

**COMMUNITY
DEVELOPMENT
AUTHORITY**

Wednesday, June 27, 2018

7:00 PM

McFarland Municipal Center
Community Room

Special Meeting

1. CALL TO ORDER
2. PUBLIC APPEARANCES.
3. BUSINESS.
 - a. Discussion and possible recommendation to the Village Board reg. a RFP for redevelopment of 4719-4723 Farwell St.
 - b. Next meeting date???
4. ADJOURNMENT.

This meeting notice constitutes an official meeting of the above referenced group and was posted in accordance with all applicable laws related to Open Meetings Law. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information. No action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals. For additional information or to request this service, contact the McFarland Municipal Center at (608) 838-3153 or cassandra.suettinger@mcfarland.wi.us.

Request for Proposals
Farwell Street Properties
Draft #2 June 21, 2018

1. Goal

The Village is seeking qualified real estate development firms to undertake a mixed-use development project in one or multiple phases encompassing three adjacent parcels. The ideal project will incorporate a mix of active commercial uses such as restaurants, retail space, and offices uses on the ground floor? With affordable and mixed rate residential housing on the upper floors? The project should incorporate a mix of uses with emphasis on commercial retail space over residential that reinforce each other and generate positively to the Farwell St. corridor. (The Village is open to other ideas based on sound market analysis)

2. Community Profile

McFarland is a growing lake community with an estimated population of 8,044 located on the southeast side of Madison, WI. The Village maintains a small town atmosphere while offering all the advantages of proximity to a large metropolitan area. Located ½ mile from Madison's Beltline Highway, 2 miles from Interstate 39/90 and 5 miles from Interstate 94, the Village provides quick and convenient connections to Madison, Milwaukee, Chicago and Minneapolis.

McFarland supports three active Tax Incremental Financing Districts with an economy comprised primarily of service sector business. The Village is interested in attracting new business as well as, growing its existing businesses to increase job prospects, maximizing opportunities with existing properties to entice redevelopment, attracting residents, diversifying our housing stock by providing live/work opportunities, all of which benefits our economy as well our tax base.(Note: The Village of McFarland recently updated its Comprehensive Plan, which can be found on our website www.mcfarland.wi.us under adopted plans.)

3. Site Information

- 4719- 4723 Farwell ST. within TID #5 (Site Map attached)
- Environmental information. (attached report by CGC Inc. June 1, 2018)
- Approx. 2.25 acre,(no formal survey) 1.5 ac vacant, .75 ac existing office building, built 1979 approx. 6,500 sq.ft.
- Existing zoning C-G General Commercial

Demo of existing building???

Design guidelines – (for TID #5 attached)

4. Financial Assistance by the Village

- The Village of McFarland is the current owner of the property. Upon approval of a development agreement with the selected developer, it is the intention of the Village to turnover ownership by deed transfer as its sole financial incentive.
 - o Transfer of ownership for \$ \$1.00
 - o Require Increment payback 15 years

5. Submission Requirements

- Identification & Financial capability of development team
 - o Identify the development entity's name, street address, mailing address, phone number, fax, e-mail address and web page.
 - o Specify the legal form of the organization (e.g. corporation, partnership, LLC, Joint Venture, other).
 - o Describe the development entity including the number of years in business.
 - o Identify the person(s) with the authority to represent and make legally binding commitments for the principal development entity.
 - o List all officers, partners, owners, shareholders and members of the development entity by name, title, percentage of ownership and list addresses, telephone numbers and e-mail addresses.
 - o Provide all biographical summaries of company officers and/or principals/owners.
 - o Identify all members of the proposed development team that are likely to be engaged in a project in McFarland including engineering, architectural, construction, property management, marketing agent, geotechnical, environmental, legal, financial, public relations, and other consultants. Indicate the role of each in implementing the development and managing the completed project.
 - o Describe the structure of the development team submitting responses to this RFP.
 - o Describe the familiarity of the project location and Village of McFarland.
 - o Provide a statement of adequate financial resources. List Business Financial Statements for the last three years; a balance of sheet and reconciliation of Net Worth, Profit and Loss
 - o Statement (Income Statement).???

- List name, address, telephone, e-mail, percent of ownership, personal net worth and _____annual compensation of all owners (having 20% or greater interest), officers, directors _____and/or partners. ?????
- Experience
 - Description of three similar mixed-use projects with municipal financing with a minimum value of \$2.5 mil.
 - Provide photographs/website address of completed project.
 - Provide contact name, phone number and email of the municipality
 - Specify roles and responsibilities of team members on these projects.
- Conceptual proposal of project
 - Narrative Description
 - Project type
 - Land use and anticipated zoning classification
 - Occupancy
 - Ownership
 - Management
- Finance
 - Source and use of funds
- Market
 - Potential tenants
 - Market demand for potential uses
 - Project to meet profit goals
- Development Schedule
 - Include time to plan, design & construct
 - Include time for any local or state approvals
- Concept Design
 - 11 x 17 format
 - Site plan & layout
 - Anticipated zoning
 - Schematic elevations all 4 sides
 - Floor plans & identify usage
 - If phasing, identify all phase to final buildout
 - Pre-identification of major building materials
 - Describe any proposed deviations or exceptions of the project program or design guidelines

- Preliminary Proforma
 - o Operating costs by phase
 - o Anticipated sources and timing of capital investment
 - o Anticipated number of jobs created/ retained for each phase
 - o Est. value at full buildout

Twenty Copies delivered by 4pm to Cassandra Suettinger, Village of McFarland, Clerk/Treasurer, 5915 Milwaukee St. McFarland, Wi 53558

Questions will be accepted by email only to: Pauline.Boness@mcfarland.wi.us and Matt.Schuenke@Mcfarland.wi.us

Will not accept copies of RFP or submissions by email or fax.

All copies to be in color if color is utilized in the original proposal

How to handle information that should dispersed to all those submitting an RFP

5. Key Dates

- Issue date August 6, 2018?????
- Proposal meeting and site tour August 20, 2018 2pm. at Municipal Center ????
- All proposals due 4pm. November __, 2018 ??????
- Intend to select within _____ days of submittal deadline?????
- All dates and times subject to change

6. Evaluation Criteria

- Meets submittal requirements
- Demonstrates in house expertise and experience with similar projects
- Conceptual proposal of the project
- Capacity to finance and complete
- Work effectively with the Village
- Other criteria as deemed appropriate by the Village

The evaluation criteria will be used to develop a short list of firms to be interviewed. Firms selected for interviews will be contacted with details regarding this process. Interested firms must be able to attend the interviewing process in order to be considered for this project. The Village intends to select a developer within ____ days of the submittal deadline.

6. Terms and Conditions

- All proposals upon submission becomes the property of the Village of McFarland
- The Village reserve the right to reject any & all proposals
- All costs in submissions shall be the responsibility of the developer



COMMUNITY DEVELOPMENT AUTHORITY SUMMARY SHEET

MEETING DATE: Wednesday, June 27, 2018

SECTION: Business

DEPARTMENT: Community Development

CONTACT:

AGENDA ITEM: Next meeting date???

PREVIOUS ACTION:

ISSUE SUMMARY:

FINANCIAL/BUDGET IMPACT:

VILLAGE PLAN REFERENCE:

ORDINANCE REFERENCE:

BOARD, COMMISSION OR COMMITTEE RECOMMENDATION:

ATTACHMENTS:

None