

REQUEST FOR PROPOSALS
for the
Purchase and Development
of
2811/2815 N Tyler Road
Wichita, Kansas 67205



Release: January 9, 2018

Responses Due: March 5, 2018

USD #266 - Maize
Dr. Chad Higgins, Superintendent



EXECUTIVE SUMMARY

The Maize Public Schools – USD #266 requests the submission of proposals for the purchase and redevelopment of 2811/2818 N Tyler Road, Wichita, KS. The site consists of a currently vacant school building, a former residence being used for office space, and front and rear parking, all of which is owned by the school district. The building is bound on the west by single-family residential housing, on the east by Tyler Road, on the north by multi-family residential housing, and on the south by a dental office in a converted dwelling and a florist. The site represents an excellent commercial development opportunity in the Maize and Wichita Communities, with close proximity to other commercial, mixed-use, and residential areas.

Property Type: Currently vacant multi-level former residence and single-story school building on 1.84 acres with additional parking.

Street Address: 2811/2815 N Tyler, Wichita, KS

Location: West side of Tyler Road and south of 29th Street N.

Goals and Objectives: The school district is seeking a long-term solution for the building and property that will provide a positive impression of the community.

The District has chosen to pursue other development potential for the facility through a new owner, thereby freeing district resources for other instructional needs that more efficiently utilize taxpayer dollars.

Successful proposals should contain the following elements:

- Parking considerations should be addressed according to existing city code. All exterior parking facilities should be appropriately landscaped.
- If commercial loading docks are installed they should be hidden from the street or any primary building facade. Trash enclosures should be constructed so as to be screened from public view and adequately buffered from surrounding uses.
- Adequate landscaping should be provided along the edges and interior of the site, where possible.
- Proposals that include the use of the facility for business perceived to be detrimental to the general wellbeing of the schools or community may not be considered.

Site Description: Size: 1.84 acres on building site; approximately 2,429 square feet (2811 building size); 4,130 square feet (2815 building size) and square feet of parking

 Shape: L-shaped building, rectangular strip parking and rectangular vacant lot

 Frontage: Tyler Road, maintained by the City of Wichita

 Condition: Good

 Utility Costs: Unavailable

 Zoning: SF-5 (rezoning available)

Good Faith Deposit: All responses must include a Good Faith Deposit of \$20,000 in the form of a cashier's check or certified check.

Evaluation and Selection: The Board of Education will review the proposals based upon the evaluation criteria and submission requirements outlined in this RFP. Among the criteria to be considered will be the completeness of the submission, purchase price, quality of the development proposal, responsiveness to the goals of the RFP, appropriateness of the proposed use relative to the surrounding community, proposed design, and the experience, sustainability and financial capacity of the proposal.

Key Dates:	Release of Request for Proposals	Jan. 9, 2018
	Open House (1:00 PM – 3:00 PM)	Jan. 31, 2018
	Pre-submittal Conference (9:00 AM at ESC)	Feb 19, 2018
	Response Due Date (12:00 PM)	Mar 5, 2018

PROPERTY DESCRIPTION

Identification of the Property

Beginning 1042 feet South of the Northeast corner of the Northeast Quarter of Section 5, thence West 317 feet; thence South 275 feet; thence East 317 feet; thence North to the point of beginning, Section 5 Township 27 South, Range 1 West of 6th P.M., Sedgwick County, Kansas.

Ownership

All sites are owned by USD #266 – Maize and will be conveyed to the selected respondent under the terms of an executed sales agreement. The District will not provide assistance in acquiring or securing rights or rezoning of any of the properties.

Site Description

The site consists of two vacant former school buildings on 1.84 acres, two adjacent parking lots on 0.43 acres. The building site has frontage along Tyler Road. Refer to the addenda for maps, photographs and other site information.

Existing Improvements

Site grounds are irrigated. Sign will remain but new owner will remove school district branding.

Site Preparation

The selected respondent will assume all costs of renovation of the existing facility and disposing of any unnecessary infrastructure and debris. The selected respondent is solely responsible for bearing all associated costs and making all arrangements regarding the abandonment, relocation or installation of public or private utilities.

The selected respondent is also responsible for arranging for the reconstruction of sidewalks and relocation of street lights, fire hydrants or other facilities within the public way, if such work is necessitated. Any construction must be made according to City of Wichita codes, and the work must be fully bonded.

Environmental and Soil Conditions

Environmental Conditions: There are no known environmental contaminants on the site, however purchasers are responsible for conducting due diligence regarding any abatement or mitigation required as a result of the proposal.

Soil Conditions: The District has not performed a geotechnical analysis of the site and makes no representations, warranty or covenant as to the suitability of the land for any purpose whatsoever.

Additional Testing: It is the responsibility of the selected respondent to investigate all environmental conditions of the site to its own satisfaction, and any studies performed in addition to the District's analyses will be solely at the respondent's cost. The District will grant the selected respondent a right-of-entry for the purpose of conducting geotechnical and environmental tests. The respondent must provide the District with an acceptable certificate of insurance and the respondent must agree to provide the District with copies of any and all geotechnical, environmental or other test reports.

The cost of environmental remediation of the property will be considered in negotiations with the selected respondent. The target price is based upon a market value appraisal of the property that assumes the property is free and clear of all environmental contamination.

NEIGHBORHOOD CONTEXT

Adjacent Land Uses

The subject properties are surrounded by a dental office in a converted dwelling and a florist on the south, private residences on the west and north, and Tyler Road frontage on the east.

Street and Highway Access

The property frontage is on Tyler Road, which serves as a main north-south thoroughfare.

PLANNING FRAMEWORK

Development within the City of Wichita is subject to regulations contained in the City Zoning Ordinance. Copies of zoning regulations, incentives and plans that affect the subject site and property of this RFP may be obtained through the:

Wichita-Sedgwick County Planning
271 W 3rd Street, Suite 201 Wichita, KS 67107
(316) 268-4421

Zoning

The subject properties are zoned SF-5 "Single-Family Residential".

PROJECT GOALS AND OBJECTIVES

The District has identified goals and objectives for the redevelopment of this property which are intended to insure that the project:

- Will redirect district tax-generated funds to the goals of the district to meet student educational needs.
- Will develop a sympathetic relationship with the surrounding community; and
- Will accommodate the needs of the community.

Development Principles and Preferred Uses

The following major principles have been established to guide proposals for development of this property:

- The District will only consider proposals that are supported by evidence of sustainability.
- Parking considerations should be addressed according to existing City code. All exterior parking facilities should be appropriately landscaped.
- If commercial loading docks are installed they should be hidden from the street or any primary building facade. Trash enclosures should be constructed so as to be screened from public view and adequately buffered from surrounding uses.
- Adequate landscaping should be provided along the edges and interior of the site, where possible.
- Proposals that include the use of the facility for business perceived to be detrimental to the general wellbeing of the schools or community may not be considered.

Construction Requirements

The selected respondent must comply with the City of Wichita construction requirements. The District expects that all proposals will employ, to the greatest practical extent, techniques that lessen the environmental impact of the project and result in a development that is efficient to operate as well as protect the health and well-being of the community.

TARGET PRICE

While the district has not established a target price for this property, it is reasonable to expect, based on the property condition, location, regional economic growth, and commercial potential, proposals will reach or exceed the commercial appraised value.

SUBMISSION REQUIREMENTS

Respondents are advised to strictly adhere to the submission requirements described below. Failure to comply with the instructions may be cause for rejection.

Open House

An open house will be held between 1:00 p.m. and 3:00 p.m. on January 31, 2018 at the site.

Pre-Submittal Conference

A Pre-Submittal Conference will be held at 9:00 a.m. on February 19, 2018 at the USD #266 – Maize Public Schools Educational Support Center located at 905 W Academy Ave, Maize, Kansas. Attendance is not mandatory but strongly encouraged.

Communication

Questions concerning the RFP can be directed to Dr. Chad Higgins, Superintendent, via email. The District's response will be returned by email to all parties that have expressed an interest in the RFP by attending the Pre-Submittal Conference. The Superintendent's contact information is: chiggins@usd266.com and (316) 722-0614.

In order to insure that you are included in the list of interested parties, provide your contact information at the pre-submittal conference.

Good Faith Deposit

All responses must include a Good Faith Deposit of \$20,000 in the form of a cashier's check or certified check made payable to USD #266. Proposals submitted with an improper form of deposit or an insufficient dollar amount will be disqualified. Good Faith Deposits will be returned to all non-selected respondents.

In the event a proposal is accepted, 100% of the Good Faith Deposit will be credited to the purchase of the property at the time of closing. The entire Good Faith Deposit will be retained by the District in the event the purchase contract is cancelled by the selected respondent after execution.

Submittal Format

Submittals must be prepared on 8.5" x 11" paper and bound in portrait format. Drawings included with submittals must be no larger than 11" x 17" and must be folded not to exceed 8.5" x 11". If the respondent considers that certain portions of the submittal contain proprietary information, such portions should be clearly marked CONFIDENTIAL.

The original proposal and a digital copy provided on a flash drive must be submitted. The original must be left unbound, contain original signatures and be clearly marked ORIGINAL.

Submittal Contents

The submittal must be organized so that each of the following numbered sections is included in the report in order and identified by tabs. All of the items described below must be provided:

- Cover Letter and Proposal Summary Template-this section must include a letter that briefly describes the proposed development project, indicates the offer price, identifies the benefits that the project will create for the community and neighborhood and describes the respondent's experience in similar projects. The letter must be signed by an authorized representative of the responding entity and be followed immediately by the information outlined in the Proposal Summary Template, a copy of which is provided in the addenda.
- Respondent's Organization – this section must provide information concerning the respondent's organizational form. The following information must be provided:
 - o A statement describing the legal form of the entity, including identification of the principal representatives and individuals authorized to negotiate on its behalf.
 - o A description of the contractual structure of the respondent joint venture, partnership, etc.), ownership percentages and duties. The District may require copies of agreements, organizational documents or letters of intent before selecting the winning proposal.
 - o An organizational chart that clearly illustrates the role of each team member.
- Respondent's Qualifications-this section must substantiate the ability of the development entity and key team members to successfully complete the proposed project. The following information must be provided:
 - o Qualifications and experience of each entity and key staff person involved in the project.
 - o A description of the project development capability of the entity as evidenced by completed projects or initiatives of similar scope within the last 10 years.
 - o Evidence of financial structure, debt financing, and financial support for the project and its sustainability.
 - Identify the source of equity investment and terms of lender financing.
 - Project development budget.
 - Evidence of ability to obtain financing as necessary to the project.
 - Project completion schedule and key dates.
- Project Narrative -this section must provide a detailed description of the project and the ways in which it satisfies the goals and objectives of this RFP. Please include:
 - o A statement of project objectives and how they align with compliance to the RFP goals.
 - o A description of how the proposed project is consistent with the surrounding

- neighborhood and how it will benefit the community both now and in the future.
- A description of intended users of the development.

- Special Conditions – this section is reserved for a description of and special conditions that the respondent may offer to, or request from, the District.

- A Good Faith Deposit as described previously in Section VI must accompany the submittal.

- Addenda – use this section to present additional information, such as copies of business agreements, organizational documents or letters of intent and assurances, additional drawings or graphics, and other information that supports the proposal.

Submission Address and Deadline

The original and ten copies of the proposal must be delivered to the Educational Support Center located at 905 W Academy Ave, Maize, Kansas in a sealed envelope no later than 12:00 p.m., Monday, March 5, 2018. Upon request the District will confirm acceptance of the delivery in writing. Late deliveries will not be accepted. The respondent is solely responsible for ensuring timely delivery and any proposal received after the deadline will be returned unopened.

The outside of each packet, or box, of proposals must be labeled as follows:

Request for Proposals
For the Purchase and Development of:
2811/2815 N Tyler Road
Wichita, KS 67205
Respondent: *Name of Respondent*
Package Number _____ of _____

SELECTION PROCESS

Evaluation and Approval

The District will review the submittals in accordance with the evaluation criteria described in the Evaluation Criteria Section below. The District may recommend a short list of respondents who may be asked to answer additional questions, provide follow-up information, or make oral presentations.

The District may recommend negotiations commence with the selected respondent. As a result, the selected proposal may be revised in order to serve the District's interests. If recommended, a project-specific Proposal to Purchase will be presented to the Board of Education for final approval. Only the Board of Education is empowered to authorize conveyance of the property.

Cancellation

The Board of Education reserves the right, at any time and in its sole and absolute discretion, to reject any or all submittals, or to withdraw the RFP without notice. In no event shall the District be liable to respondents for any cost or damages incurred by respondents, team members, consultants or other interested parties in connection with this RFP process, including but not limited to, all costs of preparing the preliminary budget, architectural drawings and renderings or other submitted materials and participation in any conferences, oral presentations or negotiations.

Conditions of Acceptance

The District reserves the right to request additional information from respondents. Respondents that make material misrepresentations will be eliminated from further consideration. All submitted materials are property of the District. Release of materials for publication without prior written permission of the District is cause for disqualification. All submission materials will remain confidential throughout the selection process however, once a successful respondent is named, all submissions become subject to the Kansas Open Records Act and will be public record with the exception of those marked CONFIDENTIAL as proprietary information.

The selection of a winning proposal does not commit the District to action until the purchase agreement has been executed. The selected respondent must demonstrate, without limitation, the wherewithal to complete the proposed project.

EVALUATION CRITERIA

The District will consider the following criteria in review and evaluation of submitted proposals (the criteria are not listed in order of importance):

- Completeness and responsiveness of the proposal.
- Professional competence as evidenced by the qualifications and record of the respondent.
- Respondent's financial qualifications and ability to sustain the project.
- Purchase price.
- Benefits to the community and surrounding neighborhood.
- Compliance with applicable laws, statutes and codes as required.

ADDENDA

Building Floor Plans

Photographs of Subject Site

[City of Wichita Zoning Map](#)

[City of Wichita Existing Land Use Map](#)

Proposal Summary Proposal Summary Template

Proposal Summary Template

Applicants: Use this template format to complete proposals.

Project Address: *As identified in the RFP. Name of applicant entity.*

Applicant / Principals: *Names of principal, owners, and board members of applicant entity.*

Development Team: *Identify architect, attorney, general contractor (if known), and consultants.*

Purchase Price: *Your bid price.*

Estimated Completion Date: *Projected date of full completion of project.*
Proposed Use: *Identify proposed use and audience.*

Zoning: *Indicate if a zoning change or planned development classification is required for this project.*

Proposed Project: Public *Briefly describe the project including building modifications, materials, amenities, parking, etc.*

Benefits: *Identify public benefits of the project.*



