

COLUMBUS METROPOLITAN LIBRARY

Request for Proposal

Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway

Issue Date: October 28, 2024

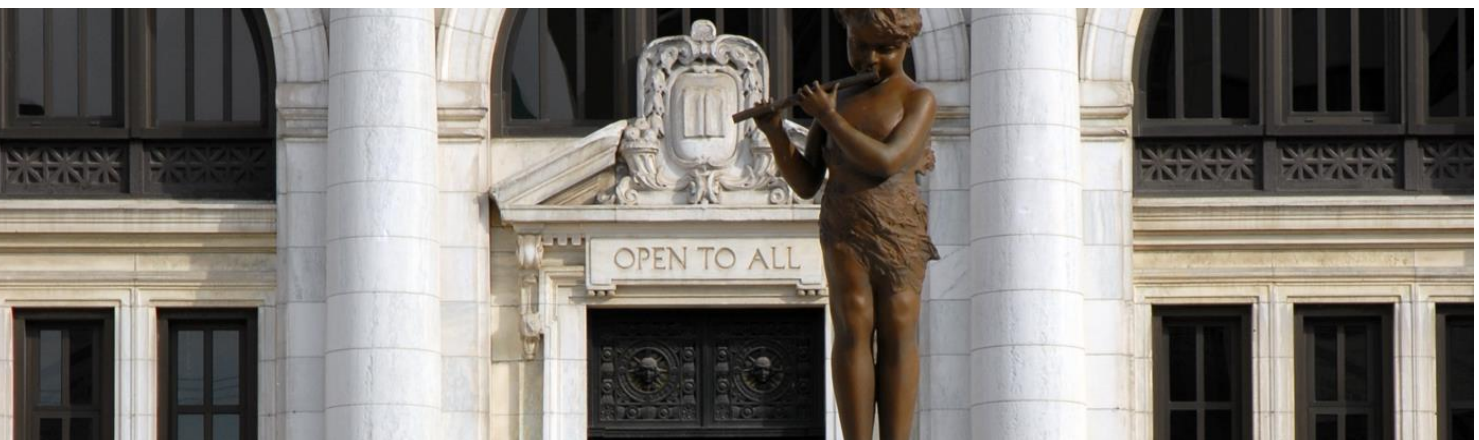
RFP Number: CML # 24-027

Issued by:

Columbus Metropolitan Library
96 S. Grant Ave.
Columbus, OH 43215

Deadline for Submittal:

December 10, 2024
No later than 12:00 PM ET



REQUEST FOR PROPOSAL COVER SHEET

The Columbus Metropolitan Library (“CML” or “Library”) is issuing this Request for Proposal (“RFP”) for the Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway. The RFP Identification Number is **CML # 24-027**

Proposals must be received by the Procurement staff at the Columbus Metropolitan Library via email to procurement@columbuslibrary.org **no later than 12:00 PM ET on December 10, 2024**. Any Proposal (“Proposal”) arriving after 12:00 PM will be marked late and will receive no consideration for selection to provide the specified services. The Library reserves the right to waive any defect or technicality in any proposal received or to eliminate any firm that submits an incomplete or inadequate proposal or that is not responsive to the requirements of the RFP.

All questions or requests for clarifications should be submitted in writing via email no later than 12:00 PM ET on November 21, 2024 to procurement@columbuslibrary.org and reference the Identification Number (CML #24-027) and title Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway RFP. All questions will be answered in the form of an addendum and posted on the “Doing Business with the Library” page of the Library’s website at www.columbuslibrary.org/about/doing-business. The Library anticipates that responses will be posted on or around November 26, 2024. Respondents are responsible for accessing, reviewing, and acknowledging any addenda in accordance with this RFQ, prior to submitting an SOQ. CML shall not be held liable for technical or other issues or obstructions..

The Proposer (“Proposer” or “Respondent” or “Developer”) declares to have read and understood and agrees to be bound by all the instructions, terms, conditions and specifications of this RFP and agrees to fulfill the requirements of any contract (“Contract”) for which it is selected to provide the specified services at the prices proposed.

The Proposer certifies, by signature affixed to this Request for Proposal Cover Sheet, that the information provided by it in response to the RFP, including certified statements, is accurate and complete. By submitting a response to this Request for Proposal, the Proposer acknowledges that it complies with applicable federal, state, and local laws and regulations.

Federal Taxpayer Identification Number (TIN)		
Name of Person Signing the Proposal (Please print or type)	Title	
Proposer Name		
Mailing Address		
City	State	ZIP
Telephone		
Contact Person		
E-mail Address		
Authorized Signature (in Ink, DocuSign or Adobe Sign).		

THIS FORM MUST BE SIGNED AND SUBMITTED WITH THE PROPOSAL.

PROJECT OVERVIEW



The Columbus Metropolitan Library (“CML”) invites developers to respond to this Request for Proposal (RFP) to purchase and develop its property at Nelson Road and Ridgeway Avenue in Columbus, Ohio. It is the intention of this RFP to solicit proposals that will include a future program for the site focusing on (but not limited to) affordable multifamily housing, conceptual designs for the project, and a proposed offer for the site complete with a price and deal terms. CML will consider the program, design, and offer price when selecting a successful proposal. **Proposals are due on December 10, 2024, at Noon.**

The Columbus Metropolitan Library

Columbus Metropolitan Library has served the people of Franklin County, Ohio for over 150 years. CML understands that great libraries create stronger communities and has invested millions of dollars in Franklin County to create world class library facilities including the Shepard Branch.

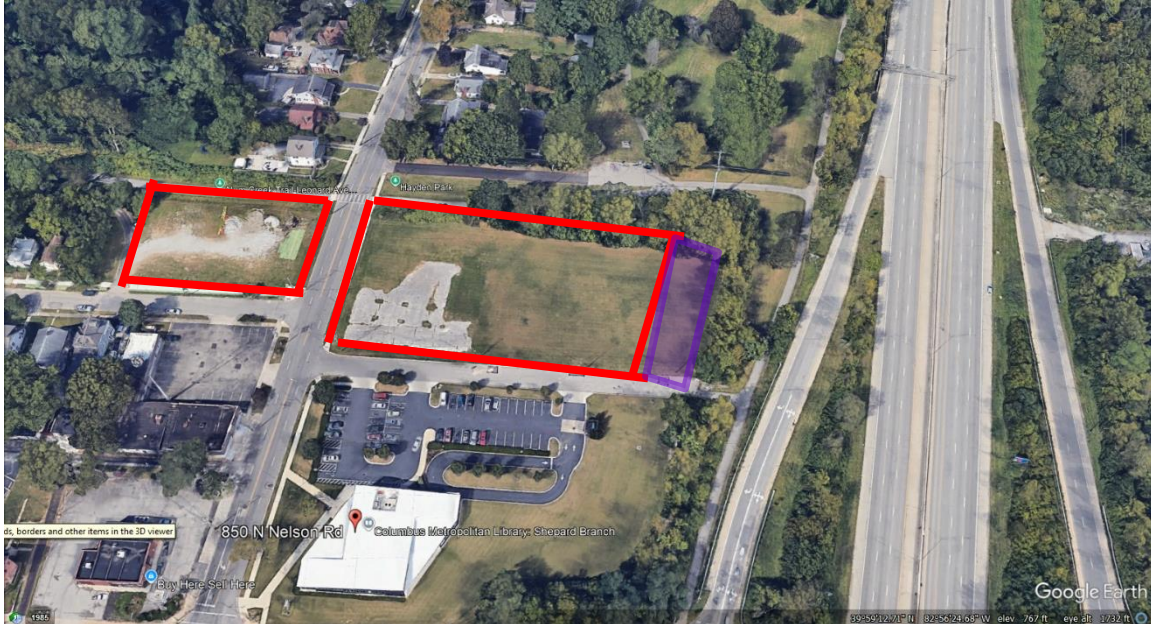
The Nelson Road-Ridgeway Avenue Opportunity

CML acquired the property at Nelson and Ridgeway in 2015. The Shepard Branch opened to the community in 2016. CML is no longer in need of the adjacent property located on multiple parcels along Nelson Rd. and Ridgeway Ave. CML will consider the price offered, program proposed (especially the specifics on affordable housing), and any other factors it may deem necessary when reviewing responses and selecting a developer

Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027

Site Location

CML believes this location is prime for redevelopment and presents a unique opportunity to meet a critical need of central Ohio, such as affordable and/or below-market rate housing in Columbus. Location outlined in red in picture below. The area in purple is a potential park.



The Building Program:

A proposed building program for the future project is a required component of the proposal. Proposals including programs that display alignment with CML’s [mission, vision, and values](#), and especially those including a significant affordable housing component as defined below will be given a high priority for consideration.

Affordable Housing:

Consistent with the attached Values Statement and in recognition of the significant community need for additional affordable housing opportunities, CML requires applicants to include an affordable housing component in their proposal. Affordable housing is generally defined as housing on which the occupant is paying no more than 30 percent of gross income for housing costs, including utilities. CML seeks a project that includes a portion of units that are income-restricted where residents meet this guideline. Rather than be overly prescriptive on number or percentage of units set aside, we expect applicants to include in their proposal detail about number of affordable units, rent and incomes levels planned, and population(s) targeted for the affordable housing component (e.g., elderly, special needs, workforce). For additional information, contact the City of Columbus for current residential incentive policies.

Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027

Park:

CML is creating a new park that will focus and reflect on the historic relevance of the Underground Railroad in Central Ohio. The vision for the Underground Railroad installations along the Alum Creek corridor is to increase the educational and recreational opportunities for Alum Creek Greenway trail users. Its goal is also to attract the broader community and bring continued awareness of the critical role Alum Creek played in freedom-seekers heading north during times of slavery in this Country.

The project will be launched at the Shepard Branch with a rotating exhibit/installation within the facility. Across the street (proposed in purple on the site plan), Columbus Recreation and Parks will develop a park site with art and a playground that will provide education about the local history of the underground railroad. In future years, additional art and interpretative pieces will be created and installed along the trail heading north.

The size of the park, and final location, is yet to be determined. As part of the proposal please illustrate to CML how this park might be incorporated into your development.

Information:

Any information provided by CML is without warranty or representation and intended only to facilitate the developer's proposal. Developers have access to this publicly open property and should rely on its own experts' opinions on due diligence matters.

EVALUATION AND SELECTION PROCESS

Proposal Evaluation:

Proposals will be competitively evaluated based on factors including the following:

- Architectural Planning and Design
- Alignment with CML's mission, vision, and values
- Project Timeframe for Full Completion
- Project Team Experience
- Ability to Finance the Project/Financial Feasibility Purchase Price
- Number of Units
- Incorporation of the new park
- The process proposed by the developer/respondent will ensure a focus on long-term affordability
- Design concepts

Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway

Request for Proposal – CML #24-027

Submission Requirements:

1. Program and Conceptual Design

- a) Site plan, floor plan(s), sections, an elevation, and other illustrative materials. The drawings shall include overall dimensions.
- b) Describe the program's alignment with CML's Statement of Values.
- c) Specify the number of units and the unit mix, including the number of units specifically dedicated to affordable and/or below-market housing if applicable.
- d) Identify the size of the new park that will work best with your plan.
- e) Specify the process through which the proposed program will continue to be implemented for at least 15 years into the future. Mixed- use development is encouraged.

2. Development Schedule

1. Please submit a detailed proposed development schedule. Describe any material assumptions in the scheduling that could alter or impact the proposed schedule.
2. The proposed schedule should cover each period of development and should indicate specific planned dates for the start of construction and the completion of construction. The schedule will serve as the basis for performance criteria in the purchase agreement, as discussed below with respect to anticipated key terms of the purchase agreement.

3. Pro-Forma

- a) Please submit a project pro-forma detailing:
 - i. projected costs of construction and development including a detailed line-item breakdown of hard costs, soft costs, and developer fees.
 - ii. projected income including breakdown of rentable square feet and projected rent per square foot.
 - iii. projected costs inclusive of debt service.
 - iv. net present value of project, specifying appropriate capitalization rate.
- b) Please clearly indicate assumptions on level of debt, interest on debt, required returns to equity, and the capitalization rate used.

4. References

- a) The Developer must provide references connected to previous projects of similar scope and size.

5. Litigation

- a) Disclose any threatened or pending litigation against the developer.

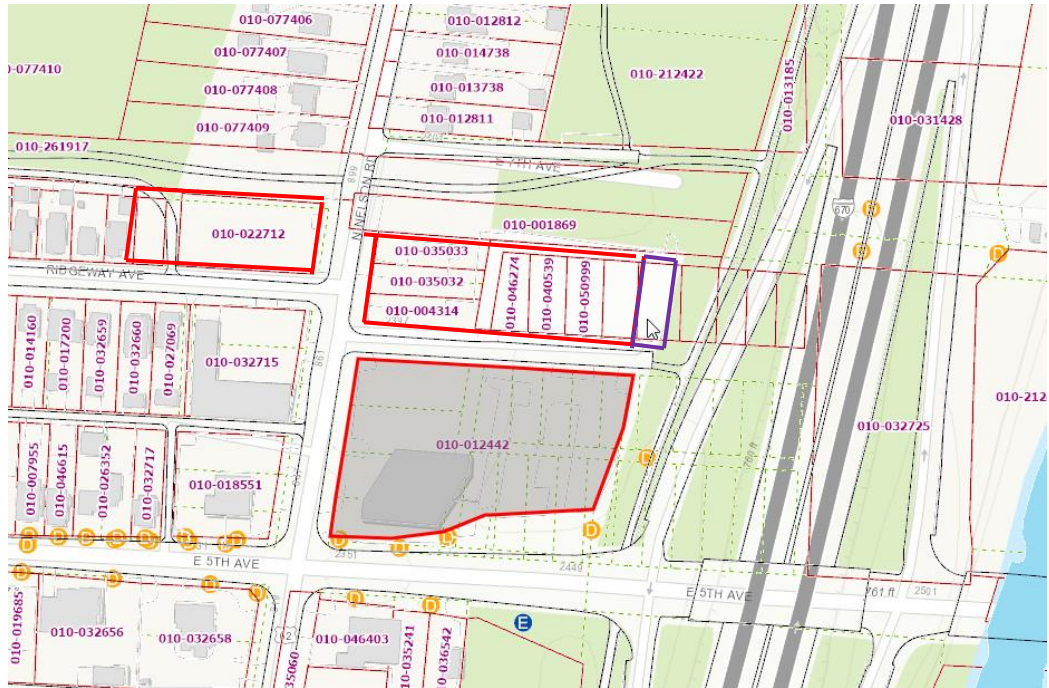
Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027

6. Key Terms

CML desires to confirm the following “key terms” as a part of the proposal process. Please indicate agreement with each of the following key terms, or clearly describe any proposed modifications.

- a) Price
 - i. Developer must propose a purchase price for the site. Purchase price will be a significant factor in proposal evaluation.
- b) Site
 - i. The site will be tax parcels (as shown below):
 - i. 010-047040
 - ii. 010-022712
 - iii. 010-035033
 - iv. 010-035032
 - v. 010-004314
 - vi. 00-046274
 - vii. 00-050999
 - viii. 00-040539
 - ix. 00-020886
 - x. 010-041235
 - ii. CML will provide the sites in their current condition. The developer will be responsible for any costs of environmental remediation, soil conditions, or other latent issues.
 - iii. The property will be deed-restricted and subject to CML’s Board of Trustees approval to reflect obligations with respect to the completion of the proposed schematic project plan, including completion timing.
 - iv. If needed, any open civic space and driveways will be at the Developer’s sole expense. After construction, the driveways will be dedicated as public right of way, and the open civic space shall be subject to an open civic space easement for the use of CML, with the developer being entitled to the same use for its residents/tenants. CML will retain the right to approve all plans and supervise the construction of the driveways and open civic space.

**Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027**



- c) Performance
 - i. No interest in the sites will be conveyed until the closing of Developer’s construction financing.
 - ii. CML will retain the right to repurchase the sites at a repurchase price discounted by 10 percent if substantial construction does not commence within 6 months of closing.
 - iii. If Developer forms an entity limited in purpose to the Project, developer’s parent entity will provide a guarantee of its performance of all obligations and covenants to CML.
 - iv. If the property is listed for sale at any time after purchase, CML will retain the right of first refusal to repurchase it.
- d) Parking
 - i. CML does not have excess parking capacity to provide parking and will not provide parking for this development.
- e) Approval(s)
 - i. CML will approve the selection of Developer’s general contractor, except to the extent Developer self-performs the construction.
 - ii. Developer will not make any changes to the design presented that affects the allocation of use, materials approved or exterior appearance without CML’s consent.
- f) Additional Key Terms: Please disclose any additional terms contemplated in the proposal that could have a material financial, legal, timing or practical impact on the project, including any key terms proposed by the developer in response to project preferences indicated in this RFP

Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027

Submission:
Proposal Submission Requirements

Submit one (1) electronic copy of the proposal with the title of **CML - 24-027: Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway** in the subject line and emailed to: procurement@columbuslibrary.org.

To facilitate the comparison of proposals, each page should state the firm's name, the RFP number (CML #24-027), and the page number and be submitted in a format that corresponds to the order below.

- A. RFQ Cover Sheet – signed by an officer of your company.
- B. Appendix B - Acknowledgement of Addenda Form – completed and signed
- C. Proposal from the proposer as outlined in the Submission Requirements section.

Submissions must be received by **December 10, 2024 before 12:00 PM ET** to be considered.

SELECTION PROCESS:

A committee made up of CML employees with possible outside advisors will decide on the top proposals. The developers submitting the top proposals may then be interviewed by the CML committee.

- CML's Board of Trustees will provide the final approval and authorization of a purchase and sale agreement.

ADDITIONAL INFORMATION

1. Addenda to this RFP will be posted on our website at www.columbuslibrary.org/about/doing-business at least five (5) business days before the RFP opening. Proposers are responsible for any information provided in all issued addenda.
2. Times referenced herein are Columbus, Ohio local time.
3. Submission of a Proposal in response to this RFP is the Proposer's acknowledgment that subjective criteria may be used in the evaluation of Proposals. The award shall be made to the responsive and responsible Proposer determined to be the most advantageous to the Library. Price, although an important consideration, will not be the sole determining factor.

QUESTIONS

All questions regarding this RFP must be sent to procurement@columbuslibrary.org and must reference the RFP Identification Number and title of the RFP no later than **12:00 PM ET on November 21, 2024**. **CML will post written responses to all properly received questions on November 26, 2024**. Answers to all questions will be documented and posted on

**Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027**

the “Doing Business with the Library” page of the Library’s Web site at www.columbuslibrary.org/about/doing-business.

PROJECTED TIMELINE

The projected timeline for this RFP process is provided below. The Library may, at its sole discretion, modify the schedule as necessary to allow for a thorough and complete analysis of responses.

Activity	Target Completion Date
Issuance of RFP Inquiry Period Begins	October 28, 2024
Inquiry Period Ends	November 21, 2024, 12:00 PM ET
Final Response to Vendor Questions	November 26, 2024
Due Date	December 10, 2024, 12:00 PM ET
Selection of Successful Proposer	TBD

*CML reserves the right to modify this schedule at CML’s discretion. Notification of changes in the response due date would be posted on the CML website or as otherwise stated herein. All **times are Eastern Time.***

Contract Award

The Library is not, by virtue of issuing this RFP, obligated to enter into a Contract and reserves the right to not issue a Contract as a result of this solicitation.

CML will enter into negotiations with the top selected Proposer. The selected Proposer will be invited to negotiate a contract with CML. The contents of the selected proposal, together with the RFP and any formal questions and answers generated during the proposal process, will be incorporated with and made part of the final contract as developed by CML. Should negotiations fail to result in a signed contract within thirty (30) days, CML reserves the right to terminate negotiations and select the Proposer whose proposal is determined to be the next most advantageous to CML.

All Proposers that respond will receive a notification if they have been selected or not.

**Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway
Request for Proposal – CML #24-027**

Appendix B

**CML #24-027 Redevelopment of Land at the
Shepard Branch – Nelson & Ridgeway**

Acknowledgment of Addenda

Project Description: Redevelopment of Land at the Shepard Branch – Nelson & Ridgeway

Instructions: The respondent is to complete Part I or Part II of this form, whichever is applicable, and sign and date this form. This form serves as the respondent's acknowledgment of the receipt of the Addenda to this solicitation which may have been issued by the CML prior to the Proposal Due Date and Time.

Part I: Check Box if Applicable:

Listed below are the dates of issue for each Addendum received in connection with this solicitation.

Addendum # 1, dated: ___/___/___ Addendum # 2, dated: ___/___/___

Addendum # 3, dated: ___/___/___ Addendum # 4, dated: ___/___/___

Addendum # 5, dated: ___/___/___ Addendum # 6, dated: ___/___/___

Part II: Check Box if Applicable: **NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS COMPETITIVE SEALED PROPOSAL.**

NOTE: THE RESPONDENT MUST SIGN AND COMPLETE THIS FORM

Company Name: _____

Authorized Representative:

Name: _____

Signature: _____

Title: _____

Date: _____