

Request for Information  
for  
Mixed-Use Development  
Along Littler Street from 2<sup>nd</sup> Street to Hurd  
(RFI 21-001)



Issued: Thursday, July 30, 2020

Submission Date: WednesdayThursday September 2, 2020

## **Introduction**

The City of Edmond, Oklahoma is seeking a potential development team that might be interested in developing portions of a three-block corridor in downtown Edmond for mixed-use development. The City of Edmond owns much of the property along this corridor and is interested in consolidating our offices into one building and working with a development team on a long-term lease/purchase arrangement. When offices are consolidated, it leaves city owned property available for development in downtown Edmond. This Request for Information (RFI) is seeking a development team that can assist in our consolidation of offices and creatively look at and execute a plan to develop the property that can be repurposed or redeveloped along that corridor. The area we are looking at is currently in an Opportunity Zone and we are pursuing the implementation of a Tax Increment Financing District (TIF) in downtown Edmond which will provide financial support for needed infrastructure and public improvements in a changing downtown.

We will be looking for a development team that preferably has experience in downtown redevelopment and has the access to financial resources to have a significant impact on this corridor. Impact will be measured on capital invested, potential increase in retail sales tax and property tax created in the area. The business investment needs to be compatible with current and trending improvements in downtown Edmond.

## **Reason to Pursue this Project Now**

There has been a significant amount of new development activity which has been initiated in downtown Edmond. That momentum, which is already happening, serves as a catalyst for us to consider significant opportunities that could continue if strategic public investments could occur to complement and encourage significant private investment in the heart of our community. The land along this corridor is in the Opportunity Zone (OZ) and time commitments are approaching which reduce the potential investment prospects derived from the program. The timing of the OZ might create an economic opportunity to apply these investment dollars to projects the City has identified as needs in our downtown. The inventive use of this capital could be applied specifically for our need for consolidated office space which is anticipated to be around 100,000 sq. ft. Working with the City on land vacated by the office consolidation could then be used for other mixed-use development to create new economic activity for downtown Edmond. We are looking for a development team that can put together the best package for consolidated City offices, new business investment and development on the Littler Corridor.

The City has initiated several improvement activities to prepare us for major initiatives downtown. Over the last 20 years nearly \$20M has been spent in downtown Edmond. Streetscape projects, construction of Festival Market, and drainage improvements represent most of these expenditures. The drainage work started with the development of a large detention area which we hope to shape into an urban park in the future and it ended in the last two years with significant storm sewer installation in the downtown. These specific investments make it possible for significant new development to occur

downtown. Currently, construction is nearing completion on infrastructure work which is required to create a Railroad Quiet Zone for the entire City of Edmond. Because of the number of rail crossings downtown, we believe this will have a significant positive impact on new residential development for downtown.

Last and probably most significantly, the City has started the process to create a Tax Increment Financing District (TIF) for our Central Business District (CBD). (Proposed TIF shown below.) The district plan identifies the potential for the City to assist in infrastructure development that will complement private development projects. Much of what we are talking about will increase the density of downtown. Just as one example, structured parking will need to be developed to accommodate the new environment that will be created.



The City went through a public review process to determine the future capital needs of the community when considering the repurposing of a ½ cent sales tax to fund capital projects. Identified by this

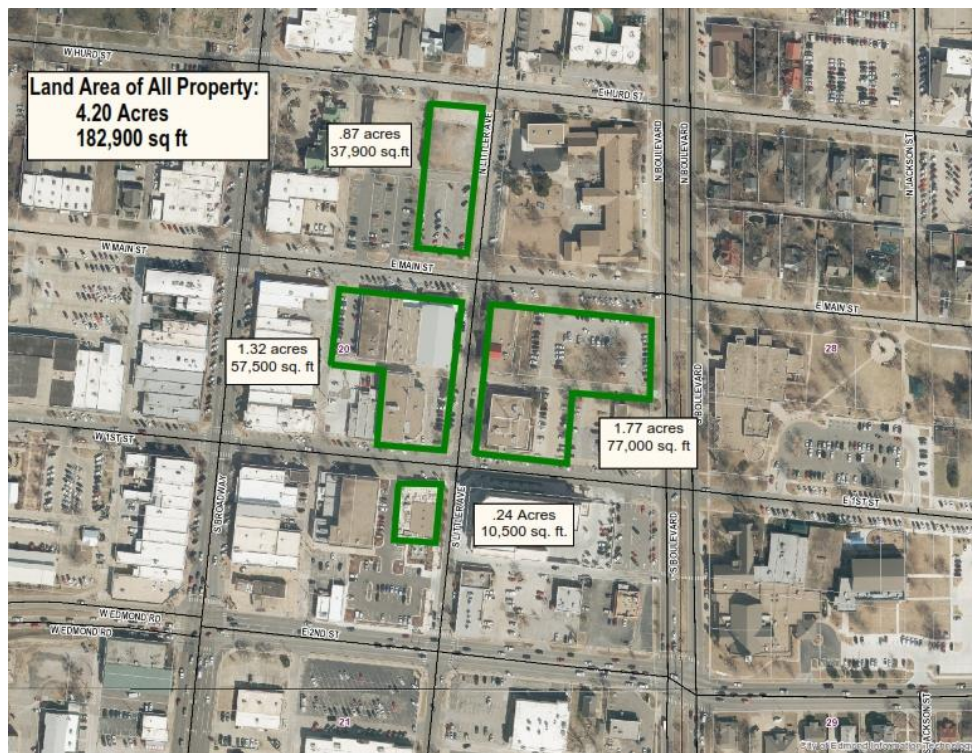


review committee were consolidated city offices, a parking structure and other downtown revitalization such as a Performing Arts Center.

The reason to pursue this project now appears to be pretty straightforward: We already have private capital making new investments and property acquisitions in downtown, the Opportunity Zone might create a financial method to assist in some of these investment projects, the city has previously committed resources to make improvements downtown and we have identified resources through the development of the TIF and the commitment of existing capital improvement project funds for the betterment of downtown. Downtown development has been identified in the City Council Strategic Plan as an area we need to actively pursue in their near- term goals.

### **Consolidated City Offices**

As previously stated, one of the primary considerations of the issuance of this RFI relates to meeting the current and future office needs for the City. The City currently operates 4 office buildings that we own and another office building that we lease space in downtown Edmond (the recently constructed Public Safety Center is not a part of these considerations). We are open to considering other options to develop this needed space that is outside of our typical process of design-bid-finance and build method. To be successful as a development team in this process, the city expects to obtain the needed space for less expense than this traditional method. What the City brings to the table is vacated downtown property for development and a potential synergy that could be established for shared infrastructure such as structured parking and other supporting infrastructure needs.



The aerial photo above identifies the property that could potentially be redeveloped.

**Other Potential Benefits**

Our planning efforts are working towards this vision for Downtown Edmond:

*Downtown is a healthy, vibrant, walkable urban neighborhood full of people living, working, eating, playing, shopping, and learning.*

The land consolidation opportunities in this process could create new commercial (office/retail space) along with entertainment opportunities that could be anchored by the development of a Performing Arts Center, public gathering spaces or other opportunities envisioned by a development team that can create experiences for downtown Edmond that would make it unique in the OKC Metro area.

**What is Happening Today in Downtown Edmond?**

Downtown Edmond is experiencing a tremendous transformation. Substantial new investments are being made throughout the Central Business District (CBD) including expanding the district. Property conversions are occurring along with new building construction with a focus of mixed-use development. As previously noted, the City has completed substantial improvements to our stormwater system downtown to mitigate flooding and additional streetscape parking has been constructed on the north and south ends of the CBD. The City is committed to additional streetscape parking construction and the implementation of a Railroad Quiet Zone throughout Edmond. The City is also working on the installation of our Intelligent Traffic System (ITS) technology and ADA improvements to increase the safety and accessibility of Downtown Edmond, particularly as we work to increase the density downtown. Because of the dynamic activity that is already underway with multiple investment groups, a successful development team will need to demonstrate a clear understanding of what is occurring and how future development opportunities might blend together and capitalize on the other public and private investments occurring downtown.

**Why Edmond?**

Edmond as a community enjoys consistent annual population growth of 1.9% and a prosperous citizen base with disposable income that has resulted in consistent sales tax growth through the years. Even as we continue through this Covid-19 world, we ended our fiscal year on June 30 with a yearly growth rate of 4.15%.

GENERAL SALES TAX COLLECTIONS DATA

Year-to-Date Comparison					
MONTHS	FY 16-17 Actuals	FY 17-18 Actuals	FY 18-19 Actuals	FY 19-20 Actuals	YTD Change % Change (FY 19)
JUNE '19					11.18%
JULY	2,850,337	2,944,980	3,104,384	3,229,310	4.02%
AUGUST	2,797,317	2,878,919	2,978,302	3,195,713	7.30%
SEPTEMBER	2,878,584	2,919,101	3,090,389	3,229,060	4.49%
OCTOBER	2,908,956	2,944,054	3,154,393	3,389,629	7.46%
NOVEMBER	2,807,417	2,844,446	2,831,629	3,146,192	11.11%
DECEMBER	2,815,618	2,839,485	2,966,605	3,297,490	11.15%
JANUARY	2,870,745	3,020,027	3,198,525	3,275,486	2.41%
FEBRUARY	2,860,803	2,989,954	3,101,447	3,328,503	7.32%
MARCH	2,625,028	2,668,823	2,718,985	2,850,827	4.85%
APRIL	2,546,204	2,593,891	2,812,807	2,833,415	0.73%
MAY	2,786,300	2,971,490	3,194,367	3,095,772	-3.09%
JUNE '20	2,802,321	2,835,549	3,152,644	2,939,865	-6.75%
<b>TOTAL</b>	<b>33,549,630</b>	<b>34,450,720</b>	<b>36,304,477</b>	<b>37,811,263</b>	<b>4.15%</b>

YTD Change  
4.15%

## **Selection Process Steps**

The following represents the three-stage process that will be pursued in considering any potential development opportunities:

**Stage I** - Issuance of the Request for Information – To gather information and initiate a dialog with the development community that will be used in the Stage 2 process of soliciting proposals.

- RFI is distributed on or before July 30, 2020 – Information will be distributed and received as part of our Online Bidding System noted later in this document.
- A pre-response meeting with interested parties to hear discussion about the general concepts of the project and solicit feedback from the development teams about what they would like to suggest to the City relating to each Stage of the process. August 12, 2020 at 2:00 pm is the planned date and time for the pre-response meeting. This meeting will be conducted as a Virtual Zoom Meeting an invite link will be posted as an addendum no later than close of business Thursday August 6, 2020.
- Any necessary addendums will be issued within one week after the pre-response conference but prior to the deadline for submission of the RFI. RFI will be due September 2, 2020 at 2:00 pm by electronic submission system which is outlined later. (Please submit responses in advance of the deadline to assure you receive confirmation of submission. Responses not received electronically by the submission deadline will not be interviewed.)
- A review committee will visit with each development team that responds to RFI to gather information and initiate a dialog with the development community that will be used in the Stage 2 process of soliciting proposals.
- The review committee will consist of various City of Edmond employees, City Council members and designated members of the Central Edmond Urban District Board. The review committee will use the information gathered from the RFI process to develop the specifications and requirements that will be used in the Request for Proposal (RFP) stage of the process. Tentative interview times would be from September 8-22, 2020.
- All costs associated directly or indirectly with responding to this RFI including but not limited to, preparation of a response, any oral presentation or meetings required to supplement and/or clarify a response, which may be required by COE shall be the sole responsibility of and shall be borne by the proposer.
- Stage I Deliverable:
  1. A conceptual narrative of how you would approach this project and the potential scope and scale that you think is realistic for your development team to consider.
  2. Provide any preliminary drawings, renderings, and sketches of the conceptual proposal.
  3. Detail financial information will be requested in the next stage, which will be the RFP process, but conceptual discussion of the financial overview of the project and the

- general development incentives that would be needed to make your proposed project successful.
4. Background and history of the development team assembled for pursuing this project.
  5. Key players that would be involved in this project and a clear identification of their roles in the project. (Resumes of the development team.)
  6. Name and contact information for references of other developments that would be relevant for us to consider in respect to this type of project.
  7. Submitted response should not exceed 25 pages.

**Stage 2** – Issuance of a Request for Proposal (RFP) Based on the information gathered in the RFI process, the review committee will develop the RFP document.

- RFP will be distributed and received as part of our Online Bidding System noted later in this document. The firm schedule for the RFP will be determined at the completion of the RFI process. Dates and times listed below for the remainder of the document should be considered approximate, but it is anticipated to be released around October, 2020
- Conduct pre-response conference with developers and City staff to address questions and consider suggestions by the potential development team of the RFP. It is anticipated that this meeting will occur around October 16, 2020. (Once the RFP is issued discussions concerning the proposal between staff and selected parties should be limited to the pre-response meeting or in response to written inquiries.)
- Any necessary addendums will be issued after the pre-response conferences but prior to the deadline for submission of the RFP. RFP will be due approximately November 11 at 2:00 pm by electronic submission system which is outlined later. (Please submit proposals in advance of the deadline to assure you receive confirmation of submission. Proposals not received electronically by the submission deadline will not be considered.)
- The Stage 2 deliverable for the RFP will be outlined in more specific detail when the RFP is issued.

**Stage 3** – Draft Development Agreement based on the selected Proposal

- Based on the review and selection process in Stage 2, a development team will be chosen based on a detailed review of their submitted proposal. Specifics based on that proposal will then be formatted into a development agreement which would be submitted to the City Council for consideration.

### **Incentives**

Besides the incentive created by the Opportunity Zone, the City is aware that infrastructure assistance will likely be necessary. The level of support will vary based on the scale of the project proposed by the development team. This assistance can be structured in several ways under current Oklahoma law. As previously mentioned, the City is in the process of establishing a Tax Increment Financing (TIF) district in the Central Urban District. Project funding from this source will come from a development plan established for the benefit area, which this project proposal would be a part of that area. Additional consideration for incentives would be helped if downtown housing which reaches a broad range of price points were proposed. Often referred to as workforce housing, the City is interested in

encouraging additions to our housing inventory that provide opportunities to people that are just entering the housing market. We are also interested in adding variety to the types of housing currently available in the community such as high-quality living units for those that are looking to downsize in the marketplace.

References related to incentives in the RFI process should be noted in the context of what the developer believes will be necessary based on their initial concept development of the project. Based on what has been presented in the RFI process, more information will be provided about the incentive possibilities in the RFP stage of the process and finalized with the Development Agreement stage.

### **Resources**

- City's comprehensive plan, Edmond Plan, 2018 <http://edmondok.com/DocumentCenter/View/402/Edmond-Plan-2018>
- Downtown Master Plan, 2014 <http://www.edmondok.com/DocumentCenter/View/2436>
- Downtown Design Guidelines, 2008 <http://edmondok.com/DocumentCenter/View/4549>
- Downtown Parking Study, 2020 <http://edmondok.com/DocumentCenter/View/5917/2020-06-21-Downtown-Edmond-Parking-Plan-Final-REPORT>

### **Non-Collusion Affidavits**

The attached affidavit is required and must be completed and uploaded as part of your electronic response to this RFI using the online bidding system.

### **Proposals**

All proposals must be submitted via our online bidding system to the Office of the Purchasing Manager for the City of Edmond **no later than 2:00 P. M. CDT on September 2, 2020.** Consultants are required to register as a supplier at <https://edmondok.ionwave.net> to bid and enable receipt of any necessary addenda or correspondence.

**Electronic responses must be sent via the City's ONLINE BIDDING SYSTEM. Facsimile or e-mail responses will not be accepted.** Any response submitted **AFTER** the time set for the receipt **WILL NOT BE CONSIDERED.**

**All questions shall be submitted using the online bidding system. The last day to submit questions is August 19, 2020.**

### **Submission for the Request for Qualifications and Interest**

The timetable for this project is as follows:

- Proposals due –September 2, 2020
- Interviews – September 8-22, 2020
- Anticipated time to initiate process for the Request for Proposals – October, 2020



