

# REQUEST FOR PROPOSALS

The City of Southport Redevelopment Commission requests proposals for a mixed-use development to serve as an anchor for Downtown Southport

*2110 East  
Southport  
Road*



## 1. INVITATION

The City of Southport Redevelopment Commission ("RDC") invites applicants to submit a plan for the acquisition and development of the property located at 2110 East Southport Road in Southport, Indiana (the "Property"), as shown on the attached [Exhibit A](#).

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## 2. BACKGROUND

Southport, with a population of just over 1,700 residents is the smallest of 4 self-governing cities located within the boundaries of the greater Indianapolis-Marion County UniGov area. It has a city government structure, including its own department of public works and police department. This year, construction will begin on a new Municipal Complex that will house the Mayor, Clerk-Treasurer's Office, Police Department and become the home of the Southport Police Academy.

Southport is located midway between I-465 and Greenwood on the southside of Indianapolis. Madison Ave is the west border and Southport Road is the primary east-west thoroughfare with McFarland Road being the east side border.

Although there are commercial strips and multi-family residential developments in this region of Marion County, there is not a "village-like" community where people can walk the streets, shop, dine and enjoy being outside and enjoy being with others. Southport is poised to become that community and in order to focus that effort, a Redevelopment District has been formed. [Exhibit B](#) illustrates the Redevelopment District boundaries.

The RDC has recently purchased the Property, (formerly a lumber yard) in the heart of the existing commercial district with the intent of finding a developer interested in building a mixed use project designed in its own architecturally rich manner, that will include shops, small restaurants, and residential units. This will be the third project that the RDC has helped as it actively pursues a rejuvenated central business district. The first was the upgrade and repurposing of a large furniture store into a 300-person office complex and the second was the rebirth of the old post office into Sophia's, a popular and very busy bridal store. Both of these businesses are located directly across Southport Road from the Property.

Southport is recognized as a community where people care about, and actively participate in, its governance as well as its activities such as parades, festivals, and concerts. It is a community seeking ways to bringing people together, to foster social interactions and to promote active and healthy lifestyles. It is a community with the unique advantage of being a "small Indiana Town" but having all the benefits of the city all around it.

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## 3. THE PROJECT

The City's priorities with respect to the plan for redevelopment of the Property, include, but are not limited to:

1. A maximum building height of three stories along Southport Road.
2. A development that maximizes the full potential of the site for utilization and density.
3. 1<sup>st</sup> floor commercial (e.g. retail, restaurant, personal service, office, and/or specialty food store) with a focus on active living; 2<sup>nd</sup> floor and above - commercial or residential; mixed-use;
4. Development of the 2nd Street corridor, creating a public space for access to the development as well as public programming (e.g. farmer's market, food trucks, street fairs).
5. Building addresses both Southport Road and the future 2nd Street with frontages that help reinforce existing frontage lines, or establish new lines for potential future developments and establish themes for sidewalks and public spaces that are pedestrian-oriented;

6. Development should be consistent with the character and appearance guidelines for the Village Mixed Use typology as defined by the Indianapolis Regional Center Design Guidelines (See Exhibit C).
7. Architecture is an important component. While there are a few existing buildings in Southport that provide architectural context, the overriding goal is to make it feel like “main street” in a small Indiana town.
8. Special consideration will be given to a proposal that includes letters of interest or support from interested tenants.

### Existing Conditions

The Property is approximately 3.75 acres and consists primarily of asphalt, concrete, and gravel. The Property was formerly a lumber yard. The buildings are now removed, but some footings are still present. Phase 1 and Phase 2 Environmental Assessments have been completed and several small areas of contamination have been remediated. Utilities available to the property include natural gas, electrical service, telephone, water, and sewer. The Property is bound by the Railroad on the East, Southport Road on the South, the Southport Antique Mall on the west, and Little Buck Creek on the North. The existing railroad spur is within a 16-foot easement. The northernmost portion of the property along Little Buck Creek is regulated floodway.

### Possible Uses

The RDC's preference is for a mixed-use development containing commercial uses on the first floor and commercial and/or residential (rental or condominium) above the first floor. The RDC will consider any mix of uses that furthers the goals and policies of the redevelopment and economic development initiatives for the Redevelopment District and benefits the residents of the City of Southport.

The RDC will work with the winning proposal to develop the public space along the western border of the Property. This will become “2<sup>nd</sup> Street” and ultimately will become public right-of-way, maintained by the City of Southport.

### Zoning

The current zoning is C7. In order to accommodate residential units, the developer will need to rezone the property. The RDC will support the winning proposal throughout the re-zoning process.

### Public-Private Partnership

The RDC reviews the economics of each project to determine the desire and necessity, among other things, to enter into a public-private partnership. The City acquired the Property and will consider entering into a partnership that accomplishes the overall vision for the Redevelopment District and City of Southport. The RDC will consider such factors as the proposed use (type of development), what the developer would propose to pay to acquire the Property from the City, and what, if any, incentive the developer would ask of the RDC or the City of Southport. Although this is not comprehensive of the factors considered, applicants are encouraged to address each one specifically in their applications. Applicants are also encouraged to highlight the overall economic impact their development would have on the City of Southport and Redevelopment District, including new or retained jobs, commerce, and other ancillary benefits of the project.

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## **4. PROPOSAL SUBMITTAL INSTRUCTIONS**

The following instructions represent the minimum submittal requirements. Proposers are free to submit additional materials as seen fit to provide clarity or otherwise enhance the submittal. All information submitted will be considered. Proposal submittals must include the following items, in the following order, and under the following headings:

A. Identification of the Development Team

Identify all principals and/or partnerships who will be involved in the project, along with their respective roles and the extent of their participation.

B. Ownership Plan

Explain ownership and property management plan. Proposals with the developer retaining ownership for 5 years or longer may receive preference.

C. Relevant Project Experience

Identify specific participants' project experience, if any, with comparable developments (commercial, mixed-use, and/or public/private development experience). Cite each participant's role in the project, how the project was conceived, developed and financed, and the experience gained. Include name, address and phone number of reference contacts for each project. The RDC considers previous successful experiences a strong indicator of future success. If developers experiences are minimal provide alternative considerations to support the proposals probability of long term success.

D. Executive Summary

The Executive Summary should include such non-proprietary and non-confidential information as will enable members of the public to understand the concept and intention of the plan, a summary of the anticipated uses and site plan, and the plan's relationship to surrounding uses. The Executive Summary should be printed separately and be suitable for public dissemination and submitted along with all the other required materials. All documents submitted in response to this RFP, including the executive summary, will be considered public documents subject to Indiana statutes governing access to public records, Ind. Code \*5-14-3 et. seq.

E. Conceptual Development Plan

The conceptual development plan, at a minimum, should include the following:

- a. Narrative description of proposed development on the Property;
- b. Conceptual site plan for proposed development on the Property;
- c. Narrative description and/or depictions of how development on the Property will complement the area.

F. Architectural

Proposals shall include exhibits or conceptual elevation studies indicating materials and style. Examples of other projects by the project architect that demonstrate intended level of design will enhance the proposal.

G. Residential

If residential is a component, provide a summary, in table form, of the type and size of housing units, and anticipated rental rate per foot or sales price.

H. Parking

Provide a summary, in table form, of the amount of parking spaces necessary, including whether it is anticipated certain spaces would need to be reserved for the residents, employees, or visitors to the project. Also, identify the number of spaces planned within the new development site.

I. Sustainability

Economically and environmentally sustainable designs are of increasing importance to residents and decision-makers of Southport. Efforts should be made to include applicable

sustainable features into the overall design. Identify any sustainable elements that may be addressed in the site design and building construction to include such things as energy efficiency, water conservation, waste reduction, etc.

J. Financial Analysis and Financing Plan

This section of your response should include, at a minimum:

- a. Construction costs, generally broken out into major categories for the following:
  - i. land cost (proposed purchase price from RDC);
  - ii. soft costs;
  - iii. construction costs;
  - iv. the public space and sidewalk improvements from edge of building to back of curb.
- b. Financing costs;
- c. Demonstration of applicant's ability to finance the project (identify financing);
- d. Contingencies and projected equity investment;
- e. Request, if any, of public funds (TIF, infrastructure, etc.);
- f. The extent to which, and the timing of when, public funds would support the project; and,
- g. Project pro forma.

K. Schedule

Provide a project schedule which results in a construction start as early as possible. Include schedule for Design Development approval by the RDC. Include any construction timeline milestones (opening of retail/restaurant, residential occupancy, office occupancy, etc).

Proposals that are responsive to this RFP must be sent to the following contact no later than the indicated time and date:

CONTACT NAME: Duane Langreck, RDC President  
ADDRESS: 6901 Derbyshire Road, Southport, IN 46227  
DATE: Wednesday 7/26/17  
TIME: Noon, Local Time

Include seven (7) hard copies and one electronic copy of your proposal.

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## **5. SELECTION AND AWARD**

The RDC reserves the right to reject any and all proposals at its absolute discretion. All offers are subject to the laws of the State of Indiana.

An RDC selection committee will review and rank submittals on the basis of the greatest overall benefit to the City of Southport. It is anticipated that the committee will recommend a short list of applicants to the City Council and the RDC. Upon approval of the short list, the RDC and/or City Council will conduct interviews with the applicants on the short list to select a developer. Upon selection, the RDC will authorize staff to enter into negotiations for agreements with the selected applicant.

In determining the greatest overall benefit to the City, the selection committee, RDC, and City Council will evaluate each submittal on a number of factors, including but not limited to the items set forth in this

Request for Proposal and any and all criteria prescribed by statute. To the extent there is any conflict between the criteria stated herein and the prescribed statutory criteria, the statutory criteria shall control.

#### Selection Schedule

6/21/17	RFP is published
7/10/17, 6:00 p.m.	Pre-proposal Meeting (optional attendance), 6901 Derbyshire Road
7/12/17, EOB	Last day to submit questions regarding RFP to RDC
7/21/17, EOB	Last day for RDC to answer questions/issue addendums to RFP
7/26/17	SUBMITTAL DEADLINE

Required statutory notice dates and meeting dates will be distributed at a later date via addendum.

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## **6. COMMUNICATIONS**

All communication is strictly limited to written questions submitted via email to [duane.bldgcom@gmail.com](mailto:duane.bldgcom@gmail.com). All questions delivered on or before the deadline noted in the schedule above will be responded to in the form of addendums to this RFP and communicated to all RFP respondents.

7/27/17-8/4/17	Committee Review
8/7/17-8/11/17	Short List and Interviews
8/14/17	Award Notification

NOTE: This Request For Proposal does not commit the City of Southport or City of Southport Redevelopment Commission to award a contract, to pay any costs incurred in preparation of a proposal, or to procure or contract for any services. All proposals and materials submitted will become the property of the City of Southport and City of Southport Redevelopment Commission and will not be deemed confidential.

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## **7. CONTACT INFORMATION**

Please forward questions to:

CONTACT NAME:	Duane Langreck,
ADDRESS:	6901 Derbyshire Road, Southport, IN 46227
EMAIL:	<a href="mailto:duane.bldgcom@gmail.com">duane.bldgcom@gmail.com</a>

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## **8. ADDITIONAL INFORMATION**

The RDC may negotiate different terms and conditions with any applicant after opening all of the proposals.

All materials submitted in response to this RFP shall become the property of Southport.

Applicants are advised that information and material contained in a proposal are subject to the Indiana

Public Records Act, IC 5-14-3 et seq., and, after the contract award, may be viewed and copied by any member of the public, including news organizations and competitors.

Notwithstanding anything herein to the contrary, any sale of the property will need to comply with Indiana law.

A. Reservation of Rights

This RFP does not commit the RDC or City of Southport to award a contract, to pay any costs incurred in the preparation of a Proposal to this request, or to contract for services. The RDC and City of Southport will evaluate proposals based upon the effectiveness of the perceived performance of each applicant as it relates to the specific requirements of the RFP. The applicant requesting the least amount of public funds shall not necessarily be selected.

B. Discussions

The RDC and City of Southport specifically reserves the right to: (i) conduct written discussions, with applicant determined by the RDC or City of Southport to be reasonably viable to being selected for award; (ii) reject any or all proposals or any part thereof; or (iii) to waive any defects or informalities in a proposal when it is in the best interest of Southport.

C. Inconsistency or Error in the RFP

Any applicant believing that there is any ambiguity, inconsistency, or error in the RFP shall promptly notify the President of the Redevelopment Commission in writing of such apparent discrepancy. Failure to so notify the President of the Redevelopment Commission the RFP Proposal Submission Deadline will constitute a waiver of any and all claims of ambiguity, inconsistency, or error.

D. Addenda

Southport shall not be responsible for any oral instructions given by any employees of Southport in regard to the Proposal Submittal Instructions, specifications or proposal documents as described in this RFP. Any changes will be in the form of an addendum, which will be furnished to all applicants who are listed with the RDC as having received the RFP, or to any other applicants who request an addendum.

E. Applicant Incurred Costs

Applicants shall be responsible for all costs incurred in preparing or responding to this RFP. All materials and documents submitted in response to this RFP become the property of Southport and may not be returned after the Proposal Submission Deadline.

F. Rejection of Proposals

The RDC reserves the right to reject any or all Proposals received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in Southport's best interest.

G. Warranties

Each applicant submitting a Proposal in response to this RFP warrants and guarantees that the applicant is fully capable of performing each and every task set forth in the Proposal. No limitation or exception to this warranty provision will be acceptable to the RDC or City of Southport.

H. Non-Discrimination

A successful applicant in performing services under the Agreement shall not discriminate against any worker, employee or applicant or any member of the public because of race, creed, color, religion, gender, national origin, age or disability, nor otherwise commit an unfair employment practice.

I. E-Verify

Selected applicant must agree to enroll in and participate in the E-Verify Program as required by Indiana Code 22-5-1.7-11 during the hiring process for all employees hired after the date of the service Agreement. Selected applicant must agree to require its subcontractors who may perform work under the services agreement to certify to Selected applicant that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. Selected applicant must agree to maintain this certification throughout the duration of the term of a contract with a subcontractor. The RDC may terminate a resulting services agreement for default if the Selected applicant fails to cure a breach of these E-Verify provisions no later than thirty (30) days after being notified by the RDC of such breach.

Attachments:

Exhibit A – The Property

Exhibit B – Redevelopment District Boundary

Exhibit C – Indianapolis Regional Center Design Guidelines

Exhibit D – Market Analysis