fashion. Subject to an agreement entered by the selected developer and City of St George.

Secondary Objectives

- A.** Create local-business-friendly commercial spaces.
- B.** Create a reasonable “baseload” of parking supply on-site to prevent complete dependence on public parking supply.

PHASE 1 SUBMISSION REQUIREMENTS

A. Transmittal Letter

1. The name, title and contact information of the individual or individual with authority to bind the Developer. This person should also sign the transmittal letter. The legal form of the Developer, i.e., corporation, partnership, LLC, etc.
2. The names, and legal forms, of members of the Development Team, and their respective roles and contributions. An organization chart would be an appropriate attachment to the cover letter.
3. A statement that, if selected, the Developer will negotiate in good faith with the City.
4. The transmittal letter must also include a statement that neither the Developer, nor any member of the Development Team are in arrears in the payment of any obligation due and owing to the State of Kansas, the city of St. George. Or Pottawatomie County, including tax payments and employee benefits; and, that neither shall become so during the term of the agreement if selected.
5. A statement that the Proposal is valid for a minimum of 90 days from the date of submission.
6. Developers must include a statement that the Project will conform to all applicable Federal, State and City laws and ordinances, and that they accept responsibility to ensure compliance with applicable Federal, State, and City laws and regulations.

B. Statement of Qualifications: This RFP contains a list of Development Objectives for this project. The City seeks a Development with solid experience and capability, proven through a record of delivering commercial projects that reflect many, if not all of these objectives. Developers should include in their submission in a summary that demonstrates the Developer understands the requirements of this RFP, the Development Objectives and Design Guidelines, as well as description of how the Developer proposes to integrate the physical, managerial, and financial components required to ensure the success of its proposed development project.

C. Qualifications and Experience: Provide a summary of the Development Team's experience in projects like the project being proposed for this site. Highlight projects where members of the Development Team have previously collaborated. Projects included for reference should be described only once, and the description should include: project size – by total land and building area, project scope, location, development value, project length from inception to completion, roles of Development Team member(s) during project execution, and client references, including authorization to contact those references provided. For each reference, indicate the contact person's role in the completed project

and the time period of his or her involvement. In addition, photos, site plans, and renderings of these projects would be helpful. While completed projects are preferred, relevant “in process” projects which are in the construction phase or later, may be included.

Resumes of all key Development Team members to be involved in the Project are required and should include: relevant experience, details regarding the specific role proposed for the Project, education, and professional licensing.

- D. Project Concept:** Developers are to submit a conceptual description of the proposed project that includes the intended uses for the proposed development for the Site and size of the uses. The narrative must include information regarding an approach to predevelopment activities, staging and phasing, construction, marketing, lease-up, and operations. A general estimate timeline for Project implementation is to be included. This description of the proposed project should not include a site plan. This will be required in Phase II.

The Developer should provide a brief statement of how their specific concept meets the City’s Development Objectives.

- E. Litigation and Material Controversy:** The Developer must provide a written statement that the Developer and Development Team members either are not the subject of any litigation or threatened or possible litigation; or, it must fully describe the nature of any litigation or threatened or possible in which it is currently or recently involved.

The City has the right, in its sole and absolute discretion, to reject any and all Proposals received to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into any binding agreements. Responses to this RFP vest no legal or binding rights in the Developers nor does it or is it intended to impose any legally binding obligations upon the City, officials or employees of the City unless and until final legal binding agreements are negotiated and executed. The City further reserves the right to request clarification of information provided in Proposals as a response to this RFP without changing the terms of this RFP.

PHASE II SUBMISSION REQUIREMENTS

All Developers selected to proceed to Phase II must provide a thoughtful development proposal and explanation of key factors and milestones for its successful implementation. This should be a well-developed proposal for this Site.

- A. Project Plan:** Submissions to Phase II will require additional details to the development concept as initially provided in response to Items B and C of Phase I Submission Requirements, and should provide the following:

1. A site plan for the proposed project indicating building footprints, building entrances and service areas, parking, landscaped areas, outdoor dining areas, etc.;
2. Architectural renderings that will indicate the look of the proposed project and indicate the type of materials that will be used on the façade of all proposed buildings.
3. Milestones necessary to implement the vision (approvals, construction drawings, building permits, financing, construction
4. Expressed an amount the Developer is willing to pay per square feet of the tract and approximate dimensions of their desired tract.
5. A statement indicating whether the proposed development would be contingent on any City or State government support or action other than review and approval of the project (e.g., regulation or zoning changes, public infrastructure improvements, public funding-grants, loans, transfer of land, etc.) and a listing of these contingencies if any are anticipated.

B. Additional Information: The City reserves the right to request additional information during the RFP review period.

CONDITIONS AND LIMITATIONS

The City reserves the right to select any Developer deemed by the City Commission to be in the City's best interest. A Submission in response to this RFP does not constitute a contract and does not indicate or otherwise reflect a commitment of any kind on behalf of the City or impose any binding obligations on the City or grant any rights to the Developer. Furthermore, this RFP does not represent a commitment or offer by the City or grant any rights to the Developer. Furthermore, this RFP does not represent a commitment or offer by the City to enter into an agreement with a Developer or to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the Selected Developer and the City.

Any commitment made by the City will be subject to the appropriation of funds by the City Commission to carry out any such commitments and the execution of a contract acceptable to the City. The City will not be responsible for any costs incurred by the Developers, or a Development Team member related to their response to this RFP and will not reimburse costs to the Developer or Development Team Member.

Questions regarding the RFP should be directed, via email, to: Judd McCormack at jmccormack@stgeorgeks.gov.

The Submissions, and any information made a part of the Submissions, will become a part of the project's official files. The City is not obligated to return the Submissions to

the Developers. This RFP and the selected Developer's response to this RFP may, by reference, become a part of any formal agreement between the Developer and the City.

The City reserves the right, in its sole and absolute discretion, to reject any and all Submissions received in response to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into a formal contract. The City further reserves the right to request clarification of information provided in Submissions submitted in response to this RFP without changing the terms of this RFP.

All Submissions are generally deemed to be open public records, once received by the City. If a Developer contends that any part of its Submission should be exempt from disclosure under the Kansas Open Records Act, the Developer must identify all information that should be exempt, and the specific exemption that applies. The City reserves the right to determine whether any exemption applies to any portion of a given Submission.

Developers must familiarize themselves with the Site and form their own opinions as to suitability for any proposed development. The City makes no representations as to the Site. The City assumes no responsibility for site conditions including, but not limited to, environmental and soil conditions on the Site.

Developers are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at the Site. Soils tests and other invasive tests may not be conducted upon any portion of the Site during the RFP stage.

EVALUATION PROCESS AND CRITERIA

Submission to this RFP will be reviewed and evaluated by a Committee comprised of representatives selected by the City.

Upon receipt of Submission, the Committee will:

- A. Review and evaluate all Submissions received by the deadline.
- B. Make a recommendation to the City Council on the Developer they have determined to be in the best interests of the City and the best qualified.

The Committee's decisions and recommendations will be consensus-based. The City's goal is to select the most qualified Developer that is in the best interests of the City and best meets the City's Development Objectives for the development of the Site. The designation of a Selected Developer will be based on the quality, clarity and thoroughness of the Submission and its compatibility with the RFP's stated objectives and goals, submission requirements, the results of information gathered from interviews with Developers, and reference checks.

The Committee will use this evaluation process to recommend a Developer to the City Council. The City Council will select the Developer that they find to be in the best interests of the City, based upon the Committee's recommendation and further based upon whatever other factors the City Council deems to be relevant.

Once selected, the Developer will be requested to enter into a negotiated Pre-Development Agreement with the City.

SUBMISSION INSTRUCTIONS

All Phase I submissions shall include one (1) original and ten (10) copies in 8 1/2" by 11" format with no smaller than 11-point font and should be no greater than 20 pages. Submissions must be bound and sealed, and must be mailed or delivered to City Hall, City of St. George, 220 First Street, St. George, KS 66535.

Electronic Files- One copy of the entire submission must be provided in PDF as one single file and emailed to cityclerk@stgeorgeks.gov.

Submissions in response to Phase I as described in this RFP are due by 5 p.m. on May 5, 2023.

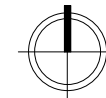
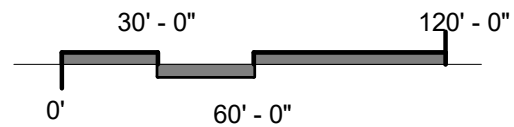
The envelope or package must state "Request for Proposals, St. George, KS." Written submissions will be evaluated upon only what is submitted, and it is incumbent upon the Developer to submit sufficient information to enable the City to fully evaluate the Developer's capabilities and experience. Submissions to this RFP received after the date and time specified are considered late and may not be considered. The City will not accept fax submissions or submissions sent via e-mail without the original and ten (10) copies in hard copy noted above. Unless requested by the City, additional information cannot be submitted by the Developer after the deadline set for receipt of submissions.

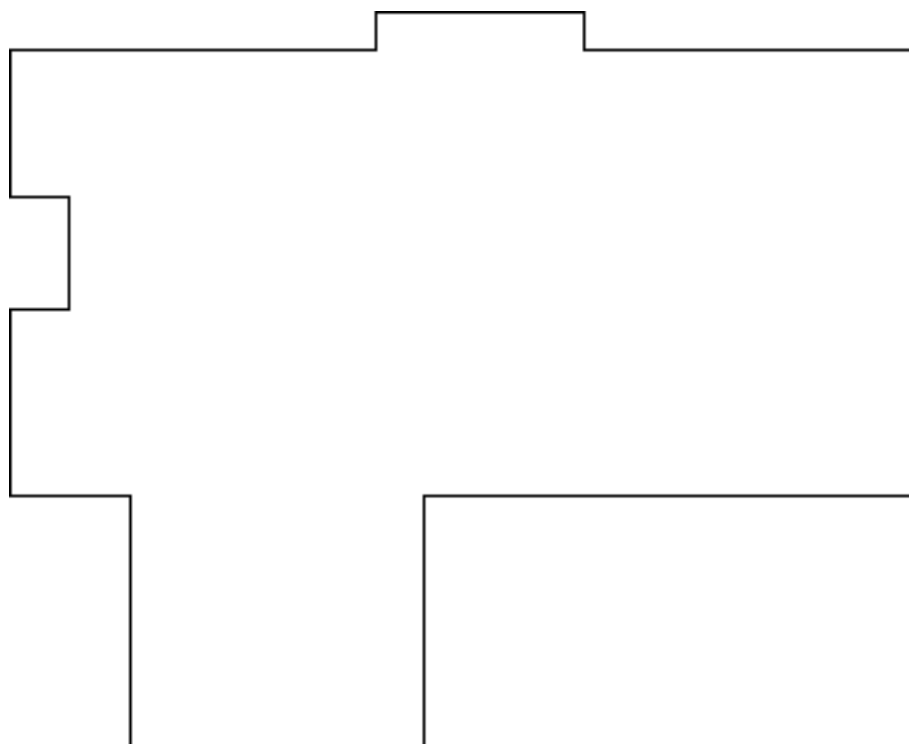
By submitting a response to this RFP, the Developer agrees that its submission may not be modified, withdrawn, or canceled by the Developer for ninety (90) days following the time and date designated for the receipt of Submissions in this RFP or in any amendments hereto.

Prior to the time and date designated for receipt of Submissions, early Submissions may be modified or withdrawn only by notice to the City. Timely modifications or withdrawals of Submission must be in writing and must be received by the City on or before the date and time set for receipt of submissions.

Instructions and deadlines for submission of proposals in Phase II will be provided as part of the invitation to Developers to respond to Phase II.

If a Non-binding Letter of Intent or other form of agreement acceptable to the City cannot be successfully negotiated with the top-ranked Developer, the City may proceed to negotiate with the Developer that submitted the next highest ranked submission. Alternatively, and in the City's discretion, until an initial Nonbinding Letter of Intent is entered into, the City may elect to negotiate with more than one Developer at a time.





SCALE: 1" = 20'-0"