REQUEST FOR QUALIFICATIONS

ROUND 1: TRINITY ADAPTIVE REUSE | 16300-16400 DETROIT AVENUE

City of Lakewood
DEPARTMENT OF PLANNING AND DEVELOPMENT
12650 DETROIT AVENUE
LAKEWOOD, OH 44107

WWW.ONELAKEWOOD.COM/TRINITY

DATE RFQ ISSUED: MAY 21, 2019
DATE RFQ DUE: JULY 2, 2019
The City of Lakewood (the City) invites you to respond to this Request for Qualifications (RFQ) to redevelop the former Trinity Church and adjacent retail storefronts located at 16300-16400 Detroit Avenue (“the Site”). The City acquired the Site in 2018 for $625,000. This is an opportunity to propose an adaptive re-use and/or new development project that will contribute to the vitality of the Detroit Avenue Corridor for generations to come.

The Site represents an outstanding opportunity for an applicant who presents an innovative proposal that contributes to Lakewood’s vibrancy. The proposal may include any mix of businesses, organizations, and/or uses. The proposal to repurpose the structures may involve partial or full demolition/new construction to increase functionality and reposition the property. The proposal should respond to the community’s goals as outlined in the Community Vision document.

The RFQ application process is designed to identify proposals that deliver outstanding value to the community through high quality design and economic activity.

Proposals will be evaluated by a volunteer resident panel and city staff. Selected proposals will move to the Round 2. Round 2 will involve an in-depth exploration of the proposed financial deal structure, including negotiation of the purchase price or lease agreement.

The applicant who is selected at the completion of Round 2 will then begin the standard process of city boards and commission approvals, permitting and creating a master agreement with the city. The city anticipates the selected applicant will begin the standard permitting process in early 2020.

The link to resources including a timeline, specific Round 1 and Round 2 requirements, and a photo library may be found at:

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The Vision was created through collaboration with citizens and stakeholders of Lakewood to be a living platform and represent an expression of where we stand as a community and where we hope to be in the future. The Vision provides community priorities, goals, and objectives. Applicant submissions should directly reference the Vision and explain how the Vision is being represented in the submission.

Applicants must review all the focus areas in the Community Vision. Submissions should explain how the goals and objectives of the Vision are met. Read the vision in its entirety at www.vision.onelakewood.com.
STATEMENT ABOUT ADAPTIVE REUSE OF BUILDINGS

The re-use of existing structures such as the former Trinity Church provide an opportunity to preserve architectural character while contributing to the vibrancy of Detroit Avenue. Strong consideration will be given to projects that propose preservation. Adaptive re-use projects are highly complex and require project teams that have special skill sets and experience. Applicants that propose adaptive reuse must provide detailed information on the approach to the design/preservation of the structures in the response to the RFQ.

PROCESS TIMELINE

Below is the proposed project schedule intended to be used as a guideline to the process.

- **May 21, 2019**: Release the RFQ
- **June 5, 2019**: Mandatory Pre-Submission Meeting
- **July 2, 2019**: Responses due
- **July 2019**: Schedule interviews with the top submissions with the review panel
- **August 2019**: Round 2 top submissions from 1\textsuperscript{st} round are invited to submit detailed responses for Round 2
- **August/September 2019**: Select the best and most qualified development team and project
- **Fall/Winter 2019**: Recommendation to City Council

Pre-submission Requirements

City Staff will hold a pre-submission meeting June 5th, 2019 at 1:30 pm in the city auditorium at 12650 Detroit. Potential development teams, organizations and businesses are required to attend the meeting to learn more about the Site, and the process. Immediately following the pre-submission meeting there will be a site visit. Attendance by a team representative is mandatory.

All questions shall be submitted in writing to:

Michelle Nochta [michelle.nochta@lakewoodoh.net](mailto:michelle.nochta@lakewoodoh.net)

All questions must be submitted in writing by the end of business on Tuesday June 11, 2019. Responses will be posted by the end of business on Friday June 21\textsuperscript{st}. 
SITE OVERVIEW & TRANSPORTATION

The Site is on the north side of Detroit Avenue on the west end of the city. At 3/4 of an acre with roughly 200’ of frontage and 150’ foot deep. Existing structures are a church with attached classroom addition, a detached single level retail strip and a parking lot. The city purchased the Site in 2018 for $625,000. Convenient public transportation is available via the RTA #26 bus route on Detroit Avenue, as well as the #55 bus route on Clifton, which is within a 10-minute walk of the site. The site is also minutes from Interstate-90. Additionally, this site enjoys the benefits of Lakewood’s high Walk Score (www.walkscore.com), which indicates this site is “Very Walkable” with a score of 75.

Figure 1 shows the layout of the site with square footages.
BUILDING DETAILS

There are two primary buildings on this site. The first being Trinity Church consisting of the “Church” and the “Classroom Building” addition, the second being the “Retail”. The “Retail” is made up of two connected commercial buildings as described in more detail, below. Additional information about these buildings and their condition will be shared at the pre-submission walk-through.

The Church

16400 Detroit Avenue

Parcel number: 311-30-030

- The church was built in 1921.
- Boiler system is located in the basement of the classroom building. The boiler services the church and classroom building. Heat has been turned off for several years.
- A chiller was used in the past to cool the structure.
- The lower level of the church has a large open room attached to a commercial kitchen.

Classroom Building

16400 Detroit Avenue

Parcel number: 311-30-030

- The classroom addition was built in 1953.
- Boiler system in located in the basement of the classroom building. Services the church and classroom building. Heat has been turned off for several years.

Retail Building

16300-16310 Detroit Avenue

Parcel numbers: 311-30-029, 311-30-028

- Comprised of two buildings: West retail was built in 1918 and the east retail in 1924. Both buildings have basements.
- The retail was originally constructed as five separate units; the west retail is two 950 sq. ft. retail storefronts, and the east retail is three 800 sq. ft. storefronts.
- The buildings have been reconfigured over the years, the west building is currently serving as one storefront, the east retail is currently divided into two storefronts, one contains a small commercial kitchen.
- The buildings have forced air heating and there are separate furnaces for each of the five original storefronts.
- There is an air conditioner on the roof of the west retail building that is in poor condition.
**ZONING MAP**

The Site is located in the C-3, Commercial General Business district (Figure 2). It is adjacent to other commercial properties with the same zoning to the east, west, and south. Properties to the north are in the R-2, Residential One- and Two-Family district.

Please click on the link [here](#) to access the city’s zoning code.

![Figure 2 Lakewood Zoning Map](image)

**SUBMISSION REQUIREMENTS AND SELECTION PROCESS FOR ROUND ONE**

Proposal submissions should address each of the topics detailed below. All requested information and questions must be submitted by the deadline listed on page 3. Submissions must not exceed 20 pages single sided.

Submissions to the RFQ will be reviewed by a panel including Planning Department staff, members of Lakewood’s boards and commissions, as well as a representative from city council. Review of the proposals will include consideration of how well the submissions respond to each of the following categories, as well as the practical questions in each category. The panel will use percentage weights and also conduct a qualitative review for each submission.
1. **Project Vision Statement (35%)** – Describe or illustrate your vision for the Site. Provide an overview statement that explains your interest, goals, and a comprehensive description of your project approach, including a conceptual timeline.
   - How well does proposer’s response fit with Lakewood’s Community Vision?
   - Does the response to the RFQ adequately describe what the proposed developer will deliver as an end product?
   - Are structure(s) being preserved?

2. **Project Team (35%)** – Please identify key team members on the project and provide a brief description of each team member’s role, specialty, and relevant project experience. Consider professionals that would be in charge of design/architecture and the build-out of the space. If the applicant is proposing to preserve any of the structures, the team should exhibit proficiency in adaptive re-use/preservation. Include portfolio and/or images of previously related work.
   - Does the submission identify the applicant’s credentials and the experience of the project team?
   - Has the project team delivered a completed project?
   - How well does the teams experience align with the project vision and proposed redevelopment of the site?

3. **Funding Strategies (25%)** – Please describe your approach to funding this project. Be prepared to deliver more comprehensive funding documentation, which may include how your proposal responds to the market by providing research and analysis, if your team is invited to proceed to the next round.
   Answer the following questions for each funding stream:
   - Explain what sources you intend to secure to fund the project and purchase the Site.
   - Have you successfully secured this type of funding before?
   - What is the timeline for this funding stream?
   - Explain your ability/experience with cost control for design and construction.
   - What is the team experience sourcing the financing necessary to complete the project?
   - Does the team anticipate grants as requirements to complete the project?

4. **References (5%)** – Include three references that are familiar with your work and can speak to your ability to complete this project according to the community goals and objectives.

All submissions must be received by the deadline.

The City and panel will review the submissions and will interview top applicants. After the interviews, the City will determine if any of the applications will move on to the second round of the process. Detailed evaluation leading to a final selection or award may take several months.
Within 30 days of submission deadline a short list of applicants will be notified in writing and an in-person interview with the review panel will be scheduled.

**ROUND TWO**

After Round 1 is complete, a short list of applicants will move to Round 2. Round 2 criteria will include additional information on project financing, explanation of the city’s return on investment, anticipated project schedules, and clarifications from the first round of submissions. The anticipated financial deal structure will be discussed in detail. The preferred deal structure will involve the city selling the property.

Round 2 will end with the selection of the best and most qualified team. The selected team will begin the standard design review for projects in the City of Lakewood. The process may include Architectural Board of Review, Planning Commission and Board of Zoning Appeals. Purchase agreements require City Council approval. The top applicant will work through all required boards and commissions and secure approval from the building department prior to the sale of the property closing.
SUBMITTAL GUIDELINES

Save all required materials as a PDF to a digital storage device (USB drive, CD, etc.) and include ONE HARD COPY of the proposal. The digital storage device must be clearly labeled with name and contact information of the proposer. All pages should include proposer’s name and contact information. All submissions become property of the City of Lakewood and will not be returned.

Submissions must be received no later than: July 2, 2019, 12:00 PM

Submit all required documents in person or by mail to:

City of Lakewood
Department of Planning & Development
RE: Trinity Site Redevelopment
12650 Detroit Avenue, Lakewood, Ohio 44107

Contact Information:

Michelle Nochta, City Planner
12650 Detroit Ave.
Lakewood, Ohio 44107
City of Lakewood
216-529-5906
michelle.nochta@lakewoodoh.net

Withdrawals and modifications

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

Disclosure Statement

Any and all information submitted may be subject to disclosure under public records law. Any future contractual agreements require approval by Lakewood City Council.

No Commitment

This RFQ does not commit the City of Lakewood to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies.
The City of Lakewood reserves the right to reject any or all proposals received in response to this RFQ and to negotiate with any of the vendors or other organizations in any manner deemed to be in the best interest of the City of Lakewood.

The City of Lakewood reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFQ in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of the City of Lakewood, is not in a position or is not sufficiently qualified to perform the contract.

This RFQ contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by the City of Lakewood. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the City of Lakewood and by the successful vendor(s) chosen by the City of Lakewood.

RESOURCES

Supporting documents can be found on the website under “Resources” on the right-hand side of the page. Documents provided on the website include:

- Commercial Design Guidelines
- ACM Survey- September 2017 – Commissioned by Samford Properties
- Church and Classroom buildings- Floor plans
- Commercial Districts – Chapter 1129
- Planned Developments – Chapter 1156
- Mixed-use Overlay – Chapter 1135
- Community Vision
- Photo Library

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