



City Manager's Office
133 W 8th St
PO Box 112
Russell KS 67665-0112
Phone: (785) 483-6311

OPEN CALL FOR REQUEST FOR INTEREST (RFI)

830 N. Main Street

Initial Review to Begin July 1, 2021

PROJECT NOTICE

This City of Russell, Kansas (the "City") is issuing a Request for Interest (RFI) for possible re-use options for a commercial property located at 830 N. Main in the Central Business District.

830 N. Main – Background

The City of Russell acquired the property in April of 2021. This approximately 1,248 square foot single-level commercial building has alleyway access to the rear, with space for parking. The City is seeking proposals for re-use or adaptive re-use.

There is a planned Downtown Revitalization project slated for this area in the next 2 – 3 years

Through the RFI process, the City seeks to engage a not-for-profit entity or for-profit Entity for the possible use of the property. The goal is to seek interest and ideas to put the building to use and increase the commercial traffic in the Central Business District. Proposals may include keeping the property as a retail storefront or other acceptable use within the C-1 zoning district.

This RFI process may result in selecting an entity to provide more detailed proposals or whatever steps the City may deem appropriate, including a lease of the site or a contract for sale. Any accepted user will be responsible for all utilities, sidewalk snow and ice removal, property maintenance – including plumbing, HVAC, electric, building envelope issues, and any applicable taxes or fees.

The Governing Body of the City of Russell will make final approval of the project proposal. Selection criteria are subject to change by the Governing Body.

ZONING

This site is currently zoned C-1, Central Business District. The commercial uses permitted in that district are listed in Appendix A.

REQUEST FOR INFORMATION (RFI) PROCESS

The City is issuing this Request for Information (RFI) as an opportunity for a not-for-profit or for-profit Entity to present creative ideas for possible use that would be complementary to the Central Business District. A report on responses to this RFI will be compiled and shared publicly with the City Council. Tours of the property may be available upon request. The RFI process may lead to a concept identified as desired, which would require additional discussion, information, negotiation, and other steps as required by the City. If a proposal is accepted, the City and Entity would enter into a lease agreement or contract for sale for the property. For lease agreements, all utilities,

taxes, and common area expenses, including property maintenance, would be the lessee's responsibility unless otherwise authorized by the City of Russell. Non-profit uses may be eligible for no lease costs from the City if approved by the City of Russell. This initial timeframe for a lease would be two years. Responses to this RFI will be evaluated as received or on a schedule as determined by the City of Russell.

All inquiries, including requests for tours of the property, must be addressed to:

Kayla Schneider, Assistant City Manager
City of Russell
City Manager's Office
133 W. 8th Street
Russell, KS 67665
(785) 483-6311
kayla@russellcity.org

FORM OF RESPONSE AND EVALUATION

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

Mail submissions to Kayla Schneider, Assistant City Manager, at the address specified in this RFI. All materials submitted to the City in response to the RFI will become the City's property for use by the City in any aspect of the project and should be considered public records. The initial review process will begin on July 1, 2021.

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

- A. Transmittal Letter
 - a. A letter identifying the lead Entity, contact person, and contact information for the team or other partners.
- B. Proposed Use
 - a. Statement of proposed use demonstrating a commitment to the downtown and a vision for the property
 - b. A statement describing the overall concept, including the proposed use, hours of operation, parking demands created by the service, etc.
 - c. A statement discussing how the concept integrates with the downtown revitalization project
 - d. Renderings, drawings, or other visuals that depict and demonstrate the proposed concept, if needed.
- C. Project Leadership and Team
 - a. A summary of the team's principal individuals' experience and a description of their roles and responsibilities for the proposed concept.

- b. Examples of team's experience and qualification regarding similar size/type projects, including project description, public/private partnerships, and contact information or website.

D. Financial Approach

- a. A summary of an approach to financing any initial renovation and ongoing operations. Be specific regarding what may be required by the City to accomplish the proposed concept and what would be provided by the respondent. Detailed financial capacity is not needed at this stage of the RFI.

ANTICIPATED SCHEDULE

July 1, 2021, initial proposals due

July 6 - 9, 2021, initial review of proposals

July 13 - 16, 2021 follow-ups with proposers, if needed

July 20, 2021 presentations of complete proposals to Governing Body

GENERAL TERMS AND CONDITIONS

The City reserves the right, at its sole discretion, to reject any or all proposals or part 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 the submissions 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 modification 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.

ATTACHMENTS –

Photographs
Aerial View
Appendix A



Front of Building



Interior of Building – East to West



Back of Building



Interior of Building – West to East



Aerial View

APPENDIX A

Permitted Uses for C-1 Central Business District

- (1) Banks and financial institutions;
- (2) Barbershops, Beauty shops;
- (3) Business and professional offices, provided that any warehouse or storage space associated with such offices shall not exceed fifty (50) percent of the gross floor area of the principal structure;
- (4) Churches, chapels, temples, synagogues, cathedrals, and shrines;
- (5) Gift shops, Newsstands;
- (6) Group day-care centers provided that such use shall be separated from any commercial or industrial use in accordance with the requirements of the City's adopted building code;
- (7) Hospitals, sanitariums, rest homes and nursing homes;
- (8) Medical and dental clinics, and guidance centers;
- (9) Mortuaries and funeral homes; including crematories, providing that such facility is completely enclosed and that no odor or noise is discernible outside the structure;
- (10) Non-profit institutions of a religious, educational, eleemosynary or philanthropic nature;
- (11) Office facilities for salesmen, sales representatives, or manufacturer's representative, when no retail, wholesale, or exchange of goods is made or transacted on the premises;
- (12) Offices for ministers, rabbis, priests, etc;
- (13) Parks and playgrounds;
- (14) Pharmacies;
- (15) Private clubs (clubs and organizations, and fraternal and service clubs as defined only);
- (16) Public buildings;
- (17) Public utility uses, including substations and ambulance services;
- (18) Restaurants.
- (19) Studios or offices for artists, sculptors, authors, composers, photographers, or other similar uses;
- (20) YMCA, YWCA and other similar organizations;
- (21) Accessory and temporary uses, as permitted by Article VI of these regulations;
- (22) Signs, as permitted by Article IX of these regulations;
- (23) Off-street parking and loading as required by Article X of these regulations.