



REQUEST FOR PROPOSALS

FOR THE PURCHASE AND REDEVELOPMENT
OF CITY-OWNED PROPERTY

MONROE GAS STATION SITE

(125 South 5th Street Monroe, OR 97456)

Published on August 3, 2018



**PROPOSALS DUE BY
12:00 PM, AUGUST 21, 2018**

I. INTRODUCTION

The City of Monroe, Oregon, seeks one or more well-qualified developers to implement its vision for the Gas Station site, as further described in this RFP. The City intends to sell the Gas Station site subject to redevelopment conditions which will be developed through this process. Monroe City Ordinance 13-273 provides the following:

“Before disposing of any real property under this Ordinance, the City shall find either that the property is not needed for public use or that the public interest may be furthered by disposal of such real property. In determining whether to dispose of real property, the City in its discretion may consider whether to establish certain requirements as conditions of the transaction, such as requiring that the property be developed to a certain standard for a specific length of time, and other conditions the City may deem appropriate.”

On July 23, 2018 the Monroe City Council approved Resolution 2018-22 which clearly declares ***“...that the public interest may be furthered by disposal of such real property.”***

The City desires to sell the Gas Station site to assist the City in meeting the goals of stated community interests. To that end, the City Council is seeking prospective developers to make proposals for the purchase and development of the property in accordance with the requirements set forth. Proposals will be evaluated on a number of factors as outlined in this document. However, all proposals should consider the best way to maximize the economic development potential of the site and to promote and support the vision and best interests of the City.

Through this RFP process, the City will assess the market interest and development options for the Gas Station site. Depending on the proposals received, the City reserves the right to follow this RFP with any and all applicable public processes, including, but not limited to compliance with public contracting law, the surplussing and sale of real property, a prevailing wage rate analysis, or any combination of the foregoing public processes.

II. THE OPPORTUNITY

a) SITE DESCRIPTION

Address: 125 South 5th Street, Monroe OR 97456

Location Description: The site's property faces Pacific Highway 99 West (5th Street) to the west and Pike Street (Undeveloped) to the north. The Long Tom River is located approximately 150 feet to the east of the site.

Site Area: 0.31 Acres

Zoning: Commercial

Previous Uses: Gas Station, Auto Repair Shop, Drive-Thru Coffee Shop

Pre-Existing Structures: 5 structures (mapped below)

1. Main Building – 2,000 sqft
2. Side Garage - 390 sqft
3. Corner Coffee Shop – 115 sqft
4. Overhang Structure – 475 sqft
5. Gas Tank Storage - 140 sqft

Gas Station Site - Context



Facing the Corner Coffee Shop



Facing the Main Building



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Taxlots

Override 1

ArcGIS_Public.SDE.Roads

ArcGIS_Public.SDE.Taxlot_Cartoon_1

Buildings

Driveways

High Resolution 30cm Imagery

Citations

0 0.0075 0.015 0.03 mi
0 0.015 0.03 0.06 km

Benton County, Oregon
Benton County, Oregon - Assessor's Department

Map - Site (Green) & Structure (Numbered) Locations

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b) VISION

City's Vision for This Site

- a. Private ownership of property
- b. Increased retail activity – Maximizing retail space
- c. Another downtown Monroe location for travelers to have reason to stop and shop
- d. Community gathering and place of local interactions
- e. Community information/promotion distribution location
- f. A local operating gas station for the public sale of fuel products
- g. An aesthetically pleasing site including updating of façade and appearance

Creativity in addressing these community interests would increase the value of responses. The City is interested in receiving proposals that include items such as a community reader board, community events, creative use of property for community valued activities and economic development, entrepreneur opportunities, independent economic development activities, plans for increasing public access and knowledge in accessing the river, public gathering opportunities and community support. Additional details about the City's vision for this site and the community as a whole are available in documents referenced herein and accessible on the City's website. The community interest in selling this site is significantly more than the sale proceeds gained by the sale of the property as exemplified by the minimum sale price being set \$85,000 less than the 2015 valuation provided in the financial review report for the site, which is available on the City's website.

III. TIME LINE

- a. August 3rd RFP Issued, announced and published
- b. August 10th
9:00 AM – Noon Site will be open for non-mandatory inspection and visits
- c. August 15th **Deadline for questions** - All questions must be made in writing and submitted electronically to rfgasstation@ci.monroe.or.us. Responses will be posted as they are received. The City will not be responsible for responding to questions that are submitted by any other way.
- d. August 17th Noon All questions and responses will be posted in the RFP folder on the City's website (<https://ci.monroe.or.us/rfp-monroe-gas-station-site/>).
- e. August 21st Noon Proposals must be received. Proposals received after this deadline will be rejected.
- f. August 21st 1:30 PM Proposals are opened and staff report for review committee is prepared
- g. August 21st Review Panel convenes and creates recommendation for City Council
- h. August 27th **Anticipated** Public Hearing and City Council Decision. The City Council may consider a recommendation for sale. If the City Council decides to proceed with a proposal, such decision will be followed with the negotiation and execution of a mutually satisfactory Purchase and Sale Agreement which may include satisfaction of the pertinent terms and provision including development plan and time line of said property with a revisionary clause.
- i. September 3rd Fully signed letter of intent must be received by the City
- j. September 17th All necessary agreements will be finalized.
- k. September 24th Council can meet if needed to approve agreement(s).

IV. PROPOSAL REQUIREMENTS AND SUBMISSION DIRECTIONS

All proposals submitted to the City according to the above timeline must include the following:

a. Introduction Letter.

A letter introduction by the principals of respondent firms indicating (1) including but not limited to:

- Point of Contact
- Signature of authorized corporate officer/representative
- Developer's name and mailing address and email

b. Financial Background Review

Banking references and listing of equity partners, if known, including contact name, address and telephone numbers. Acknowledgement and agreement that after final selection but before an agreement is signed, the selected developer and development organization will be required to provide detailed financial statements to the City's satisfaction. Control of sensitive financial documents will be reviewed by an independent agent (e.g., CPA) under attorney client privilege and will not be made public.

c. A statement explaining how the proposal represents the best purchase price and best use of the site. This statement should address the financial, economic, and community (direct and indirect) benefits that the proposal offers.

d. A narrative of no more than 1 page, 1 sided, specifically addressing the development plan and how the development will engage the community, foster community connections, and support community activities and events

e. A narrative of no more than 1 page, 1 sided, outlining the proposed improvements to the site and an expected timeline for completion of improvements.

f. A narrative of no more than 1 page, 1 sided, on the streetscape plan for the site.

g. A narrative of no more than 1 page, 1 sided, on the proposed traffic and parking plan for the site.

- h. A narrative of no more than 1 page, 1 sided, explaining how the proposed development plan addresses the “criteria” listed on Exhibit A to this RFP. Exhibit A highlights portions of relevant City documents and plans which form the basis for the City’s vision for this site. Interested parties are encouraged to review the full documents which are available on the City’s website.
- i. A narrative of no more than 1 page, 1 sided, providing an expected timeline for site opening and operation.
- j. A cash offer (minimum bid \$131,629.00 with purchaser paying all closing costs)
- k. Suggested structuring of the arrangement including any examples of how the proposer has worked through other development arrangements and whether it has a preference or experience with sale agreements, construction agreements, or sale contingent on development agreements.

Proposers shall SUBMIT (1) clearly marked original, 5 photocopies and one electronic (e-mail or flash drive) version of the proposal package. Proposals must be received in one envelope or in one e-mail marked “PROPOSAL RFP MONROE GAS STATION PROPERTY”

If submitted by mail: P.O. Box 486 Monroe, OR 97456

If submitted by hand delivery: 664 Commercial Street Monroe, OR 97456

If submitted by e-mail: rfgasstation@ci.monroe.or.us

NOTE: Proposers are responsible for ensuring the appropriate address for any proposal submitted by overnight or express delivery services. The City will not accept late proposals for any reason.

City Personnel Point of Contacts:

Rick Hohnbaum - City Administrator

RJ Theofield - Community Development Coordinator

Either Rick or RJ can be reached by email at rfgasstation@ci.monroe.or.us or by phone at (541) 847-5175 during weekday office hours (9 AM – 5 PM).

V. THE REVIEW, ANALYSIS, SELECTION AND RECOMMENDATION TO CITY COUNCIL

The proposals will be reviewed by a five-member panel consisting of:

1. Vice Chair of the Monroe Planning Commission
2. Mayor
3. Chair of the Monroe Main Street Board
4. A Citizen appointed by the Mayor
5. The Chair of the Planning Commission or designee

Each response (Items “a” through “k” in the package) will be scored on a scale of 1-10 points (10 being the best possible score).

IN ADDITION, there will be up to 25 points awarded at the discretion of the individual panel members based upon the following criteria.

A Development Plan including but not limited to

- Identification of the entities that will be involved
- Description of roles (developer, owner, tenant, consultant)
- Experience in developing similar projects
- Proposed timeframe of development
- Floor space percentage of use for ENTIRE SITE-How will the property be used?

IN ADDITION, there will be up to 25 points awarded at the discretion of the individual panel members based upon the following criteria.

- a. Completeness of the proposed packet
- b. Proposal thoroughly addresses item c. in Section IV of this RFP and recognizes the highest price and/or highest value to the City
- c. Development proposal demonstrates readiness and proof that site can be operational within 12 months

The proposal with the highest score will be recommended to council for award.

THERE WILL BE A VERY PUBLIC HEARING WITH THE BID PRICE BEING PUBLIC RECORD PRIOR TO THE CITY COUNCIL AWARDED THE BID CONDITIONED UPON AGREEMENT OF SALE. THE PRESENCE OF TENTATIVE AWARDEE WOULD BE REQUIRED AT THE PUBLIC HEARING TO RESPOND TO ANY PUBLIC VERBAL INQUIRIES MADE BY THE CITY COUNCIL IN THEIR FINAL DETERMINATION.

VI. LEGAL RIGHTS AND EXPECTATIONS

- a. THE CITY RETAINS THE RIGHT TO REJECT ANY AND ALL RECEIVED PROPOSALS.**
- b. Regardless of any contrary statements in the RFP, the City reserves the right to waive any irregularity or defect in any submission, request clarification or additional information regarding proposals, to cancel this RFP and to reject any and all proposals at its sole discretion. The City shall assume no liability for expenses incurred by a proposer in replying to the RFP.
- c. After the City Council accepts a proposal a sale and development agreement or other agreement or contract as required will be drafted by the City and offered to the successful developer/purchaser for review.
- d. The sale of the site will be in its “as is” condition and the developer/purchaser will agree that the City has no liability regarding the condition or past use of the property.
- e. Upon receipt and review of the proposals they will become public records subject to Oregon’s public records laws.
- f. THERE IS SIGNIFICANT ADDITIONAL PUBLIC INFORMATION REGARDING THIS SITE AND COMMUNITY ON THE CITY WEBSITE. IT IS INCUMBENT FOR ANY INTERESTED PARTY TO ACCESS THIS INFORMATION.**
- g. ALL INFORMATION RELATED TO THE PROPERTY VALUE FOR WHICH THE CITY HAS ANY KNOWLEDGE AND INFORMATION RELATED TO, IS PUBLIC RECORD AND IS ON THE CITY’S WEBSITE OR IS AVAILABLE FROM OTHER SOURCES AS PUBLIC INFORMATION. (i.e. county accessor data).**

EXHIBIT A

City documents and plans that inform the City's vision for the Gas Station site's redevelopment.

1. MONROE TOMORROW - Council Adopted Planning Document

- a) Business Community- We aspire to have a thriving business community with retail, agriculture and service business catering to the needs and desires of our residents and attracting visitors. Monroe supports small businesses, home based businesses and creative entrepreneurs.
- b) Riverside District- We aspire to have a vibrant and vitality within the Riverside District enhancing it as an asset and source of pride for the whole community, as well as a significant attraction for visitors. This district will take advantage of visual and physical access to the Long Tom River, traffic on the highway, proximity to larger cities and the needs and desires of the Monroe community.
- c) Quality of Life- We aspire to have our quality of life nourished by our city's strong economic, organizational, cultural and transportation connections throughout the southern Willamette Valley. Our combination of physical and cultural advantages exemplify why Monroe is a wonderful place to settle down, raise a family or start a business.

2. RESOLUTION 2019-22 - ADOPTED BY COUNCIL ACTION

- a) The City purchased this property with "...no known intentions or plans other than to have managing control and decision of future use of said property:"
- b) This property site is the central core property of the community located at the intersection of Main Street and Highway 99W (5th Street).
- c) Increase business operations in downtown Monroe.

3. MAIN STREET REFRESH: MONROE 2017

- a) What are downtown Monroe's greatest liabilities/challenges?
 - Not a destination
 - Not enough to entice through traffic to stop
- b) What attractions or "draws" would you like to see in downtown Monroe?
 - Gas station
 - Coffee shop

- More retail
- Market area attractions/assets

c) What kinds of business activity would you like to see downtown?

- Gas station
- Small, quaint shops
- Services
- Coffee shop

Strategies listed in this Refresh include significant aspects which this property could be accessed and used for.

4. PROPERTY OWNERSHIP STATUS

a) City's interest in promoting private business development

b) Not in city's interest to own and operate retail business operations

These as well as other relevant documents can be located on the City's website at:

<https://ci.monroe.or.us/rfp-monroe-gas-station-site/>

RESOLUTION 2018-22

A RESOLUTION DECLARING THE CITY OWNED PROPERTY LOCATED AT 125 S. 5TH STREET AS SURPLUS PROPERTY WITH THE INTENT TO ALLOW FOR THE SALE OF SAID PROPERTY

WHEREAS: The City of Monroe acquired the property located at 125 S. 5th Street also known as Highway 99W Gas Station Property, from Benton County with no known intentions or plans other than to have managing control and decision of future use of said property; and

WHEREAS: This site and property is a central core property within the boundaries of the City located at the intersection of Main and Highway 99W; and

WHEREAS: various community advisory groups including the Main Street Board has expressed a desire for increasing the level of business activities within the core of the City of Monroe; and

WHEREAS: the findings of the City Council for the City of Monroe have determined that it would be in the best economic interest of the community to have an open and public business operation at this location including the consideration of the public sale of gasoline creating more traffic stopping within the business district of the city; and

WHEREAS: the findings of the City Council include the availability of city ordinances allowing for the establishment of conditions for future use and development of said property to the betterment of the City of Monroe; and


WHEREAS: the private ownership of said property would generate a higher level of public financial support to the operation of the City of Monroe; and

WHEREAS: THE City Council has determined that any and all additional retail operations within the City would add to the existing small-town benefits of residing in Monroe;

NOW THEREFORE; the City Council of the City of Monroe do hereby establish these findings to declare said property at 125 S. 5th owned by the City of Monroe to be SURPLUS and do hereby direct staff to establish and create conditions of sale and to initiate the publicization and declare the interest of the City to sell the property based upon a financial and agreement conditions of improvement and use of said property.

Passed and approved on this 23th Day of July, 2018.

ATTEST:


Rick Hohnbaum, City Recorder


Mayor Paul Canter

Gas Station Site - Context

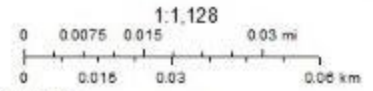


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- Taxlots**
- Override 1
 - ArcGIS_Public.SDE.Roads
 - ArcGIS_Public.SDE.Taxlot_Cartoon_1

- Buildings
- Driveways
- ArcGIS_Public.SDE.Taxlot_Cartoon_1

High Resolution 30cm Imagery
Citations



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Gas Station Site - Close-Up



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Taxlots

Override 1

ArcGIS_Public.SDE.Roads



Buildings



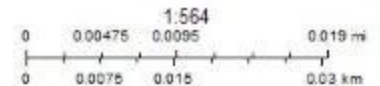
Driveways



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