

**REQUEST FOR PROPOSAL
FOR
DISPOSITION AND DEVELOPMENT OF CITY-OWNED PROPERTY WITHIN
THE DOWNTOWN REDEVELOPMENT AREA**



SECTION I. INTENT

The City of Helena ("City"), by this Request for Proposal ("RFP"), sets forth its intent to consider a proposal for the lease and/or sale of City-owned property. City invites developers, end-users and interested parties (collectively "Responder") to submit a plan to lease/or buy and develop City-owned property located at 630 Last Chance Gulch, Helena, MT., described in Section II of this Request for Proposals ("RFP"). The City's goals for this site include:

- a) Downtown impact. The process will evaluate how the proponent maximizes the site's development potential in such a manner that it contributes to the vibrancy of the Downtown district with a well-designed development that brings people into the area
- b) Housing. If the proposal includes housing, the proponent will be asked to include mixed-income housing with at least 25 % of the proposed units affordable to houses at or below 120 % of Area Median Income

- c) Mixed-use. The process will also examine how the proponent maximizes retail/commercial space on the ground floor attracting unique retail or innovative purpose
- d) Community benefit. The process will also evaluate creative offers of community benefits package and activities
- e) Capacity. The process will seek evidence of capacity or proven record for implementing similar projects in other like cities/settings

The above factors will be equally weighted by the Committee reviewing the RFP.

This building is located in the Downtown Urban Renewal District and in a designated Opportunity Zone.

See the Downtown Master Plan (DMP) for more detail. A copy of the Plan is available at: <https://www.helenamt.gov/cd/planning/current-projects/downtown-neighborhood-plan.html> (If the link does not automatically direct to the website, copy and paste to your browser)

SECTION II. CITY PROPERTY DESCRIPTION

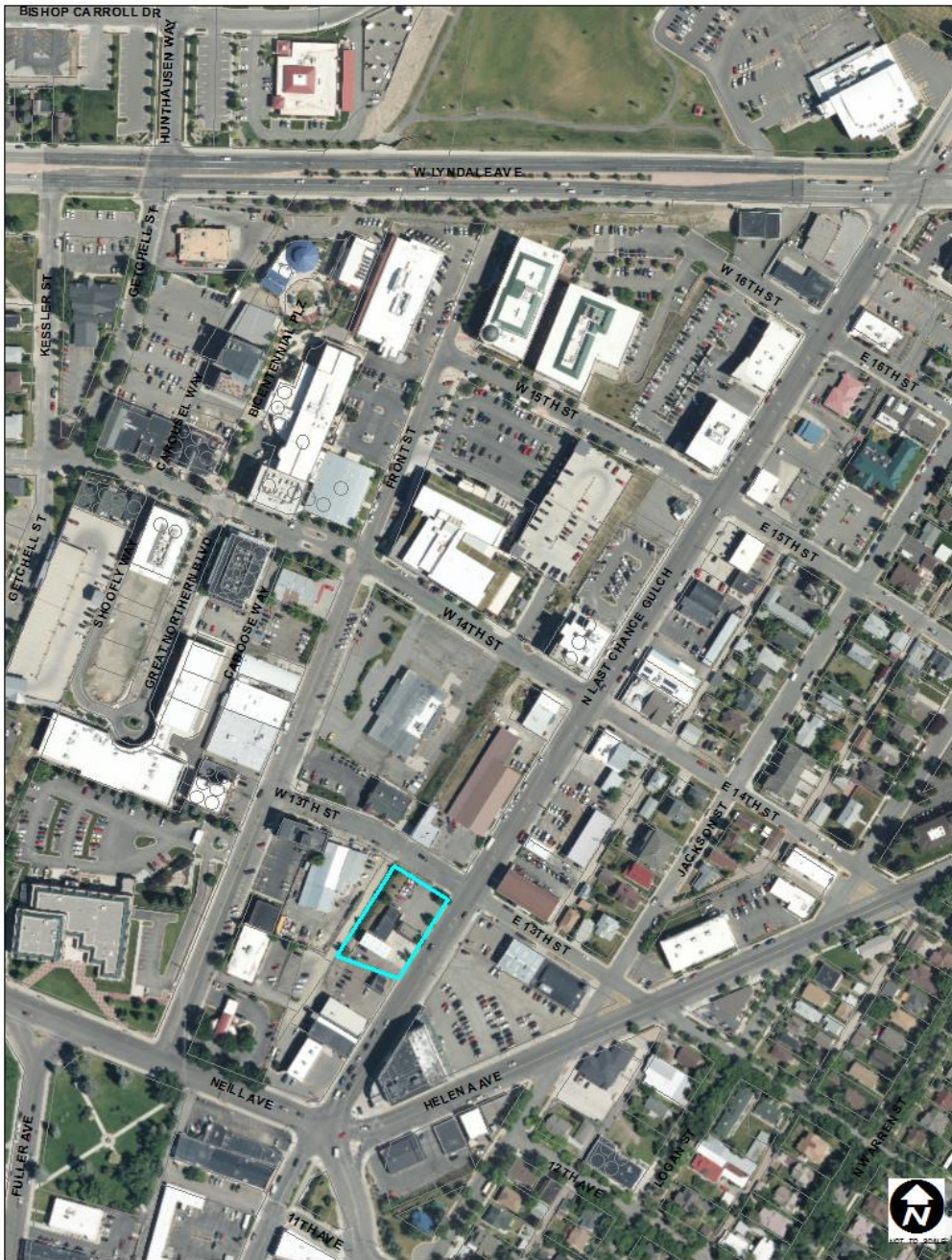
The property is legally described as follows:

A tract of land located in portions of Lots 8, 9, 10 of the Chessman and Davis Placer and Lot 1 Block 4 Central Addition in Section 30, Township 10 north, Range 3w, PM 58 in Lewis & Clark County, particularly described as follows; Beginning at point marked by an iron pin at the intersection of the property line on the westside of Main Street and the property line of the south side of Thirteenth Avenue of the City of Helena, Montana thence from the above described point S 30 17'W., 199.92 feet along west property lines of Main Street; thence N. 59 43' W., 125 feet; thence N 30 17' E., 199.88 feet to the said south property line of Thirteenth Avenue thence S. 59 44' E 125 feet to the point of beginning; Lewis and Clark County, Montana (Deed Ref: Book 259 Deeds, page 6) MT GEO Code #05-1888-30-2-09-20-0000

| The property has a gross area of 24,987 SF with a net buildable area of ± 19,000 SF.

The site is located in the downtown commercial area of Helena. There is currently a detached garage of approximately 1,410 square (sq.) feet (ft.) and a single story building and attached garage of approximately 1,200 sq. ft. Historical records indicate that a used oil underground storage tank was installed in 1956 with a gas station building with service bays constructed in 1964. In 1981 a gasoline underground storage tank was installed, and in 1984 the City purchased the property for use as storage and vehicle maintenance with continued fueling operations. A bus garage was also constructed on the property in 1984. In 1991 a surface release of gasoline occurred and was resolved by the State of Montana. In 1995, the building began its use as an office building for the Helena Area Transit Service and the gasoline and used oil tanks were removed and closed in 1997 by the City and DEQ. In 2010 the office began to be used by the county 24/7 sobriety program. Though the site was used as a fueling station from 1964 until 1997, no records indicate the type, location or size of tanks used from 1964 until 1981.

A Phase II Environmental Site Assessment was completed for this property on February 19, 2019. The following is a summary of the conclusions regarding COCs and associated media identified at the Site: asbestos and lead-based paint are present in the buildings and will have to be appropriately remediated. Removal of surface soils or addition of clean fill to prevent direct contact is recommended in any redevelopment plan. A complete copy of the Phase II Environment Site Assessment is available upon request. An aerial photo of the project site is found below



SECTION III. ZONING

The current zoning of the City Property is B-2 (General Commercial) which is our General Commercial zoning district. The list of permitted uses is found in Title 11-2-3 of Helena City Code. The permitted uses in this district include all general retail and office space; different types of food and alcohol establishments, including breweries; multifamily housing. Currently, casinos and educational uses are allowed through a Conditional Use permit process. A complete list of allowable uses can be found through the link below.

https://www.sterlingcodifiers.com/codebook/index.php?book_id=401

(If the link does not automatically direct to the website, copy and paste to your browser)

The City of Helena is considering the adoption of a new Downtown zoning code that would also include this property. The new code intends to create two districts that emphasize higher density development with minimal setbacks, design standards that compliment Helena's historic built environment and the natural environment, enhanced pedestrian access, encourages more ground floor retail and commercial activities, and much more. The new code has more flexibility in the types of uses that are allowed in the Downtown and surrounding residential area to provide more flexibility for redevelopment. The code sets standards for features of a building façade as well as dimensional standards (e.g., height, setbacks, and lot coverage). It does not dictate design or set requirements for interior renovations, and it does not demand the use of specific building materials.

The code also sets standards for parking and signage that are particular to just the downtown core of Helena. The new code is scheduled for adoption in July 2019.

The link to the proposed code is:

<https://www.helenamt.gov/cd/planning/current-projects/downtown-zoning-code-update.html>

(If the link does not automatically direct to the website, copy and paste to your browser)

SECTION IV. UTILITIES

The City Property has access to all typical utilities including but not limited to water, electric telephone sewer and natural gas, and it is suitable to the anticipated uses contemplated in the Downtown Master Plan.

SECTION V. PROPOSAL REQUIREMENTS

The proposal must include the following

- (1) Proposed lease/sale terms including but not limited to:
 - a. Proposed lease payment and terms of a lease, if applicable, or
 - b. Proposed terms of sale, including any mechanism for financing with City, if applicable. City expects the City Property to be sold for at least fair market value);

- (2) Provide a complete description of Responder's team including names, addresses individual resumes of those individuals to be assigned the project; the responsibilities of each team member or firm; and the experience of all those involved
- (3) Proof of financial capability. Include a certified financial statement, at the delivery of proposal, supporting the Responder's financial capability of undertaking this project including current operating revenues and expenses, and a history of debt repayments
- (4) Provide a complete description of the Responder's entity (corporation, partnership, etc.) and identification of all parties, including disclosure of all persons or entities having a beneficial interest in the proposal
- (5) A detailed description of the concept of how the proposed project will accomplish the Intent of this RFP. Please limit the description to 15 pages and include any preliminary concept regarding the use of the property
- (6) Time periods for planning, outreach, commencing and completing of construction
- (7) Estimated buildout and/or improvement cost
- (8) Certification that the party understands the environmental remediation activities and commits to allow remediation.
- (9) Primary contact and numbers including phone, fax, and email

SECTION. VI. PREFERRED PROPOSAL

The preferred proposal should:

- (1) Commence construction not more than three (3) years after the Lease commencement/sale of the property
- (2) Complete construction not more than five (5) after the commencement of construction

SECTION VII. PROPOSAL PACKAGE

Please submit three (3) copies of the proposal and one electronic copy in PDF form

SECTION VIII. DELIVERY

Proposals should be marked "PROPOSALS FOR CITY PROPERTY LOCATED AT 630 N. NORTH LAST CHANCE GULCH "and delivered no later than 5:00 pm on to

Helena City Clerk's Office
Room 323 City-County Building
316 North Park
Helena MT 59623

Section IX. CONTACT INFORMATION

For any questions and more information, please contact the following:

Sharon Haugen, Director
Community Development Department
316 North Park
Helena, MT 59623
shaugen@helenamt.gov
(406) 447-8490

SECTION IX. DEADLINE

Proposals received after the specified time and date will not be considered

SECTION X. SCHEDULE

- (1) Issue/advertise Request for Proposal June 15, 2019
- (2) Scheduled walk through the property July 17, 2019
- (3) Last day for questions July 22, 2019
- (4) Proposals due by August 1, 2019
- (5) Recommendation of Selection of Proposal
- (6) Commission action on the recommendation

SECTION XI. SELECTION

A committee consisting of a Helena BID representative, an MBAC representative, a property owner in the Downtown Urban Renewal District, member of the financial community, a design professional and a representative from the Heritage Preservation and Tourism Council, a member of the Helena City Commission and city staff will review all qualified proposals. The committee will select the top three proposals that are determined to be in the public interest for uses per the RFP and will be presented to the City Commission for their review. The top three proposals will be asked to present their full proposal in person. The Helena City Commission will make the final selection of the winning proposal.

SECTION XII. INQUIRIES AND QUESTIONS

All inquiries, questions, requests for interpretation, correction, or clarification must be submitted in writing, either by email or by fax to the City Contact and shall not arrive after the date of submittal. All responses from the City shall be in writing, either by email or fax.

SECTION XIII. CITY CONTACT

Sharon Haugen
Helena Community Development Director
316 North Park
Helena, MT 59623
shaugen@helenamt.gov
406-447-8490 or 406-447-8445

SECTION XIV. CITY RESERVATIONS

- (1) Reject or refuse any or all proposals
- (2) Accept the proposal which, in its sole and absolute discretion, best serves the intents of the City

SECTION XV. DISCLOSURE

Information regarding the City Property is believed to be reliable; however interested parties should rely on their own experts for counsel

SECTION XVI. PUBLIC RECORDS

All proposals submitted to the City are subject to public disclosure laws

SECTION XVII. LOBBYING

Responders are prohibited from lobbying from the City Commission, the Mayor or members of the selection committee relative to its proposal or response to this RFP.