



REQUEST FOR PROPOSALS

Commercial Business Operation and/or Redevelopment Opportunity
300 Central Avenue
Carlisle, Ohio 45005

ISSUED: Monday, March 11, 2024

PROPOSAL DEADLINE DATE: Proposals accepted immediately but on an ongoing basis through 04/19/2024.

Late proposals will not be accepted.

Submit a digital proposal to:

City of Carlisle
Attn: Alaina Geres
760 Central Avenue
Carlisle, OH 45005

Contact Information:

Mrs. Alaina Geres, Community Development Director
ageres@carlisleoh.org

I. Purpose

The City of Carlisle is soliciting proposals from qualified individuals or companies for a long-term lease or sale agreement for the property located at 300 Central Avenue, Carlisle, Ohio 45005.

The city is looking for qualified individuals, developers, or businesses interested in occupying and/or redeveloping the property in a manner that enhances the entrance to the city.

The city will select a respondent based on the information provided in the responses to the Request for Proposals.

II. Background

The City of Carlisle purchased the property at 300 Central Avenue, parcel #0134301011 in January 2008 for \$90,000. The property was formerly a gas station, is located in a floodplain and there has been a Phase I ESA report completed on the property. Please reach out to ageres@carlisleoh.org for further information on the floodplain and Phase I ESA report.

III. Scope of Activities

The City of Carlisle is seeking to lease or sell the building and associated property to an individual or company who will come to an agreement with the City of Carlisle.

The selected individual/company will either:

- Operate the building in a primarily commercial fashion, housing a for-profit business or businesses, in a manner that is in keeping with industry best practices.
- Redevelop the property using the existing structure or an entirely new one. Concepts that include multi story buildings with multiple tenants are welcome, to include a mix of residential and commercial use. In mixed use development, the first floor of the building must be used in a commercial capacity.

The selected individual/company will:

- Ensure the timely filing of local income tax returns.
- Take control of the property at the agreed upon pricing and date.

IV. Qualifications

All proposals should include, at a minimum, the following information:

1. **Individual/Company Background and Experience**

At a minimum, the individual or company will be expected to have the capacity, qualifications, and financial ability to operate a successful business or who has proven experience and quality work product as a developer in a city or suburban setting. A developer with a named and desirable end-user is preferred.

Are in good standing with the City and/or the jurisdictions where they previously or presently operate businesses.

Are not involved in adverse claims against the City, delinquent in their financial obligations to the City, or debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in any **HUD** funded programs.

Can demonstrate a successful track record in providing quality services or work product.

All interested parties are required to provide a brief description of their credentials including years of progressively responsible experience in their field.

2. **References**

Provide a minimum of three references speaking to the individual or company's track record managing a commercial business or as a real estate developer. Please include each reference's title, address, telephone number, and email address. In addition, provide the time period when the services or development were rendered, a description of services rendered, and photographs/designs.

3. **Litigation History**

Please list any litigation the company has been involved with in the last 5 years and indicate what the outcome was.

4. **Potential for Rejection**

Companies included on the current Federal list of firms suspended or debarred are not eligible for selection. Nor are any firms that owe any outstanding debt to the City of Carlisle.

V. **Submission Criteria**

For evaluation purposes, each proposal submission shall include one (1) digital copy of the requested proposal. Incomplete or late proposals will not be considered. Each submission must include the following:

1. **Letter of Interest** This letter will summarize, in a brief and concise manner, the individual or company's interest in the aforementioned property.
2. **Qualifications** as stated and stipulated in Section IV, sub-sections 1-2.
3. **Business and/or Redevelopment Plan** Please provide a business plan or proposed redevelopment concept that includes the goals of the business, the methods for attaining those goals, and the timeframe for the achievement of the goals. Additional information may be included for consideration. Note: Please provide proposed purchase price and/or lease rate, both of which may be subject to negotiation.
4. **Business History** Submit a list of at least one (1) establishment or project the respondent has managed, operated, or developed.

VI. **Selection Process**

The City of Carlisle staff and council will review written submissions in a fair and objective manner. Staff and council will then select the top respondents to be interviewed for further consideration. If selected, respondents will then present their proposal, in the form of an interview or interviews. Staff and council will then select a finalist based on the totality and quality of their application and interviews.

The selected finalist will be contacted to enter into a lease or sale agreement with the City of Carlisle.

The City reserves the right to reject any and all proposals up to, and including through, the interview process.

Respondents shall note and provide documentation if they are a Minority and/or Women Owned Small Business Enterprise.

Respondents may be required to demonstrate their credit worthiness and submit to a background check.

VII. **Miscellaneous**

City Website: <https://www.carlisleoh.org>

Questions and clarifications regarding the RFP should be submitted in writing via email to Alaina Geres at ageres@carlisleoh.org