CITY OF FRANKLIN

REDEVELOPMENT COMMISSION

OFFERING SHEET

Request for Offers to Purchase Real Property and Improvements

"Old City Hall"

55 West Madison Street, Franklin, Indiana

Offering Price: $212,500

The City of Franklin, Indiana Redevelopment Commission (RDC) is soliciting offers to purchase and renovate 55 West Madison Street, Franklin, Indiana, commonly known as Old City Hall, located in the core downtown area. A map showing the property can be obtained from, and a tour of the property may be scheduled by contacting Krista Linke, Director of Community Development, 70 E. Monroe Street, Franklin, Indiana 46131, (317) 736-3631, klinke@franklin.in.gov.

The Property

Old City Hall is a former United States Post Office, built in 1936, and designed by architect Louis A. Simon in the 'Georgian Revival' style. Most recently used as the location for city administrative offices, the building is approximately 8,900 square feet. There is a main level and one lower level. The exterior is brick, with a limestone watertable, limestone details, wood windows and wood trim. The pitched roof is painted standing seem sheet metal, and is capped with a wood cupola. The are two monitor skylights toward the rear. A painted wood entablature with dentil molding is continuous on all four sides of the building. The exterior is in very good condition, with virtually no exterior alterations. The building sits on a landscaped lot, with lawns on either side and a parking lot/loading area in the rear. The principal façade faces north, toward West Madison Street.

Proposal Evaluation Criteria

The RDC will select the highest and best offer, but reserves the right to reject any or all offers.

In determining the highest and best offer, the RDC will consider the following factors:

1. The size and character of the improvements proposed to be made by the bidder.
2. The bidder's plans and ability to improve the real property with reasonable promptness.
3. Whether the real property when improved will be sold or rented.
4. The bidder's proposed sale or rental prices.
5. If the bid is submitted by a trust (as defined in IC 30-4-1-1(a)), the bid must identify:
    A. the Beneficiaries of the Trust
    B. the Settlor empowered to revoke or modify the trust.

6. The experience, financial, and organizational capacity of the bidder in successfully planning and completing development projects of a similar type and scale.
7. The experience of the individuals who are to manage the project.
8. The overall quality of the submission.
9. The extent to which the proposed development is consistent with the RDC's redevelopment goals.
10. The market and financial feasibility of the project, including whether the property will be resold or rented.
11. The public incentives requested.
12. The anticipated ability of the project to secure necessary public and private funds.
13. The ratio of public to private investment.
14. The extent to which the existing structure's historical and architectural significance is to be preserved and adapted for re-use.
15. The manner in which parking will be handled.
16. The proposed purchase price.

The RDC may contract with a bidder in regard to these factors listed, and the contract may provide for the deposit of surety bonds, the making of good faith deposits, liquidated damages, the right of repurchase, or other rights and remedies if the bidder fails to comply with the contract.

Proposal Selection

The proposals will be reviewed by a selection committee appointed by the RDC. The selection committee may ask for additional information or detail from any of the entities submitting proposals and may elect to interview some or all of the entities submitting proposals.

At the conclusion of the review process, the selection committee will make a recommendation to the RDC, which will be considered by the RDC at a public meeting.

After considering the selection committee's recommendation, the RDC will select the highest and best proposal, or reject all proposals.

An RDC designee will negotiate an agreement for the sale and development of the real estate based on the proposal submitted by the selected entity. The RDC will consider the negotiated contract and if it finds the agreement to be acceptable, it will authorize the execution of the agreement and the sale of the real estate. If the designee is unable to negotiate an agreement or the RDC determines that the agreement negotiated is not acceptable, the RDC may instruct the designee to attempt to negotiate an agreement with the entity submitting the next highest and best proposal.

The RDC's Goals

The RDC seeks to preserve and improve this existing historic building through renovation and reuse. The RDC's development goals for the property include renovation of the interior of the existing structure and historically appropriate renovation of the façades, as well as use(s) that complement existing downtown businesses and increase downtown activity.

The RDC's "Downtown Franklin Development Potential Market Analysis," (February 2010) should be taken into account with respect to preferred uses. This document can be found on the City's website: www.franklin.in.gov/planning as a report in the Document Center.

The RDC's Participation

The RDC is currently considering a number of complementary projects that will enhance the marketability and value of this property. Several of the downtown parking lots owned by the City and Johnson County have recently been improved. North Main Street Phase 1 is completed, which has improved drainage in the downtown as well as showcase streetscape upgrades planned for Jefferson Street in 2015-2016. The section of W. Madison Street directly in front of the property was recently reconstructed. Improvements are also complete for East and West Court Street along with S. Main Street and E. Monroe Street as a connector to Franklin College.

Preparation and Submission of Proposals

A. Content of Proposal

Any proposal submitted must contain the following information:

1. Name, address, email and phone number of the entity submitting the proposal.
2. Name, address, email and phone number of the person submitting the proposal on behalf of the entity making the proposal. The relationship of the person submitting the proposal to the entity must be described as well, along with the authority of the person to act on behalf of the entity.
3. Name, address, email and phone number of the contact person if different from the person submitting the proposal.
4. The identity of the members of the development team including planners, architects, engineers and marketing personnel as applicable. Please provide background for each team member.
5. Financial information for the entity making the proposal in sufficient detail to demonstrate the entity's capability to complete the project.
6. A conceptual plan for the building's repair and renovation including the following:
    a. Projected uses of the building;
    b. Public infrastructure improvements needed;
    c. How the development complements and interacts with the surrounding area;
    d. How the site will be accessed; and
    e. How parking needs will be met.
7. A time frame for the renovation of the building.
8. A proposed bid price for the purchase of the real estate.
9. A description of any financial participation requested by the RDC.
10. All entities submitting a proposal must certify that the entity has not entered into a combination or agreement relative to the price to be bid by any person, to prevent a person from bidding, or to induce a persona to refrain from bidding, and that the entity's bid is made without reference to any other bid.
11. The market the entity making the proposal seeks to reach, including type of users expected.
12. The estimated rents or sale prices for the commercial or residential units.

B. Form of Proposal

1. Seven copies of the proposal need to be submitted and one electronic copy in PDF format on CD-ROM.
2. The proposal must be signed by an authorized representative of the entity submitting the proposal.
3. All proposals shall be submitted in a sealed envelope. The envelope must be labeled with the entity's name and address and the words "Former City Hall Project" on the outside of the envelope.
4. If the proposal is sent through the mail or delivery system, the sealed envelope should be enclosed in a separate envelope with the notation "Proposal Enclosed" on the face of the envelope.
5. Proposals shall be filed with Krista Linke, Director of Community Development, City of Franklin, 70 E. Monroe Street, Franklin, IN 46131.
6. No facsimiles or emails of the proposal will be accepted.
7. All proposals submitted are a matter of public record.
8. Proposals must be received by Krista Linke at the address above no later than Monday, February 17th, 2014 at 4:00 p.m.
9. Late or lost proposals due to mail service inadequacies, traffic, or similar reasons will not be considered. Proposals received after the designated time will not be considered.
10. The RDC reserves the right to accept or reject any and all proposals and to have informalities and/or waive irregularities in the selection process.
11. Any entity submitting a proposal may upon written request modify or withdraw their proposal at any time prior to the time the proposals are to be opened.
12. The proposals will be opened in public by the Redevelopment Commission at their meeting on **Tuesday, February 18th, 2014** at 8:00 a.m. in the Council Chambers of City Hall, located at 70 E. Monroe Street, Franklin, Indiana 46131.
13. All requests for clarification to the request for proposals must be received at least one week before the opening date to allow for the issuance of any addendums that might be necessary. Any oral communication will be considered unofficial and non-binding. Any entity submitting a proposal shall rely on written responses issued by Krista Linke. Requests for clarification shall be made in writing directly to Krista Linke at the address listed above or klinke@franklin.in.gov.