

**REQUEST FOR PROPOSALS FOR  
REDEVELOPMENT OF COMMERCIAL PROPERTY**

Bidder may submit an RFP for all properties or a single property. Please note: 619 and 623 Main will be sold as one property.

**I. INTRODUCTION.**

a. Project Summary.

The City of Keokuk is seeking proposals for the redevelopment of certain real property located at **619, 623, 625 and 629 Main Street**, Keokuk, Iowa. Please see attached description(s).

b. Project Goals.

The project seeks to find the highest possible reuse which will provide continued benefits to the community. This will be achieved through some combination of aesthetic improvements, increased services, increased tax valuation, and structural improvements by the successful proposal.

**II. BACKGROUND**

a. Guidance.

i. Applicable City Plans.

The City of Keokuk Comprehensive Plan & Urban Revitalization Plan are available at City Hall, 601 Main, 3<sup>rd</sup> Floor, Keokuk, Iowa.

ii. Zoning.

This property is zoned C-3, Central Business District

b. The Property.

The property will be offered in as-is condition. Although some fixtures may remain in the property, the City makes no warranties or otherwise guarantees anything with regard to fixtures.

**III. PROPOSAL REQUIREMENTS.**

a. Content and Organization

i. Title Page.

Show the title of the proposal, the name of the firm, address, contact information, the name of the contact person, the date, and other relevant company information.

ii. Developer Credentials.

Provide a narrative describing the Developer's background, history, and experience, including comparable projects successfully completed by the developer. Customer references are not required but up to three may be submitted and considered.

iii. Team Members.

Provide the names and titles of the development team. Include proposed subcontractors.

iv. Developer's Legal Structure.

Provide evidence of corporate status, including where applicable, Articles of Incorporation, partnership certificate or agreement, and certification of registration with the Iowa Secretary of State. In addition, identify by name and title, those persons or entities holding an ownership interest of 10% or more.

v. Project Description.

Provide a detailed description of the proposed development, use, or construction including as applicable: the number of units, unit sizes, for sale or rent, approximate rents/lease rates. Include an explanation of the exterior design concept, expected timetable for construction, including starting and completing construction and opening of business.

vi. Concept Plan.

Submit a conceptual plan showing initial idea for the building placement, parking layout, access drives, storm water features, landscaping, and other relevant features.

vii. Financing Plan.

Submit a concise description of anticipated general financing for the project. Include, where applicable, the following:

1. Required investment and expected participation of the City or its entities.
2. Statement of Developer's financial ability and resources at the Developer's disposal.
3. Business concept including targeted market for the planned project and how the completed project would be marketed.
4. Offer price for the property.

viii. Approaches to Addressing City Goals and Guiding Principles.

Submit a narrative, up to one page, on how you will incorporate the project goals and guiding principles and plans identified in the background section, including the City's comprehensive plan, and urban revitalization plan.

b. Submission requirements.

Proposals must be received by the City Clerk of the City of Keokuk no later than 3:00 pm May 24, 2019 at City Hall, 601 Main Street, 3<sup>rd</sup> Floor, Conference Room. It is recommended that all proposals be submitted via certified mail or commercial courier service in order to provide a written record of delivery. The following requirements must be completed in full:

- i. Three (3) bound copies of the completed proposal.
- ii. At least one electronic copy of the proposal via CD, DVD, or USB.
- iii. Please send the identified information to the City of Keokuk at:

City of Keokuk, Iowa  
c/o City Clerk  
601 Main Street, 3<sup>rd</sup> Floor  
Keokuk, Iowa 52632

#### IV. **SELECTION PROCESS AND CRITERIA.**

##### a. Selection Criteria.

Proposals for the purchase and development of these properties will be evaluated according to the following criteria, and the final choice of Developer will be made in large part based upon:

- i. The extent to which the proposed development satisfies a desired or unique niche in the marketplace and helps diversify the economy of the city.
- ii. The level of investment toward improvements to the building and site.
- iii. The increase in tax/fee revenues that may result from the development.
- iv. The contribution that the development will make toward increased employment and earnings within the city, including the number and quality of jobs created.
- v. The degree to which the development may potentially stimulate other desirable economic development and/or redevelopment activity (catalytic effect):
- vi. The beneficial economic impact/s the development may have on a particular area of the city, i.e. an area identified by the City of Keokuk as needing special assistance, including areas needing revitalization or redevelopment.
- vii. The compatibility of the location of the development with land use and development plans as described by city goals and/or the master plan.
- viii. The beneficial economic impact/track record of any prior development experience with the City.
- ix. The extent to which additional direct or indirect public costs to the city would be necessary, i.e. extending/upgrading public infrastructure facilities and/or municipal services.
- x. The demonstrated capacity of the developer to finance, market, manage and package this project including the ability to secure tenants.
- xi. The developer's demonstrated readiness and ability to proceed on the project including time schedules reasonably described.
- xii. The offered purchase price of property.

##### b. Selection Process.

- i. Proposal review.

- ii. Interviews with City Administrator and Community Development Director.
  - iii. Staff Recommendation of Selected Developer.
  - iv. Council Review of Selected Developer, requiring public hearing.
  - v. Finalize contract/development agreement.
  - vi. Council approval of said development agreement.
- c. Rules Governing Competitive Evaluation.
- i. Code of the State of Iowa controls, even if otherwise stated below.
  - ii. Evaluation of Request for Proposals.  
Applications should carefully review the RFP, and addenda, and all relevant documents and data referenced herein. Applications should be fully aware of the conditions of this work. Questions regarding anything contained herein can be made to the City Community Development Director, Pam Broomhall, at (319)524.2050 Ext. 109 or via email at [pbroomhall@cityofkeokuk.org](mailto:pbroomhall@cityofkeokuk.org).
  - iii. Contract and Development Agreement Negotiations.  
The developer, and/or their attorney, will enter into negotiations with the City Administrator and City Attorney of the City of Keokuk. If an agreement cannot be reached, the Council will notify the Developer and stop negotiations, and the second highest ranked developer will enter into the negotiations with the City Administrator and City Attorney. The process may continue until a successful negotiation occurs. The City reserves the right to cease any negotiations with any party should it be determined to be in the City's best interests, or cancel any agreement until such time as it is formally approved by the City Council of the City of Keokuk.

**V. COMPLETENESS, ADDENDA, REJECTION, CANCELLATION, PREPARATION COST.**

This Request for Proposals (RFP) has been prepared by the City of Keokuk and does not purport to be all-inclusive or to contain all of the information a prospective purchaser or developer may desire. No legal liability is assumed or shall be implied with respect to the accuracy or completeness of this RFP.

The City reserves the right to revise any part of this RFP by issuing an addendum at any time prior to the submittal deadline, or otherwise may cancel the RFP before the submission deadline. The City reserves the right to accept or reject, in whole or part, all proposals submitted and/or to cancel this announcement if any such action is determined to be in the City's best interest. All materials submitted in response to this RFP become the property of the City of Keokuk.

The City is not and shall not be responsible for costs associated with preparing proposals. By submitting a proposal, each Developer agrees to be bound in this respect and waives all claims regarding such costs and fees.

**VI. QUESTIONS AND COMMENTS.**

All questions shall be submitted in written form or via email to the contact information provided below by May 21, 2019. Answers will then be provided, via the City website, in written form as a part of an addendum to this RFP:

a. Email Address: [pbroomhall@cityofkeokuk.org](mailto:pbroomhall@cityofkeokuk.org)

b. Physical Address:

City of Keokuk, Iowa  
Attn: Community Development Director  
601 Main Street, 3<sup>rd</sup> Floor  
Keokuk, Iowa 52632

Parties seeking to tour the property may also contact Community Development Director, Pam Broomhall at 319.524.2050 x109 in order to schedule tours of the property at her sole discretion.

**REQUEST FOR PROPOSALS FOR  
REDEVELOPMENT OF COMMERCIAL PROPERTY  
PROPERTY DESCRIPTION**

**Property Address: 619 Main Street**

Parcel ID 044521254150040  
Brief Legal: Original City of Keokuk, Easterly 14' OF lot 8 & Westerly 29.42' OF lot 9 BLK 94  
Lot Dimension: 43'.70" x 140'  
Building 2 Story, 2795 sq. ft., basement 2795 sq. ft.  
Add'n 1 1 story, 3225 sq. ft., basement 3225 sq. ft.  
Add'n 2 1 story, 40 sq. ft.



619 Main Street

**Property Address: 623 Main Street**

Parcel ID 044521254150030  
Brief Legal: Original City of Keokuk, Easterly 21' 5 1/7" of Westerly 35' 8 4/7" of Lot 8, Block 94  
Lot Dimension: 21'.43" x 140'  
Building 3 Story, 1950 sq. ft., basement 1980 sq. ft.  
Add'n 1 2 story, 2200 sq. ft., basement 1100 sq. ft.  
Add'n 2 1 story, 30 sq. ft.



623 Main Street

**Property Address: 625 Main Street**

Parcel ID 044521254150180

Brief Legal: Original City of Keokuk, Southeasterly 6' of lot 7 & Northwest 14.29' of lot 8, Block 94

Lot Dimension: 20'.29" x 140'

Building 3 Story, 1890 sq. ft., basement 1890 sq. ft.



625 Main Street

**Property Address: 629 Main Street**

Parcel ID 044521254150170

Brief Legal: Original City of Keokuk, Northwesterly 44' of Lot 7, Block 94

Lot Dimension: 44' x 140'

Building 3 Story, 1760 sq. ft., basement 1760 sq. ft.



629 Main Street

