

REQUEST FOR INFORMATION (RFI)

FOR THE REUSE AND REACTIVATION OF THE LANSING CITY MARKET

August 2018



OPEN CALL FOR REQUEST FOR INFORMATION (RFI) – SUBMITTALS WILL BE CONSIDERED AS RECEIVED

City of Lansing
The Department of Economic Development and Planning
316 N. Capitol Avenue, Ste. D-1
Lansing, MI 48933
ATTN: Brian McGrain, Director
Brian.McGrain@lansingmi.gov

1. PROJECT NOTICE

The City of Lansing, Michigan (the “City”) is issuing a Request for Information (RFI) for the reuse and reactivation of the Lansing City Market (the “Market Property”). The Market Property is located at 325 City Market Drive, Lansing, MI 48912.

Through the RFI process, the City seeks to engage an Entity or multiple Entities (the “Entity” or “Entities”) with exceptional experience and capability to share their concepts for transforming the Market Property into a thriving, job creation and commercial center that offers an interactive environment based on the riverfront, downtown Lansing, and other adjacent public and private amenities. This RFI process may result in the selection of one or more Entities to provide more detailed proposals for the reuse and reactivation of the Market Property; or may result in the selection of one or more entities to lease or manage the Market Property.

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2. OVERVIEW

Redevelopment Opportunity

Located on the Grand River, in the heart of Lansing’s downtown, the reuse and reactivation of the Market Property will be a catalyst for the riverfront area and open the doors to attract residents and riverfront stakeholders of all varieties. The Market Property needs capital improvements to the building and adaptive reuse of the space to facilitate the new activities envisioned. Realizing the vision for the Market Property will require creativity to unlock its full potential and experience to reactivate this City-owned asset.

The Market Property is strategically located along the Grand River and Lansing River Trail within the City’s thriving Stadium District. The Market Property is adjacent to the Lansing Center and other residential and commercial sites. The Market Property includes one building (the “Building”), which is 11,120 square feet and is scheduled to be completely vacated by September 4, 2018. Across the river from the Market Property is the AF Group’s National Headquarters with over 750 employees. River Town Adventures, a kayak & canoe rental, is anticipated to remain in place. In 2019, the Capital Area Community Foundation, in partnership with the City, is planning on undertaking significant placemaking improvements adjacent to the Market Property on the River Trail. More information on the improvements is available at:

<https://www.ourcommunity.org/leadership/riverfront>

Request for Information (RFI) Process

The City is issuing this Request for Information (RFI) as an opportunity for an Entity to present creative ideas that integrate commercial uses consistent with the established objectives for the Market Property. The Entity shall provide a statement that provides a proposed sustainable and stable financial strategy that addresses the need to invest in the building as a long-term asset, while creating a private sector use that can support the building operations and maintenance over time. As part of the RFI process, the City may host a non-mandatory information session. Tours of the Market Property may be available upon request.

All inquiries concerning this RFI must be addressed to the following person:

Brian McGrain, Director
City of Lansing
Department of Economic Development and Planning
316 N. Capitol Avenue, Ste. D-1
Lansing, MI 48933
(517) 483-4060
Brian.McGrain@lansingmi.gov

3. REUSE AND REACTIVATION STRATEGY

Project Background

The Market Property is an urban municipal-owned market located in downtown Lansing, Michigan. The Market Property is located along the Grand River and Lansing River Trail, and is west of Cooley Law School Stadium. The current \$1.6 million structure opened in January 2010.

The original Lansing City Market opened in 1909 at an adjacent site north of the current City market. The building was demolished in April 2010 and the former market site was redeveloped into the new mixed-use Market Place Development.

Development Process

The City owns the building and the land, which is considered a long-term City-asset that cannot be sold without a vote of the citizens of Lansing. The building may be leased under acceptable circumstances. Through this RFI process, the City is interested in identifying prospective Entities to learn about their reuse and reactivation concepts for the Market Property.

RFI Process

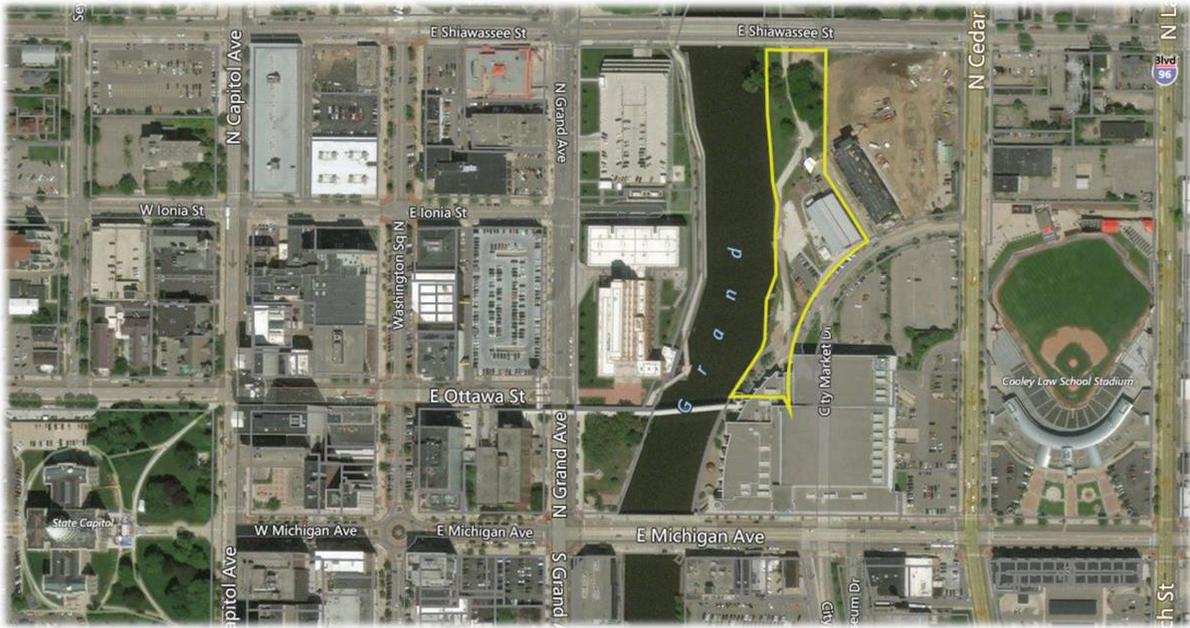
Request for Information (RFI): the RFI is intended to reach a broad cross section of interested parties with ideas and comparable experience in building, renovation, and/or operations as a means to identify the most capable entities (or team members) from a real estate and operations standpoint. Submittals will be reviewed against the minimum requirements described in Section 5 herein. At the conclusion of this step, the City, at its sole discretion, will determine the appropriate next steps if it chooses to proceed.

4. EXISTING CONDITIONS

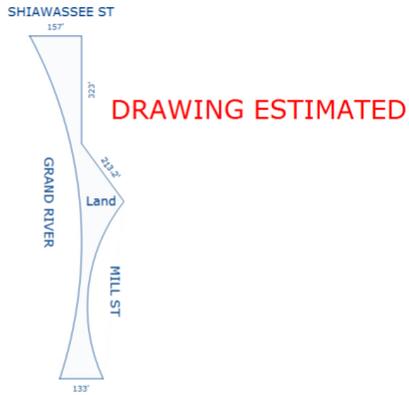
Property Information

The Market Property site is approximately 3.7 acres and includes the Building, which is 11,120 square feet. The reuse and reactivation of the Market Property does not include the entire 3.7 acres. The Market Property for this RFI will include the Building and a “to be determined” portion of the 3.7 acres not including the Rivertrail or Marketplace parking lot.

Property Location

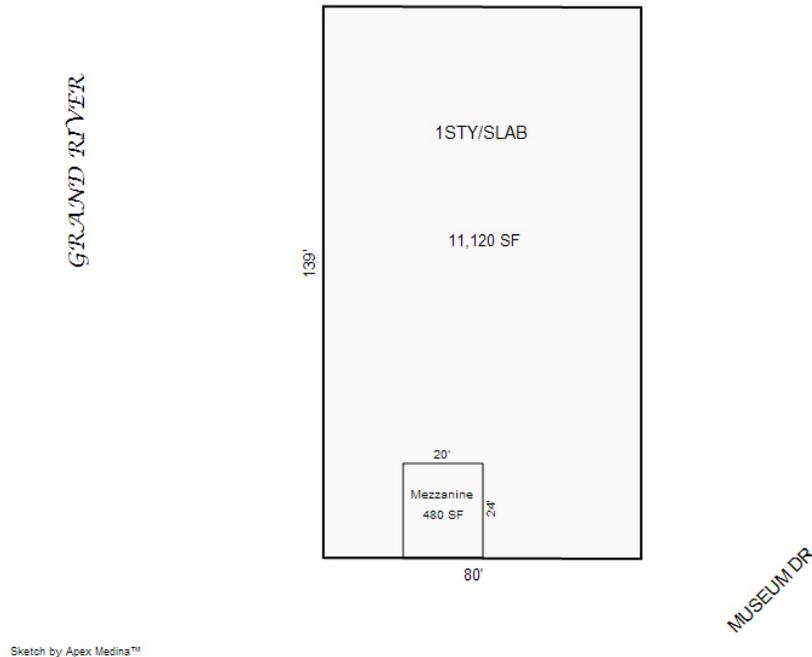


Market Property Boundaries and Dimensions



Sketch by Apen-Gleech

Building Dimensions



5. FORM OF RESPONSE AND EVALUATION

All submittals shall provide information related to the elements listed in sufficient detail to allow an informed RFI process. Incomplete submissions may be rejected at the sole discretion of the City.

Submissions may be mailed, emailed, or hand delivered to Brian McGrain, Director of Economic Development and Planning, at the address specified in Section 2. All materials submitted to the City in response to the RFI will become the property of the City and will be used by the City in any aspect of the project, and, unless specifically exempted, should be considered to be public records.

Submission Requirements

A RFI submittal should include as many of the following elements as possible, applicable, and available:

A. Transmittal letter

- a. Letter that identifies the lead Entity, contact person, and contact information for the team or other partners.

B. Project Understanding and Approach to the Project

- a. Statement of interest demonstrating a commitment and a vision for the redevelopment of the Market Property.
- b. Statement describing an overall concept for the Market Property that integrates design, program, and operations, including public benefits.
- c. Renderings, drawings or other visuals that depict and demonstrate the proposed redevelopment concept.
- d. Organizational structure and engagement approach proposed for the project.

C. Project Leadership and Team

- a. Identification of lead Entity, partners, and team firms or organizations, including description and location for each firm/ organization, and any MBE/WBE designations.
- b. Resumes of the team's principle individuals and description of their roles and responsibilities in the proposed redevelopment project.

D. Statement of Experience and Qualifications (either Development Entity, Operator, or both)

- a. Entity - Qualifications and Experience: Provide examples of similar size/type of projects in similar settings, including project description, project cost, financing strategy, size, location, year, lead individual role, public/private partnerships if any, and development contact information and/or website.
- b. Operator - Qualifications and Experience: Provide examples of similar size/type of projects in similar settings, including project description, size, location, tenant mix, year, lead individual role, public/private partnerships if any, and development contact information and/or website.

E. Financial Approach

- a. A comprehensive discussion of an approach to financing any initial renovations and the ongoing operations, including any innovative revenue strategies that reflect the collaborative nature of the space and/or scenarios that might require additional public investment.

Project Objectives to Address in Submission:

A. Building and Site Development

- a. Create physical assets (a renovated structure, new facilities, and equipment) that will support viable economic activity and promote business growth and job creation within the Market Property can be sustained in the years to come.
- b. Bring the Market Property into productive use for the community with universal accessibility and prevent the Building from falling into disrepair.
- c. Highlight the architectural elements of the Building and connect the Building to its site and surrounding developments, including the riverfront.

B. Operational and Financial Structure

- a. Describe multiple funding sources that could be used to provide a financially sustainable building operation, while providing space which could be for community, cultural, or educational functions at rents commensurate with those uses.

- b. State proposed techniques for the adaptive reuse of the Market Property into a center of innovation and creativity, utilizing public private partnership both as a financing tool and a model of collaborative economic and cultural development

6. GENERAL TERM & CONDITION

Acceptance/Rejection/Withdrawals of RFI submittals. The City reserves the right to amend or modify the RFI at any time during the procurement process, prior to the date and time which responses are due. All amendments and modifications will be posted on the City's website in the form of an Addendum. *It is the responsibility of the bidder to check the website.*

The City reserves the right, at its sole discretion, to reject any or all proposals or parts of any and all proposals; re-advertise this RFI; postpone or cancel, at any time, this RFI process; or waive any irregularities in this RFI or in the proposals received as a result of this RFI.

The City reserves the right, in its sole discretion, to determine the appropriate next steps. The City may also issue a new RFI with project modifications based on information learned from the initial round or other changing circumstances, or may terminate or suspend the solicitation process at any time. The City reserves the right to reject all submissions, or to cancel this procurement at any time.