



REQUEST FOR QUALIFICATIONS (RFQ)
Glennridge Development Site
City of Willoughby

Contact:

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Economic Development Director

City of Willoughby

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SUMMARY

RFQ TITLE	Willoughby – Glennridge Development Site
DEADLINE FOR SUBMISSIONS	4:00 P.M. January 31, 2020
SUBMIT TO:	City of Willoughby Attn: Tom Thielman 1 Public Square Willoughby, Ohio 44092
LABELING	All submissions must be packaged, sealed and clearly labeled. Proposer’s Name and Address TITLE: Willoughby – Glennridge Development Site
DIRECT ALL INQUIRIES TO:	Tom Thielman Economic Development Director City of Willoughby 1 Public Square Willoughby, Ohio44092
FORMAT OF SUBMITTALS	Seven (7) hardcopy submissions securely bound on 8.5 by 11-inch paper and one (1) electronic copy identical to the hardcopy version.

INTRODUCTION

Purpose of RFQ

The City of Willoughby, Ohio, is seeking statements of qualifications from real estate developers / development teams to lead the redevelopment of a 6-acre site with 500 feet of Mentor Avenue frontage and 200 feet of riverfront along the Chagrin River into a dynamic mixed-use project that will serve as a focal point for the community. The City owns and has full property rights to the primary 6-acre site and there is additional land contiguous to the site owned by the City and other private entities that may be available for additional development.

Responses to this request for qualifications will be used as part of a multi-phase selection process. The RFQ is intended to pre-qualify respondents who will then be invited to submit proposals for the project development, design, construction, financing, ownership, and management. Following is information on the City of Willoughby's goals for the project, specifications and terms of the project, RFQ submission requirements, and evaluation and selection criteria.

Background: Downtown Willoughby

Willoughby, Ohio is a suburb east of Cleveland in Lake County. The heart of Willoughby and its commercial hub is the Historic Downtown District which provides shopping, dining, nightlife, service orientated businesses and family activities. There are a variety of activities to do in the downtown area such as having breakfast, lunch or dinner with friends, taking a walk by the Chagrin River at Todd Field, shopping at a number of retail establishments, attending a host of community events, or just relaxing in Wes Point Park.

The City of Willoughby is a community of 22,988 residents with a median household income of \$54,078. Willoughby offers a small-town atmosphere and a strong sense of community that is only a twenty-minute drive from downtown Cleveland. Lake County is also a diverse economic engine having one of the largest high-tech manufacturing clusters in Ohio to its award-winning nursery and viniferous agricultural industries. Lake County is home to several large employers including Lubrizol Corporation, Avery Dennison, STERIS, Parker Hannifin, and Lake Health Hospital systems. Residents also enjoy numerous amenities within Willoughby's own corporate boundaries. Located on the southern shore of Lake Erie, with lakefront parks including Sunset Park and the 43-acre Osborne Park, the city's recreation opportunities are many including two recreational pool complexes, new senior center, golf course, and youth and adult sport leagues. Willoughby Schools welcome the opening of the new Sough High School in 2019 and continue to be ranked highly. Willoughby is also home to the Andrews-Osborne Academy, a prestigious private boarding school.

Willoughby is home to Lost Nation Airport, and the municipally owned Lost Nation Golf Course. Running through the entire city and connecting many parks is the Chagrin River. Along the river are the Chagrin River Park, Todd Field, and Daniel's Park. The Chagrin is known for its incredible steelhead fishing as it draws sport fishers from all over the country.

The City of Willoughby has seen several successful projects in the last five years. Developers praise the City's smooth review and approval process. Recent successes include the including the 200-unit Chagrin River Walk luxury apartments, and the Courthouse Square Apartments with phase one estimated for completion first quarter 2020. These projects have shown that there is high demand for new housing in Willoughby.

Project Area Overview

Within the City of Willoughby, the City's leadership has identified an exciting new development opportunity in the Downtown neighborhood. The following points summarize the site's existing conditions as shown on the map on the following page. The next section of this document summarizes key goals for redevelopment.

- The project area under control is a 6-acre, city-owned site. The site is currently a gravel and asphalt parking lot and before that a City landfill. As shown on the map on the next page, the City owns the primary 6-acre site. An adjacent .79-acre property along Mentor Avenue is also available from private ownership. Areas of the site are an EPA Restrictive Landfill Site. Environmental testing on the entire site has not been completed, but a revised Gas Monitoring Plan has been developed pursuant to OAC-3745-27-12 dated June 2017 prepared by HzW Environmental Consultants. Report available on request.
- The site is located along Mentor Avenue which carries over 14,000 vehicles per day. Major highway interchanges along Route 2 are located within one mile at Vine Street and Lost Nation Road and with 2 miles from Interstate 90/306. Biking trails are designated along US20 (Mentor Avenue) and Lost Nation Road, each leading to Downtown Willoughby. The area is serviced by two LakeTran public transportation routes providing convenient access to all parts of Lake County and connecting routes to Cleveland RTA service to Downtown Cleveland.
- The site is bordered by the Downtown Willoughby business and entertainment district and the Chagrin River, which creates a walkable urban neighborhood. This area has the highest Walk Score in Lake County (see attached).
- The redevelopment potential of the site is driven by the Chagrin River, which borders the Eastern side of the site and Downtown Willoughby's Historic District. The waterfront is not currently easily accessible to the public; opening the waterfront to public access and considering appropriate adjacent land uses and public space development are key project components.
- The entire site is zoned Downtown-Business Sub District E (D-B Sub E). This is a flexible district in which rational comprehensively planned development is encouraged. It is expected that the D-B Sub E zoning district will include a compatible mix of residential, commercial and open space uses that realize the goals of the Comprehensive Plan 20/20.
- The City is open to a TIF to support structured parking on the site.

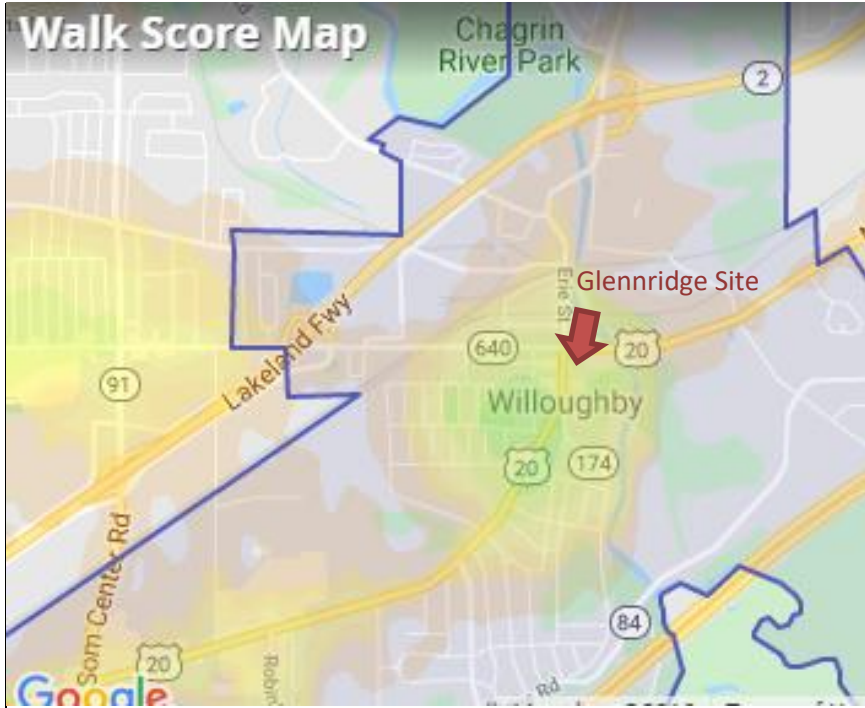


Figure 1- Highest Walk Score in Lake County

Todd Field Parking



Figure 2 - Current Parking for Todd Field



Figure 3- Existing Grading



Figure 4- Glennridge Project Site + Additional Lands

PROJECT GOALS

The project area represents a significant opportunity to create a mixed-use waterfront / downtown district with direct access to Historic Downtown Willoughby that will create a walkable neighborhood. The City desires a mixed-use development that will both support the Historic Downtown area, provide public space, Chagrin River access, Todd Field access along with structured parking, multi-family residential units, retail and restaurant uses, and office space.

The project goals are:

- **Parking:** The baseball diamonds in Todd Park will remain and the City desires a structured parking lot that can be used by individuals attending events at the park as well as visiting downtown. The City would like to see a direct connection from the garage and/or project into downtown and will work with the selected developer to make this connection.
- **Public Space/Waterfront:** The City would like to see public space/public access along the river but will also entertain public entertainment or dining experiences along the riverfront (i.e. event space, amphitheater, riverfront structured walkways, viewing decks, riverfront dining, or other).
- **Economic Development:** Bringing a new office tenant to the City that will add to the tax base of the City and stimulate economic activity in the downtown area for a portion of the site or of a building would be optimum.
- **Residential:** Attract residents to increase vitality of the downtown area and to support businesses around the site.
- **Quality design and density:** Achieve a balance of office, retail, and residential development with green space, landscaping, public space, and downtown connectivity. Development will be of high architectural quality and well-planned site design for maximum efficiency of the entire 6-acre site. The project should meet a LEED certification standard.

SUBMITTAL REQUIREMENTS

All submittals shall address the **PROJECT GOALS** and include the information in the order listed below within the indicated page limits. Note that a detailed development plan is not being requested as this stage, only a general description of the types of uses and general character/function of the development that the team would explore for the site. Examples of other projects should be included but please do not include specific development plans for this site.

- Cover** Include project name, respondent name and date
- Section 1** Cover Letter – Introductory cover letter identifying the lead firm, contact information for the proposed project manager, and a statement that the respondent has reviewed this RFQ including a list of all specific addendums that the City may subsequently issue (2 pages max)
- Section 2** Development Team Organization – Overview of the development team organization indicating the lead firm and lead individual for each component of the work (2 pages max)
- Section 3** Design Team – What firms will be included in the Design Team selected for Residential, Commercial, Structured Parking. Architectural firm considerations for various uses. Landscape Architect and other design experts included.
- Section 4** Summary of Qualifications – Statement of project understanding and summary of qualifications and approach to perform the work and meet the City’s goals based on the development team’s skills and experiences (do not include specific development plans for this site – 4 pages max)
- Section 5** Relevant Experience – Descriptions of no more than five projects that are comparable in terms of waterfront development, public spaces, mixed-use development, structured parking, multi-building/multi-phase buildout, and/or other aspects relevant to this project. Each description should generally include the following (2 pages max per project):
- Name, location and description of the type of project including project size
 - The members of the proposed consulting team that were involved and the services they performed
 - Project construction budget and sources of financing
 - Number of jobs created
 - Increase in taxable value
 - Project start and end dates
 - At least one reference with contact information
- Section 6** Firm Descriptions – Description of each participating firm such as history, services offered/general experiences, number of employees, location of offices (2 pages max per firm)
- Section 7** Resumes – Resumes for the key project personnel shown on the chart contained in Section 2 including the location of the primary office to which they are assigned (2-page max per individual)

Section 8 Financial Capabilities – Lists and contact information for the following (4 pages max)

- Private sources of financing used for recent projects
- Public sources of financing/incentives used for recent projects
- Past bankruptcies or pending financial litigation involving any team firm or principal

Format Requirements of Submittals

Pages shall be formatted in 8 1/2" x 11" with limited use of 11"x17" foldouts as may be necessary to accommodate graphics (each 11"x17" shall be counted as only one page). Proposal documents shall be bound with sections separated by labelled tab dividers.

Proposals are due at the City of Willoughby offices by **January 31, 2020 by 4:00pm**. Responses and their envelopes should be clearly marked with the name and address of the respondent and the project title. Submit seven hard copies and one pdf electronic file to:

Tom Thielman
Economic Development Director
City of Willoughby
1 Public Square
Willoughby, Ohio 44092
440-953-4191
tthielman@willoughbyohio.com

The City reserves the right to reject submittals that fail to contain all required information or fail to follow all the instructions contained in this RFQ.

Consideration of Qualification Submittals

Proposals will be reviewed by the qualifications review committee which will include the Mayor, Economic Development Director, City Planner, and City Consultant (Review Committee). The Review Committee will make the final selection and recommendations to the Mayor for those firms to receive the RFP. The committee will then make a recommendation to Council. Depending upon the number and quality of submittals, interviews may be conducted during this initial RFQ process. The qualifications review committee will assess each proposal against the criteria listed in the following section, **EVALUATION CRITERIA**. In selecting under this RFQ, the City and Committee will consider responses, interviews, general qualifications, project history, and the evaluation criteria set forth in this RFQ.

Addendums and Clarifications of Proposals

Addendums to this RFQ will be posted on the City's website at

<https://willoughbyohio.com/business/available-properties/>

All respondents are responsible for checking the website regularly for any addendums and shall acknowledge all addendums by number in the cover letter to be included in Section 1 of the submittal. Failure to receive or acknowledge an addendum may result in the rejection of the submittal.

During the evaluation of proposals, the City reserves the right to contact a proposer to request additional information for purposes of clarification of RFQ responses, reject proposals which contain errors, or at its sole discretion, waive disqualifying errors or gain clarification of error or information.

EVALUATION CRITERIA

The following criteria will be assessed by the review committee.

- I. Development Team
 - a) Years and types of experience in the field
 - b) Diversity of services provided including real estate development and marketing, design/architecture, landscape architecture, engineering, and construction
 - c) Financial capability to complete the project
 - d) Professional and project references
- II. Experience to successfully undertake this project
 - a) Experience with similar mixed-use redevelopment
 - b) Successful incorporation of public space into past development projects
 - c) Capability to fulfil residential component
 - d) Capability to fulfil commercial/restaurant component
 - e) Proven capacity to deliver the project requirements on time and on budget
- III. Project understanding and approach
 - a) Understanding of City's goals and desires for the project
 - b) Approach to evaluating the market and determining the mix of uses
 - c) Approach to incorporating public space
 - d) Approach to working with the City in crafting an ultimate plan
 - e) Approach to project financing the project including structured parking and determining use of incentives

PRE-PROPOSAL CONFERENCE

The City will hold a pre-proposal conference on January 8th at 10:00 am at Willoughby City Hall. The conference will include a brief presentation by the City, a tour of the site (weather permitting) and a question and answer session. Attendance is optional but strongly recommended. It would be appreciated if those planning to attend would notify the City's contact person in advance, Tom Thielman, at tthielman@willoughbyohio.com.

PROJECT SCHEDULE

The following page contains a tentative schedule the City intends to follow in identifying qualified developers, soliciting proposals from them, and negotiating a specific redevelopment project. The City reserves the right to alter this schedule at any time, with or without prior notice, and will post any changes on its website.

RFQ Release Date	November 8, 2019
Pre-Proposal Conference	January 8, 2020
Submittal Deadline	January 31, 2020
Selection Process	February 3 – 21, 2020
Tentative Interviews	February 24 – March 13, 2020
Development Team Selected	April 2020

GENERAL INFORMATION

Inquiries

All inquiries related to this RFQ are to be directed, in writing, to the contact person at the email address on the front cover of this RFQ.

Withdrawal or Revisions to Proposal

Any proposal may be withdrawn by written notice to the City of Willoughby any time prior to the date and time specified for submittal. Such notice of withdrawal shall be in writing to the contact individual provided. Any proposer may modify their submittal prior to the date and time specified for submittal by email communication to the contact individual.

Public Information

All information submitted in response to this RFQ may be made available for public inspection according to public records laws of the State of Ohio.

Process & Right to Reject

At any phase, the City reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals; and to negotiate the terms of the RFP stage with the selected proposer(s).