POLK CITY

## Request for Proposal

## Seeking a Private Developer for 510 S. 3 ${ }^{\text {rd }}$ Street Polk City, IA

This document constitutes a Request for Proposal. Acceptance of a proposal may result in a binding contract between the City of Polk City and the proposer, contingent upon certain legislative acts of the City Council related to the sale of land and a Development Agreement.

Notice to proposers: Seven signed original proposals and one copy on a flash drive will be received by the City Clerk at City Hall. Please address all proposal(s) to: City Clerk, $1123^{\text {rd }}$ Street or PO Box 426 Polk City, IA 50226, on or before the date and time specified below. All proposals shall be enclosed in a sealed envelope and marked on the outside in bold letters:

## Proposal for 510 S. 3 ${ }^{\text {rd }}$ Street

Proposals Due: 10:00 a.m.
Date: March 18, 2024
Proposals may be made to the city regarding a proposed development that is more specifically described in Section 1: Background Information and Project Goals. The City retains the right to reject all proposals, to ask for clarification, to enter into negotiations to discuss cost, scope of work, procedures and the final work product.

Acceptance of a proposal does not constitute contract approval or approval for construction purposes. Normal administrative reviews, legislative procedures and actions will be required, including but not limited to property sale, negotiation of a development agreement, approval of financing, site plan review and building permit approvals.

## Questions should be directed via e-mail to:

Chelsea Huisman, City Manger
City of Polk City
112 S. $3^{\text {rd }}$ Street
Polk City, IA 50226
chuisman@polkcityia.gov

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## Section 1: Background Information and Project Goals

This Request for Proposal (RFP) is issued by the City of Polk City to identify private developers and development teams interested in developing 510 S . 3rd Street as identified on the map below. The property was purchased by the City of Polk City in 2011 and consists of 2.937 acres of undeveloped land. The parcel ID for the property is: 261/00070-001-001. The property is currently zoned R-2 (residential) and will need to be re-zoned to meet the appropriate zoning classification of the proposed project. The City Council may initiate the re-zoning of the property at the request of the developer.

The property is owned by the City of Polk City and located within walking distance of Polk City's Town Square. The City of Polk City is working to connect the Neal Smith Trail to the High Trestle Trail, and that trail connection will run along this property. The developer will be responsible for constructing $10^{\prime}$ multi-use trail along the property's $3^{\text {rd }}$ Street frontage.

The City estimates 12,000 vehicles passing by the property on any given day. The chosen developer will be required to complete a site plan through the city, and based on the type of proposal may also be required to complete a traffic impact study. Based on the findings of a traffic impact study, the developer will be responsible for off-site improvements necessary for the development.


The Project is envisioned as a privately-owned urban building or complex of buildings with a mix of commercial and residential offerings that maximize the visibility of the property. The development will best represent the character of the community. The project should also complement the City's design standards for commercial development. Industrial type development projects and/or outdoor storage projects will not be considered at this site.

The purpose of this RFP is to solicit proposals from developers and development teams interested in acquiring and developing this property. The city intends to convey the property to the selected developer/development team.

## About Polk City

Polk City is home to over 6,000 residents (5,543 according to the 2020 Census) and is well known for its exceptional quality of life, proximity to recreational amenities such as Big Creek State Park, Saylorville Lake and Tournament Club of Iowa, as well as our exceptional schools. The Neal Smith Trail runs through Polk City, up to Big Creek State Park. The Neal Smith Trail will eventually connect to the High Trestle Trail through Polk City, connecting to the Town Square. Polk City is conveniently located in Polk County and is within 20 minutes from interstate access and downtown Des Moines.

Our proximity to Saylorville Lake and Big Creek State Park brings over 2.2 million visitors to the area annually. Many of those visitors stop by Polk City for dining, shopping, and other tourism activities. Polk City was recently designated as an Iowa Great Place, and promoting quality of life, and tourism are priorities of the City Council.

According to the 2020 Census, Polk City was the $6^{\text {th }}$ fastest growing city in the State of Iowa. The city has many residential developments currently being constructed, and adding commercial development is a high priority of the City Council.

## About the Project

The City of Polk City is seeking a development team with capacity to create an urban mixed-use project (the "Project") on 2.937 acres of property located on S. 3rd Street. The site is located near Polk City's Town Square, surrounded by a mix of commercial and residential development. The site represents a critical block supporting business growth in Polk City and is highly visible in the community.

## Section 2: Intent, Potential Public Assistance and Development Agreement

The City of Polk City's goal is to enter into a property transaction and Development Agreement with a team committed to constructing a high-quality mixed-use commercial development. As part of the development, Polk City is looking to expand its commercial development base, while also providing needed housing and amenities for our residents. The city is seeking development proposals for a Project that maximizes private investment and leverages non-city sources to the greatest degree possible.

Polk City does offer incentives for commercial development. Incentives available from the city are not intended to replace financing from other private and public resources. Rather, they are intended to be flexible resources that bridge funding gaps created or compounded by current market conditions or the challenging nature of infill projects on previously developed sites.
dIf financial assistance is requested, the developer needs to add this information to the proposal, and the request will be weighed with consideration of the full proposal.

The city may ultimately enter into a Development Agreement with the selected development team. The Development Agreement will include terms for the conveyance of the property; security requirements to ensure Project completion; financial terms associated with property conveyance and Project construction; terms regarding the condition of the property prior to conveyance; Project timeline; and any additional terms as may be necessary to ensure compliance with the Project goals stated herein.

## Section 3. Submittal Requirements

All proposals must comply with the following requirements:

1. The Proposal Submittal Signature form (copy attached as Exhibit "A").
2. A signed letter on the proposer's letterhead indicating an interest in the Project.
3. Primary contact person and contact information.
4. The legal name and address of the development entity, including all joint ventures, limited partnerships, and limited liability companies, and the percentage of interest of each. Proposers are encouraged to include the size of their firm, parent company if applicable, and officers/principals of the firm.
5. A description of any and all litigation involving the principals, development entities, or members of the development team during the past five years. A statement relative to whether any of the principals, development entities, or members of the development team have ever been charged with or convicted of a felony.
6. Information showing all members of the proposed development team including but not limited to the developer, management agency, legal, design professionals, and consultants.
7. A description of proposer's previous experience, including a brief description of any mixeduse projects where the proposer played a substantial role. The description should include the specific role of the proposer and the status of the projects. Sufficient reference contact information should be provided for each project to permit the City to verify the information.
8. A description of the proposer's financial capacity to obtain acquisition, construction, and permanent financing, including letters of interest from lenders and/or tax credit investors. A discussion of the financing sources and partnerships utilized for prior projects and references from those parties are also welcomed and encouraged.
9. A narrative describing the proposer's plan for construction and financing of the Project, to include:
a. Organization and management approach to the Project.
b. General schedule for the completion of the Project following property acquisition.
c. Description of a general plan for construction loan and permanent financing, copies of any letters of intent from prospective purchasers and/or tenants.
d. Description of the marketing approach to secure purchasers/tenants.
e. Proposed purchase price for the Project property.
10. If public financial participation is requested, a narrative with information including:
a. Preliminary project building costs, and sources and uses of funds illustrating anticipated and/or potential financing sources.
b. Proposed amount and description of gap financing assistance for the Project.
c. Description of how the Project addresses and corresponds to market demands and conditions. A market study may be required as a condition of financial assistance.
11. A visual description of the proposed Project, including (if available);
a. Conceptual drawing or schematic.
b. Conceptual square footage of commercial/residential/mixed-use
12. A description of any energy efficiency components of any building(s) and a description of sustainability features proposed to be included.
13. References from financial institutions, city governments, and community organizations that will permit the City to verify the capabilities of the developer.
14. The identity of any unique resources, capabilities, or assets which the proposer would bring to the Project.
15. The entire proposal may be no longer than 25 pages.

## Section 4. Reservation and Disclosures

## Reservation and Disclosures

The City reserves the right to reject any and all proposals and to make recommendations for changes in any proposal submitted, to waive informalities or irregularities, and may, in the process of this recommendation, allow the developer to make such recommended changes in its proposal. The City reserves the right to require additional information from the developer, financial or otherwise, to hold meetings with any developer to review the offer and development proposal, and to waive any of the requirements set forth herein.

The City shall have the right to verify the accuracy of all information submitted and to make such investigation as it deems necessary or appropriate to determine the ability of a prospective developer to carry out the Project. The City reserves the right to reject any response where the evidence or information does not satisfy the City that the prospective developer is qualified to carry out the Project, is a person or firm of good reputation or character, or if the developer refuses to cooperate with and assist the city in the making of such investigation.

## Section 5. Proposal Criteria and Scoring

Proposals will be reviewed and scored by a committee appointed by the Mayor. The Committee will consist of 6 members, who are City Officials and staff. This committee may invite developers to make presentations of their proposals if it is requested. This committee will make a recommendation to the City Council on a preferred developer or may make a recommendation for a list of finalists to be considered by the full City Council. A full public presentation for finalists may be requested.

Proposals will be scored and reviewed according to the following criteria:

## 1. Compliance with submittal requirements - 20 points possible.

2. Developer Experience and capabilities - 20 points possible.
a. Quality of proposal
b. Composition and experience of development team, particularly experience with mixed-use projects
c. Organization and management approach to the Project
d. References, including references within the construction industry
e. Implementation ability, demonstrated ability of the developer to implement complex development projects
3. Market and economic viability of the project - 20 points possible.
a. Evidence of the financial strength of the developer
b. Estimate of developer equity investment in the project
c. Marketing approach
d. Evidence of interest from financial institutions and investors
e. Letters from prospective purchasers and/or tenants for commercial space
f. Reliability of the proposed financial plan
g. Preliminary evaluation of need for any requested city incentives
4. Long term fiscal benefit to the City - $\mathbf{2 0}$ points possible.
a. Projected property tax revenues.
b. The price offered for the City property and any terms.
c. Any required City services and/or ongoing public funding beyond the construction costs.
d. New jobs created.
e. Assessment of any impact of the Project on nearby properties.
5. How the Project furthers the City Council's priorities for economic development and tourism goals - 20 points possible.
a. Ability of the Project to complement tourism and recreational activities.
b. Ability of Project to create employment opportunities.
c. Included residential provides housing opportunities for a variety of income levels with appropriate amenities.
d. Project meets or exceeds design standards as outlined in the zoning code.

## Exhibit A: Proposal Submittal Signature Form

The undersigned attests to their authority to submit this proposal and to bind the firm herein named to perform if the firm is selected by the City of Polk City. The undersigned further certifies that they have read the Request for Proposal, terms and conditions, and any other documentation relating to this request; has complied in all respects with all conditions hereof, and this proposal is submitted with full knowledge and understanding of the requirements and time constraints noted herein.

The undersigned hereby further acknowledges that it accepts the terms of the Request for Proposals in its entirety and by the submission of its proposal hereby waives any claims or claims to irregularities that arise out of such RFP, the process employed by the City to solicit and develop proposals, or the RFP evaluation process described in the RFP, and agrees to release and hold harmless the City, its officials, employees, agents, and consultants from any claim, loss, or damage arising therefrom.

The undersigned hereby authorizes any person, firm, or corporation to furnish any credit history and financial condition, or other information required by the City to verify information related to the firm's submission to the City. The undersigned hereby certifies on behalf of the undersigned firm that the above information is true and correct to the best of their knowledge and that the City may rely on the information provided.

Firm Name: $\qquad$

Home Office Address: $\qquad$

City, State, Zip: $\qquad$

Name and Title of Representative

Name: $\qquad$

Signature: $\qquad$

Date: $\qquad$

## RE: REQUEST FOR PROPOSAL - 510 S. $3^{\text {RD }}$ STREET, POLK CITY, IOWA ADDITIONAL ENGINEERING INFORMATION

Dear Interested Developer:
We appreciate your interest in development in Polk City, and specifically your interest in the parcel located at $510 \mathrm{~S} .3{ }^{\text {rd }}$ Street.

As part of the previously issued Request for Proposal, the City of Polk City has anticipated several questions related to the development of the subject parcel. To be fair and equitable to all interested parties, we have prepared and compiled the following and attached information regarding water service, sanitary sewer service, storm sewer considerations, and access locations for $510 \mathrm{~S} .3{ }^{\text {rd }}$ Street. Should additional questions arise, we may issue a revised version of this memo, or a separate, additional document to answer those questions.

Q: What is the availability of sanitary sewer for this parcel?
A: Sanitary sewer service is available along both the north and south property lines. Included in the attached informational packet is an excerpt from the Polk City GIS database. Data provided for the sanitary sewer to the south was collected in 2017 as part of the Davis Street Reconstruction Project and represents the flowline elevations. Data along Phillips Street is measured depth from the rim elevation of the sanitary sewer manhole. The developer, or their engineer, shall be fully responsible for verifying the feasibility of sewer service for their proposal prior to submitting a bid in response to the Request for Proposal.

Q: What is the availability of water for this parcel?
A: Existing water mains are located along Davis Street (8"), Phillips Street (6"), and S. 3rd Street (4"). There is also an existing 4" water main that extends from Waldo Street and continues East-West across the parcel. Included in the attached informational packet is an excerpt from the Polk City GIS database. The City would allow connection of water service from any of the existing water mains and would further allow relocation of the existing $4 "$ main that crosses the property. The City will require looping of any proposed water mains to meet or exceed the looping that is currently present on the site. Should the developer's proposal be accepted, it will be the developer's engineer's responsibility during the Site Plan approval process to demonstrate that the proposed water main routing achieves required fire flows for both hydrants and sprinkler systems as applicable.

Q: What are the detention and storm sewer requirements of this parcel?
A: The parcel currently sheet flows to an existing detention basin located near Davis Street. The detention basin, and downstream storm sewer, is designed for this parcel to have a maximum post developed outflow of 16 c.f.s. The City will require the proposed development to provide any and all detention practices required to ensure that the post developed discharge from the site in both the 5year and 100-year storm event does not exceed this design flow. The existing detention basin may be modified or eliminated, but the outlet point for the parcel shall be protected. The as-built information for the outlet, including location and flowline elevation, has been included in the attached informational packet.

Q: Will the City require the extension of Waldo Street?
A: The City will not require nor allow the developer to extend Waldo Street as part of this development.

Q: Are there any restrictions on access locations for this parcel?
A: In accordance with the Access Management Plan and Access Management Policy for S. 3rd Street as approved in November 2014, this parcel will be allowed one access along S. $3^{\text {rd }}$ Street. The access along S. $3^{\text {rd }}$ Street should be designed to be the main entrance to the parcel. The City will require the completion of a Traffic Impact Study as part of the Site Plan review process, with estimated fees available upon request based on each developer's proposed use. During this study, the intersection geometry for the proposed accesses will be determined, including construction of turn lanes, raised medians, and additional signing/signalization. Secondary access will be allowed from Davis Street and Phillips Street. All access locations shall be placed and designed in accordance with SUDAS.

Should you have additional questions, or need additional information, please refer to the original Request for Proposal document. Only questions submitted in accordance with the official process as outlined in the Request for Proposal will be considered or answered.

Respectfully,
SNyDER \& ASSOCIATES, INC.


City Engineer


## Enclosure

cc: Chelsea Heisman, City Manager<br>Mike Schulte, Public Works Director








## Access Management Plan

## S. $3^{\text {rd }}$ Street (E. Southside Drive to W. Grimes Street) Polk City, Iowa

November 18, 2014

1. Conformance with this policy is triggered by:
a. Development of a new or expanded use on an existing parcel, including changes of use.
b. Development of a new parcel(s) created after the date this policy is adopted by City Council, whether by Plat of Survey, Plat of Subdivision, or specific quantity split.
c. Existing access are not required to be eliminated or modified without development as noted above.
2. All access for developing/redeveloping parcels shall be in accordance with the following policies:
a. Access for a new or expanded use or a redeveloping parcel is constructed in accordance with SUDAS and this Plan.
b. Access shall be provided from lower order street system or private joint ingress/egress easement except where Full Movement Access is indicated on this Plan.
c. New public roadways and commercial property access will be permitted at locations indicated on the plan.
d. Accesses will be aligned with existing access or roadway locations where possible. (450’ spacing from major access point minimum, 600’ preferred.)
e. New single family and shared residential driveways shall be aligned with opposing access locations or spaced at 100’ minimum.
f. Accesses not in conformance with this policy will be eliminated or reconstructed.
g. All new accesses to $\mathrm{S} .3^{\text {rd }}$ Street shall be constructed with a turnaround to eliminate backing into the right-of-way.
h. Ingress/Egress easements shall be provided by the developer in conjunction with the Site Plan, if not previously recorded.
3. Existing Single Family residences with access off lower order streets:
a. 314 W Grimes: Any additional dwellings shall access W. Grimes or $\mathrm{S} 4^{\text {th }} \mathrm{St}$.
b. 212 W Grimes Street: No new access to S. $3^{\text {rd }}$ Street.
c. $800 \mathrm{~S} 3^{\text {rd }}$ St.: Any additional dwellings shall access Davis Street.
d. 211 W. Pine Ridge Street: No new access to S. $3^{\text {rd }}$ Street.
e. 210 W. Pine Ridge Street: No new access to S. $3^{\text {rd }}$ Street.
4. Existing Single Family residences with access off S. $3^{\text {rd }}$ Street: If these parcels are redeveloped or incorporated into larger scale development with adjoining parcels, residential access to $\mathrm{S} 3^{\text {rd }}$ Street shall be closed and access shall be provided from a lower order street or approved access location off S. $3^{\text {rd }}$ Street.
a. $705 \mathrm{~S} 3^{\text {rd }}$ Street
b. $801 \mathrm{~S} 3^{\text {rd }}$ Street
c. $805 \mathrm{~S} 3^{\text {rd }}$ Street (vacant lot, access approved via Plat of Survey)
d. $807 \mathrm{~S} 3^{\text {rd }}$ Street
e. $808 \mathrm{~S} 3^{\text {rd }}$ Street
f. 812 S $3^{\text {rd }}$ Street
5. Undeveloped Residential Property: Major subdivisions shall develop local streets to provide access to residential lots. Lot splits and addition of dwelling units shall create shared driveways with turnarounds per Plan Policy. Single family residential driveways directly accessing $\mathrm{S} 3^{\text {rd }}$ Street shall be closed.
a. $900 \mathrm{~S} 3^{\text {rd }}$ Street - north R-2 portion (Stanbrough): Potential for new dwelling(s), with access to $\mathrm{S} 3^{\text {rd }}$ via joint access with $812 \mathrm{~S} 3^{\text {rd }}$ if possible. If not possible or if rezoned to C-2, access shall be via existing joint access with 1010 S $3^{\text {rd }}$ Street.
b. 510 S $3^{\text {rd }}$ Street (city-owned "Harvey" property): Parcel has access to three local streets in addition to $\mathrm{S} .3^{\text {rd }} \mathrm{St}$. This parcel shall have no more than one access from $\mathrm{S} .3^{\text {rd }} \mathrm{St}$.
c. 701 S. $3^{\text {rd }}$ Street (Kaultenhauser): Topography is an issue for S. $3^{\text {rd }}$ Street access. This parcel may have access W Grimes Street via future local streets since the adjoining parcels are under same ownership. If redeveloped along with 801 S . $3^{\text {rd }}$, one access could be created opposing Davis Street. One shared or single family access is permitted to $\mathrm{S} 3^{\text {rd }}$ S. to align with the Harvey property access
d. $1021 \mathrm{~S} 3^{\text {rd }}$ Street - south R-1 portion (Kaultenhauser): One access opposing Sandpiper Court. Additional access via future Bridge Road extension, with sufficient intersection clearance for future traffic signal at W. Bridge Road/S. $3^{\text {rd }}$ intersection. Bridge Road shall be extended as a plat requirement.
6. Developed Commercial Property:
a. 1010 S 3 ${ }^{\text {rd }}$ Street (Polk City Professionals): Joint access in place.
b. 407 W Bridge Road (Polk City Commercial): Joint access in place. May be limited to right-in/right-out access in future.
c. $1100 \mathrm{~S} 3^{\text {rd }}$ Street (Casey's): Signed Ingress/Egress easements should be be required with any future redevelopment. May be limited to right-in-right-out in the future due to median/intersection improvements or traffic signal operation.
d. 301 Sandpiper (Time to Shine): Access to remain restricted to Sandpiper Court.
e. 300 Sandpiper (Nelson Automotive): Access to remain restricted to Sandpiper Court.
7. Undeveloped Commercial Property:
a. 900 S $3^{\text {rd }}$ Street - south C-2 portion (Stanbrough): Joint access easement in place and constructed at south end of property.
b. $1021 \mathrm{~S} 3^{\text {rd }}$ Street - north C-2 portion (Kaultenhauser): 13.79 acres of commercial with adjacent large lots under same ownership with very high development potential. Bridge Road shall be extended as a plat requirement, internal. One full access point is permitted opposing existing joint access at 1010 S $3^{\text {rd }}$ Street. Secondary access, which may not be full access, may be permitted opposing the existing driveway at $812 \mathrm{~S} 3^{\text {rd }}$ St. Existing driveway for single family residence, near future intersection, shall be eliminated with development.

