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# Request for Proposal Notification

(IC § 5-22-9-1 *et seq.*)

## Lease of Tenant Space at 302 Washington Street, Columbus, IN

**Date released:** July 30, 2014

**Project Location:** The Commons, City of Columbus, Indiana

**Response Due Date and Time:** September 15, 2014 by 5:00 p.m.

**Introduction:**

The City of Columbus Redevelopment Commission (the “Commission”) manages retail tenant spaces at the Commons for the Commons Board. The Commission is offering for lease 678 square feet of vacant quick service food tenant space in the Commons, specifically 302 Washington Street, Columbus, Indiana. The available tenant space is located in the southwest corner of the Commons Food Court and is directly across from Columbus’ largest in-door playground (5,000 square feet) containing the world renowned 30 foot tall Luckey Climber. Tables and chairs are provided for public use in the Commons Food Court area and shared with one other tenant food space.

**Project Summary:**

Background: The Commons was constructed in 2010 and is located in the heart of downtown Columbus. Over the past several years downtown Columbus has seen a remarkable transformation. The Commons and three parking garages built, over 140 downtown apartments have been added, and Columbus’ largest employer, Cummins Inc., has expanded its workforce in downtown to approximately 3,400 employees, and added two additional corporate office buildings.

Columbus is one of only five Indiana Cultural Districts as defined by the Indiana Arts Commission. Columbus’ downtown has world renowned architecturally significant buildings, pieces of public art and landscape. As a result, downtown has become our city’s central core. Residents and visitors alike enjoy community events, cultural activities, arts and entertainment downtown. The available food tenant lease space is located in the heart of it all and is a significant contributing factor to this area.

Request: The Commission is interested in receiving proposals from qualified candidates to open a family friendly, quick service food venue in the Commons Food Court area. The Commons Food Court shares 15 4-top tables and bar seating that overlooks the playground. The successful candidate's proposal should appeal across all socioeconomic and age groups.

Criteria: Proposals will be reviewed according to the following criteria:

1. Demographic Served – all socioeconomic groups and ages considered.
2. Regional Draw – proposal should be unique enough to provide a regional draw.
3. Type – the amount of character and style of the space and the food served.
4. Timing – the ability to improve the tenant space with reasonable promptness.
5. Rental Rate – proposed rental prices.
6. Financial Strength – evidence provided of your financial capability to fulfill your commitment with respect to the use of the tenant space.
7. Knowledge of Market – evidence of your industry, knowledge and experience in managing projects of this type.
8. References – contact names, addresses, and phone numbers of two personal and two professional references, as well as evidence as to your reputation and being a viable community member.
9. Improvements – the amount of improvements that will be provided to the space.
10. Additional Information – provide any additional factors that will assure the Commission that your proposal will serve the best interests of the community.

Other terms and conditions: In addition to the foregoing conditions, the offer is subject to the following terms and conditions:

1. The proposed business shall to be open to the public during the operating hours of the Commons (M-TH 7:00 a.m. to 9:00 p.m., F-S 7:00 a.m. to 10:00 p.m., Sun. 10:00 a.m. to 8:00 p.m., holiday hours may vary).
2. The lessee must agree to pay the operating expenses for the space including but not limited to water, electric, insurance, property taxes, etc.
3. The designated point of contact below has the 678 square foot Retail Tenant Space Specifications available upon request.
4. The Commission reserves the right to reject any and all proposals, to award the contract to other than the highest proposer, to negotiate the terms and conditions of all and/or any part of the proposals, and, in general, to make the award in the manner as determined to be in their best interest and its sole discretion.
5. The Commission may award based on initial proposals received, without discussion of such proposals. However, discussions may occur with selected bidders whose proposals are determined to be reasonably susceptible of being selected.

Contract Form: The successful proposal will enter into a lease agreement with the Redevelopment Commission. Should the successful bidder fail to enter into a contract with the Commission, the Commission may seek any and all remedies available at law.

Term: The property is being offered for lease for a minimum lease term of 5 years with options to renew.

Offering price: The Commission has received two market rent appraisals on the property. One appraisal identified the market rent as being \$18.50 sq. ft. with a tenant allowance of \$5 sq. ft.

and the other appraisal identified the market rent as being \$10.00 sq. ft. with no tenant allowance. Net of all operating expenses (NNN).

**However, according to IC 36-1-11-12 the Commission is not required to take the highest bidder but may consider other factors as set forth in the evaluation section that follows.**

Commission: The Redevelopment Commission agrees to pay a licensed real-estate broker a 3½% leasing commission if the broker is representing the successful bidder and a lease agreement is signed. This commission is calculated using the gross rent to be paid to the owner from tenant over the full lease term. The Commission will be based upon the full lease term or the initial term plus a renewal option only up to a 10 year occupancy period. If the prospective tenant executes a 5 year lease then the commission is paid based upon 5 years, if there is an extension for 5 years then the additional commission will be paid at the time the extension is executed by the tenant.

Resources: Below is a list of links that you might find useful when putting your proposal package together:

- The Commons: [www.thecommonscolumbus.com/thecommons](http://www.thecommonscolumbus.com/thecommons)
- City of Columbus: [www.columbus.in.gov](http://www.columbus.in.gov)
- Arts District Strategic Plan: [www.columbus.in.gov/redevelopment](http://www.columbus.in.gov/redevelopment)
- Indiana Arts Commission/Indiana Cultural Districts: [www.in.gov/arts/2654](http://www.in.gov/arts/2654)
- Columbus Area Visitors Center: [www.columbus.in.us](http://www.columbus.in.us)
- Columbus Area Arts Council: [www.artsincolumbus.org](http://www.artsincolumbus.org)

**Proposal Review:**

All documents submitted as part of the bidder’s proposal will be deemed confidential during the evaluation process. Bidder proposals will not be available for review by anyone other than the evaluation team or its designated agents. There shall be no disclosure of any bidder’s information to a competing bidder prior to award of the contract. All applicable information will be subject to public disclosure in accordance with the Indiana Access to Public Records Law, at award of contract, cancellation of this RFP, or within 180 days, whichever shall occur first.

Each proposal shall contain evidence of financial responsibility and viability. All financial information that you do not wish to become public should be marked “confidential”. The proposal does not need to be accompanied by a certified check.

All proposals will be reviewed based on the following ranking matrix:

<b>Criteria</b>	<b>Importance Rating</b>
Activity Day & Night	5
Space Utilization	9
Experience in related field	9
Financial Viability of Business Model	9
Surety	9
Menu	5
Job Creation	7
Financial Independence (build out costs)	5
Rental Term (length)	5
Consistent with the Arts District Strategic Plan	6

Timing	7
Food Service	8
Regional Draw	6
Family Friendly	10
Rental Income	9

**Proposal Submittal Requirements:**

Respondents shall submit six (6) sealed copies of their proposal and one electronic version (disc or flash drive is acceptable) of the proposal, by the date and time included in this RFP. The outside of the envelope should be clearly marked with “Commons Tenant Proposal”.

Due Date: Sealed proposals and PDF files are due at the office of the Redevelopment Director (address below), on or before **September 15, 2014 at 5:00 p.m.** The sealed proposals received prior to September 15, 2014 at 5:00 p.m. will be opened publicly at the Redevelopment Commission meeting on September 15, 2014 at 6:00 p.m. Please ensure your bid packet is clearly marked, identifying the company responding to the RFP.

Submit to:

Heather Pope, Redevelopment Director  
 Columbus Redevelopment Commission  
 123 Washington Street  
 Columbus, Indiana 47201-6774

Questions/Tour of the Space/Viewing of Construction Plans:

Heather Pope, Redevelopment Director  
 (812) 376.2547 office  
[hpope@columbus.in.gov](mailto:hpope@columbus.in.gov)

**Proposal Package:**

Each proposal shall follow the format described herein:

1 – Prospective Tenant’s Identification:

- a. Provide full identification of the person(s) responsible for the proposal submitted: name(s), address(es), telephone number(s), or e-mail address(es).

2 – Proposed Use(s):

- a. Describe proposed use or uses of the tenant space.
- b. Include a detailed operating plan.
- c. Provide a proposed interior layout of the space.
- d. Indicate the estimated number of employee’s you anticipate hiring.
- e. Attach any other information that you believe will assist the Commission in evaluating the merits of your proposal.

3 – Experience:

Explain in detail and document how your experience and background qualifies you as being capable of satisfying the term and conditions of the lease.

- a. Please attach evidence of your industry, knowledge and experience in managing projects of this type.

- b. Provide evidence of your financial capability to fulfill your commitments with respect to the use of the property.
- c. Supply the name(s), address(es), and phone number(s) of two personal and two professional references, as well as evidence as to your reputation and being a viable community member and partner.

4 – Lease Proposal:

- a. Provide the lease broken down.
- b. Provide lease structure for changes in scope for build out or any other necessary changes.

**Other Information:**

- Contact by or on behalf of the prospective tenant regarding this RFP and the related solicitation must be made with designated points of contact only.
- Redevelopment Commission and/or the Commons Board is not responsible for any costs or expenses incurred in preparing and submitting information in response to this RFP.
- All material submitted will become the property of the Redevelopment Commission.
- Late proposals, faxed or e-mailed proposals will not be accepted.
- The Columbus Redevelopment Commission or its designee may request, after the submission date, additional information or written clarification of a proposal. However, proposals may not be amended after the submission date unless permitted by the Columbus Redevelopment Commission.