

Request for Redevelopment Proposals  
Guidelines & Requirements for Submittal

**8620 St. Charles Rock Road**

City of Charlack, MO

November 15, 2019

**CITY OF CHARLACK  
ST. CHARLES ROCK ROAD COMMERCIAL DISTRICT**

**REQUEST FOR REDEVELOPMENT PROPOSALS  
GUIDELINES & REQUIREMENTS FOR SUBMITTAL**

**INTRODUCTION**

The City of Charlack is seeking redevelopment proposals for the property located at 8620 St. Charles Rock Road, which is currently owned by the City of Charlack. The property is currently improved with a building that is in poor condition and requires demolition.

The City will entertain proposals for purchasing the property from the City in conjunction with redeveloping the parcel. Developers interested in this opportunity must respond with a written proposal to the City in the manner and time as set forth herein. The guidelines and requirements for submission of such proposals are the subject of this document.

***Proposals are due on January 31, 2020 by 5:00 p.m.  
See page 4 for further deadline instructions.***

**BACKGROUND INFORMATION**

The City of Charlack seeks to encourage economic growth and development along the St. Charles Rock Road in order to provide resources for those that live, work and pass through its borders. St. Charles Rock Road is a busy thoroughfare and the City is seeking a development proposal that can provide an asset to the community.

**REDEVELOPMENT OBJECTIVES & CONSIDERATIONS**

The City has several objectives and considerations for the Redevelopment Program that should be taken into account by proposing parties. These include, but are not necessarily limited to, the points listed below:

- The City is seeking redevelopment of the property for a quality development that reflects the character, scale and density of St. Charles Rock Road and that will provide a valuable service to those that live, work and visit Charlack. This is a highly visible and strategic location that requires a signature project that captures the market potential and speaks to a high quality of design. Most importantly, im-

plementation of the project will alleviate the existing conditions which are contributing to the lack of economic activity at the property.

- The City is seeking Developers with demonstrated experience in the type of project proposed.
- The City is seeking Developers with sufficient financial resources necessary to undertake and successfully complete the project.
- The City is seeking redevelopment projects where the financial viability of the project is documented.
- Notwithstanding any provision herein to the contrary, all alternative bids and proposals will be considered by the City.

### **CURRENT ZONING**

The City expects that future developers will become familiar with all aspects of the City's zoning requirements applicable to the property. The property is currently zoned "D" Commercial. The City's zoning regulations are available online at <https://ecode360.com/CH3264>.

### **LANDSCAPING**

The City wishes for attractive landscaping to be incorporated into the development.

### **DEPOSIT**

Upon submission of a proposal, Developers are required to pay a deposit of \$5,000. Upon selection, this deposit will constitute a payment towards the total purchase price of the property. Any unsuccessful applicants shall have the \$5,000 deposit refunded. In the event that a selected Developer is unable to reach an agreement with the City, then \$2,500 of the deposit shall be refunded to the Developer, and the City shall retain the other \$2,500 to cover the City's administrative, legal and planning costs incurred in trying to reach an agreement with the Developer.

### **SELECTION PROCESS**

The Board of Aldermen will conduct interviews and select the Developer with which to initiate negotiations. The Board, at its sole discretion, may elect to interview or request additional information from submitting entities or cancel this process altogether.

## **SUBMITTAL CONTENTS**

### **Each redevelopment proposal shall contain the following information:**

1. Concept site plan indicating proposed project name (if applicable), developer's name and address, date, scale, and north arrow depicting:
  - Development boundary, adjacent streets, and properties to be included in the proposed redevelopment;
  - Uses of land and buildings and/or types of development;
  - Location, size, and height of new building construction and identification of existing structures to remain (if any);
  - Location of all drives, curb cuts, sidewalks, and new traffic lanes, service and delivery access, and refuse collection facilities;
  - Location and number of parking spaces, islands, and curbs; and
  - Conceptual landscaping and screening plan.
2. Typical elevations (or renderings or photographs if readily available) of proposed buildings and uses.
3. Project data in tabular form as follows:
  - Development area in square feet and acres;
  - Totals for building coverage, parking and loading areas, and landscaped areas in square feet and by percentage of development area; and
  - Required parking space and loading area calculations.
4. Narrative project report briefly explaining the character of the development, and containing the following:
  - Generalized project cost estimates including price to be paid to the City for acquisition of the property, demolition, site work, building construction, design, financing, and administration;
  - Development schedule;
  - Estimated on-site employment generation by full and part-time employees;

- Estimated tax revenue generation resulting from sales taxes, real property taxes, utility and other taxes, and licenses and fees.
- Data demonstrating the developer's financial and administrative capacity to undertake the project, experience with similar development, and written evidence of the ability to bring anchor tenants to development.

## **SUBMITTAL AND REVIEW PROCESS**

Redevelopment proposals must be in accordance with the guidelines, goals and considerations as set forth herein and must be received in the office of the City Clerk, Charlack City Hall, 8401 Midland Blvd, Charlack, MO 63114 not later than **5:00 P.M., CDT; on January 31, 2020**. Interested parties may contact Mr. Mike Pauley, City Administrator at (314) 974-4911 for further information about this request.

Eight (8) hard copies of all redevelopment proposal documents must be submitted. The City Clerk or a designee will record the name, address and telephone number of each developer, and the time and date each redevelopment proposal was received. A receipt noting this information will be provided to each submitting party.

## **Terms and Conditions**

In conjunction with the solicitation of proposals, review of proposals, and selection of a developer(s) for the prospective redevelopment area, the City of Charlack hereby establishes the following terms and conditions:

- A. The City of Charlack reserves the right to:
  1. Amend, modify or withdraw this RFP;
  2. Revise any requirements under this RFP;
  3. Require supplemental statements of information from any responding party;
  4. Extend the deadline for submission of responses without notice;
  5. Negotiate or hold discussions with any bidder to correct insufficient responses which do not completely conform to the instructions contained herein;
  6. Waive any nonconformity with this RFP;
  7. Cancel, in whole or in part, this RFP;

8. Request additional information or clarification of information provided in the response without changing the terms of the RFP; and
  9. Waive any portion of the selection process in order to accelerate the selection and negotiation with the top-ranked Developer.
- B. The City may exercise the foregoing rights at any time without notice and without liability to any bidder, or any other party, for expenses incurred in the preparation of responses hereto or otherwise. Responses hereto will be prepared at the sole cost and expense of the bidder.
  - C. Nothing stated at any time, by any representative of the City, will effect a change in, or constitute an addition to, this RFP unless confirmed in writing by the City.
  - D. By submitting a proposal, a developer agrees to keep confidential its proposal and any information received from the City.
  - E. All information submitted in response to the RFP shall become the property of the City, and as such, may be subject to public review as public records to the extent permitted by Missouri law.
  - F. Respondents acknowledge and agree that the City will not be liable for any costs, expenses, losses, damages (including damages for loss of anticipated profit) or liabilities incurred by the respondent or any member thereof as a result of, or arising out of, submitting a proposal, negotiating changes to such proposal, or due to the City's acceptance or non-acceptance of the proposal, and that the City will have no liability to the selected developer prior to the execution of a redevelopment agreement.
  - G. The City shall provide the release of all public information concerning the project, including selection announcements and contract awards. Those desiring to release information to the public must receive prior written approval from an authorized representative of the City.
  - H. Neither the City nor any of its officers, agents, consultants, or employees shall be responsible for the accuracy of any information provided as part of this RFP (including appendices). All respondents are encouraged to independently verify the accuracy of any information provided. The use of this information in the preparation of a response to the RFP is at the sole risk of the respondent.

- I. The respondent shall not collude in any manner or engage in any practices with any other respondent(s), which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the respondent's submittal. This prohibition is not intended to preclude joint ventures or subcontracts.
  
- J. All responses submitted must be the original work product of the respondent. The copying, paraphrasing or other use of substantial portions of the work product of another respondent is not permitted. Failure to adhere to this instruction will cause the City to reject the response.

## **Request for Proposals**

### **City of Charlack, Missouri**

The City of Charlack is seeking redevelopment proposals for 8620 St. Charles Rock Road. This project presents the opportunity for a signature project on a key block on St. Charles Rock Road.

Developers interested in this opportunity must respond with a written proposal to the City. The guidelines and requirements for submission of such proposals are available at City Hall.

Redevelopment proposals must be in accordance with the guidelines, goals and considerations as set forth previously in this booklet and must be received in the office of the Charlack City Clerk, Charlack City Hall, 8401 Midland Blvd, Charlack, MO 63114 not later than **5:00 P.M., CDT; on January 31, 2020**. Interested parties may contact Mr. Mike Pauley, City Administrator at (314) 290-8400 for further information regarding this request.