

# City of New Albany Redevelopment Commission Request for Proposals



Project: 2573 Charlestown Road

**Issued: August 27, 2024**

Responses Due: September 23, 2024



For the purchase and development of certain real estate owned by the City of New Albany Redevelopment Commission. The subject property is 2573 Charlestown Road New Albany, IN 47150. The Redevelopment Commission seeks proposals from experienced developers to improve the 0.27-acre site.

## Overview

### Introduction

The New Albany Redevelopment Commission (the “NARC” or “Commission”), pursuant to Indiana Code 36-7-14-22, is requesting proposals (“Proposals”) from qualified parties for the acquisition and development of land 2573 Charlestown Road New Albany, IN 47150. The project being contemplated by this Request for Proposal (the “Project”) will be located on land recently acquired by the Commission. The available land is on 2573 Charlestown Road in the City of New Albany, Indiana (the “Property”).

Proposals are due at the office of the City of New Albany’s Redevelopment Office at 142 E. Main Street, Suite 212, New Albany, IN 47150 on or before 2:00pm, September 23, 2024. On September 24, 2024, at 12:00 PM, the NARC will open the Proposals at the New Albany City Hall, 142. E. Main Street, New Albany, IN 47150. The final selection will be made by the NARC on or around October 8, 2024.

### Proposal Availability

The Request for Proposals packet may be obtained directly from the Redevelopment Office, located at 142 E. Main Street, Suite 212, New Albany, IN 47150 or by emailing Claire Johnson, Director of Redevelopment, at [cjohnson@cityofnewalbany.com](mailto:cjohnson@cityofnewalbany.com)

### Project Sites Overview

The Commission received the Property in 2024. The Property sums approximately 0.27 acres in total area. The Property is located at the intersection of Twin Oaks and Charlestown Road and possesses developable frontage along both roadways as well as being adjacent to a mid-block alleyway.

The properties are being offered at the average of two appraisals being \$175,000.00 (one hundred seventy-five thousand dollars and zero cents). One Appraisal being \$170,000.00 and other being \$180,000.00. Offers may exceed the appraised value and will be considered when evaluating the proposals. The NARC does not intend to be a co-developer, or a long-term owner of the project site.

### Zoning Requirements and Building Design Preferences

The Property is zoned “Mixed Use Commercial Corridor” under the City of New Albany zoning ordinance. Projects should adhere to the applicable zoning and development ordinances. Proposals should present a strategy that addresses any conflicts with the City of New Albany’s zoning and development ordinances. Confirmation of all applicable zoning ordinances and development standards are the responsibility of the developer.

The Commission would like to see the property developed emphasis on commercial and mixed-use space. The site and building layout should be designed such that the rights-of-way along Twin Oaks and Charlestown Road as primary facades.

## Submittal Information

### Project Requirements

The developer's ability to meet the requirements, as set forth below, will be a primary criterion in evaluating proposals. The proposals shall include (but are not limited to) the following:

- Purchase price and acquisition terms for property
- Identification of potential use(s) for any proposed commercial space
- Projected total developer investment value, including financing relationships which demonstrate an ability to finance the improvements contemplated in the proposal
- Monetary value and type of any public financial assistance to be required or requested for the project
- Number of permanent and temporary jobs to be created by the project as well as economic impact.
- Overall development schedule showing construction beginning in less than 12 months

The NARC has an expectation of a design that complements and enhances the Colonial Manor Corridor area, but which also is progressive and innovative in nature. While design is not requested with this proposal, the developer must include the Commission in the design process and the Commission reserves the right to approve any conceptual exterior designs for the project (with such approval not unreasonably withheld).

### Proposal Contents

Proposals must include the following information:

#### Cover Page

- Proposer's name and mailing address.
- Proposer's current legal status: corporation, partnership, sole proprietor, etc.
- Contact person's name, title, phone number, and e-mail address.
- Signature of authorized corporate office for each entity proposing as a partnership or team.
- A Proposal submitted by a trust (as defined in Indiana Code 30-4-1-1) must identify the beneficiary of the trust and the settlor empowered to revoke or modify the trust.

#### Project Description

- A description (written narrative and preliminary schematic plans if available) of the proposed development of the Property.
- A description of the land use(s) within the development.
- If the proposed use is commercial, identify at least one (1) primary tenant/user.
- A description of the number of jobs, with salary levels, anticipated with this project.

- Description of long-term ownership plans of the project, whether the developer plans on owning or selling the project once complete.
- If known by the developer within the timeframe of this RFP, it is recommended that any construction companies or design consultants be identified.

### **Project Finances**

- Proposed acquisition price for the land (see Offer Price section below).
- Preliminary capital pro forma showing the sources and uses of funds to purchase the property and construct the development. Detail any non-conventional means of financial assistance (federal/state funding, other public/not-for-profit assistance, etc.).

### **Offer Price**

Proposers will need to clearly indicate their offer price and acquisition terms for the Property.

#### **Appraisal Data**

- The property is located at the southwest corner of the Charlestown Road and Twin Oaks Drive intersection.
- The property is currently improved with an asphalt parking lot.

The offer price is only one of the factors considered by the NARC which reserve the right to accept, reject, or table any and/or all Proposals. Any Proposals received by the NARC are subject to the terms of the offering process described herein and in Indiana Code 36-7-14-22.

### **Project Schedule**

A proposed timeframe for the implementation of the development, including identification of any expected conditions which must be met before financial closing and site construction can commence. The schedule should include the time needed to obtain financing, complete design, secure all necessary permits and approvals, prepare the project site for construction, and complete construction of the proposed improvements.

### **Developer Experience**

1. Provide examples in graphic and/or narrative form of related projects the developer has completed which are similar in nature to the one described in this RFP. Include project references, location, type of development, proposer's role(s), cost of project, funding sources, status of project, and information about any continued financial or operating interest in each.
2. Include previous relevant experience working with the public sector or not-for-profits on joint development projects.
3. Summarize any pending or current lawsuits to which the responder or any principals of the responder have been a party which could limit a developer's ability to perform the work contemplated in their proposal.

### **Organizational Capacity**

1. Describe, in detail, what other development projects the developer is currently working on, including project size, scope, timeline, etc. Also, include the number of employees of the firm and brief biographies of firm principals or offices. Experience of firm principals or officers in other positions may be used as a replacement for developer experience.
2. Provide evidence of capacity to finance the project. This may be provided in the form of the financial capacity of the firm, and/or the ability of the developer to secure necessary funding sources.
3. Specify whether the development entity is or intends to form a corporation, a general or limited partnership, a joint venture, or other type of business association to carry out the proposed development.

### **Submittal and Deadline**

Proposers must submit copies of their Proposals in seven bound copies and one electronic copy. All supporting documentation must be on paper no larger than 11" x 17". Proposals and supporting documentation must be submitted in a sealed envelope labeled **"NARC – 2573 Charlestown Road"**. Proposers may choose to provide additional sets when invited to do so for presentation purposes. Submissions will *not* be returned.

Proposals must be delivered to the City of New Albany, Redevelopment Department Office on or before 2:00pm on September 23, 2024, and addressed to:

To:       New Albany Redevelopment Commission  
**"NARC – 2573 Charlestown Road"**  
 142 E. Main Street, Suite 212  
 New Albany, IN 47150

## **Evaluation Process**

### **Review / Selection Process**

Once opened by the NARC, the Proposals will be reviewed by a committee comprised of members and staff of the Commission and other City officials and consultants as deemed necessary by the NARC (the "NARC Review Committee"). Some or all the proposers may be requested to appear for an interview and present their Proposals to the NARC Review Committee and others.

The Proposals will be due on September 23, 2024 at 2:00pm. The Proposals will then be opened by the NARC in their public meeting on September 24, 2024 at 12:00pm. Upon opening of the Proposals, the NARC will begin its formal review process through the NARC Review Committee. The NARC Review Committee will then make a recommendation as to the Proposal that best meets the evaluation criteria to the Commission.

## Evaluation

Each proposal will be reviewed for quality, content, and conformance with the requirements above. The NARC Review Committee will make a recommendation to the NARC for final review, acceptance, and approval.

## Procedural Information

### Schedule

Issuance of RFP	August 27, 2024
Final Questions Due to NARC	September 9, 2024
Submission Deadline for Proposals	September 23, 2024
Proposals Opened by NARC	September 24, 2024
Review / Evaluation of Proposals / Interviews	September 25– October 4, 2024
Selection of Developer	October 8, 2024

Schedule is subject to change at the sole discretion of the Commission.

Published Dates in accordance with IC 5-23-5-3  
8/30/24 & 9/13/24

### Inquiries

All inquiries regarding this Request for Proposals should be made through the Commission's representation, Ms. Claire Johnson, Director of Redevelopment. The contact information is as follows:

Ms. Claire Johnson  
Director of Redevelopment , City of New Albany  
142 E. Main Street, Suite 212, New Albany, IN 47150  
(812) 948-5333 [cjohnson@cityofnewalbany.com](mailto:cjohnson@cityofnewalbany.com)

## General Terms and Conditions

### Addenda and Explanations Written and Oral

Should a Developer find any discrepancy in or omission from these instructions or any other forms in the Offering Packet, or should the Proposer have questions regarding any aspect of this offering, the Proposer shall submit written questions via email to the NARC's Representative, Claire Johnson, addressed to [cjohnson@cityofnewalbany.com](mailto:cjohnson@cityofnewalbany.com) by 2:00 pm on September 9, 2024. The NARC will respond in writing to all questions at one time and in one document which will be an addendum to the Offering Packet (on or about *September 13, 2024*) and such document will be provided to all registered Proposers receiving a Proposal Packet and have completed the contact information process. The contact

information process is submitted by contacting the NARC's Representative, Claire Johnson, via email with a written request to register as a Proposer and receiving a registration confirmation email back from Ms. Johnson. The NARC, its representatives, employees, or agents will not be responsible for any oral instructions and or interpretations.

### **Project Agreement**

The successful Prospect will be expected to enter into a Purchase and Development Agreement with the Commission, which Project Agreement shall contemplate the conveyance of the Property and set forth the nature of the development and/or improvement of the Project by the developer. By the delivery of a Proposal, Proposer agrees to negotiate the Purchase and Development Agreement in good faith and acknowledges and agrees that if, in spite of good faith negotiations, Prospect and the NARC cannot reach agreement on a form of Project Agreement on or before 60 days following the acceptance of the proposal of such successful Prospect, then such successful Prospect shall have no further rights (development or otherwise) in or to the Property and the NARC may re-offer the Property or otherwise dispose of the same as permitted by law.

### **Rejection or Acceptance of Offers**

The NARC reserves the right to accept, reject or table any and/or all Proposals. If the NARC accepts or provides notice of acceptance, the successful Proposer shall begin negotiating the Project Agreement within ten (10) days after such Proposer is notified of acceptance.

### **Applicable Laws**

Any contract(s) resulting from the proposal submitted will be developed in accordance with and governed by the laws of the State of Indiana.

### **Costs for Submitting Proposals**

The City of New Albany and the NARC will not be liable for any costs incurred by the respondents in replying to this Request for Proposals. The City of New Albany and NARC are not liable for any costs of work or services performed by the selected Proposer prior to the award of the contract.

### **Authority to Bind Submitting Entity**

The signatory for the entity submitting a proposal represents that he or she has been duly authorized to execute the proposal documents on behalf of the submitting entity and has obtained all necessary or applicable approvals to make this submission on behalf of the entity before affixing his or her signature to the proposal.

**Appendix A**

**General ALTA Survey**

**(If more detail is needed it will come at the respondents expense)**