



# Town of Bristol

303 E. VISTULA ST | PO BOX 122 | BRISTOL, INDIANA 46507 | 574-848-7007

The Town of Bristol and the Town of Bristol Redevelopment Commission (“Town”) are soliciting proposals from qualified developers interested in partnering with the Town for the development of a prime riverfront parcel in Downtown Bristol.

Included in the RFP are graphics denoting essential information for the Project Site. Each Applicant should read this information carefully before submitting a proposal.

## Project Goals:

The Town wishes to encourage and enable commercial mixed-use development on the Project Site consistent with the historical development of Downtown Bristol.

## Project Site:

The site includes the following parcels: 03-27-229-002-031, 03-27-229-004-031, and a portion of 03-27-207-011-031.



Acreage: 0.40 acres, more or less

Utilities: Municipal water and sewer

Site Conditions: Level to sloping down to St. Joseph River

Current Zoning: B-2 General Business and B-3 Heavy Business District

Proposed Zoning: B-1 Neighborhood Business District

Access: Vistula Street

Special Site Conditions: The site features picturesque views of the St. Joseph River. A planned connection to the proposed riverwalk (future development) is encouraged.

### Project Recommendations/Preferences:

The Town is interested in the site being developed as a mixed-use project with an active commercial user on the ground floor with residential units above. In order to be consistent with the Downtown, the proposed development should generally meet the following standards:

**Setback:** 0' Setback is preferred, but in no case should the building be more than 10' setback from the front setback

**Height:** Minimum 2-stories. A well-designed 3-story building may be permitted (limited to rear half of rooftop). Additional use of the lower level to take advantage of the natural topography is encouraged.

**Street Activation:** At least one (1) door shall be provided to Vistula Street. A recessed entry on Vistula is encouraged, similar to the existing development.

A minimum of 40% of the front façade of the ground floor shall be comprised of storefront window with a maximum sill height of three (3) feet. The 2<sup>nd</sup> story should have a minimum of 15% transparency.

**Design:** The design is encouraged to follow a traditional architecture with ornamental detailing that would complement the historic buildings downtown. Vinyl Siding and residential grade windows are prohibited.

### Inspirational Images:



**Parking:** Minimum parking is not required, but adequate off-street parking is encouraged to be incorporated in the design to adequately service the ground floor use and residential units.

Parking and loading shall be setback a minimum 5' behind the front façade and properly screened.

**Landscaping:** Any portion of the lot not occupied by a building within 10' of the property line should incorporate Streetscape Trees. Parking area screening is required if visible from Vistula or Division Street.

## Request for Proposals

The subject tract of land is fully owned by the Town and is being offered directly to market by the Town.

The proposal must be submitted to \_\_\_\_\_ no later than \_\_\_\_\_.

All proposals must include the following information, ordered accordingly:

1. Cover Letter – Provide a cover letter on your company or organization's letterhead, including your interest in the project and certifying that the proposal is being made on behalf of the company and that the signatory is an authorized representative.
2. Company Description – Provide a brief description of the company, its history and organizational structure. Experience with similar projects should be included. Identify all team members with roles and responsibilities relevant to the proposed development project.
3. Project Scope – Please include all relevant information including:
  - a. Price offered. If the offer is less than the estimated value (See \_\_\_\_), please include a detailed explanation.
  - b. Development vision and conceptual design plan. The conceptual design should be scaled and include site improvements for the entire Project Site.
  - c. Proposed development details including, but not limited to:
    - i. Description of uses (broken down by proposed square footage)
    - ii. Site plan for the Project Site, including parking, landscaping, amenities, building location.
    - iii. Representational building elevations and proposed materials.
    - iv. If the proposal will rely on an agreement with the Town relative to minimum use of existing public parking spaces, this should be outlined in the development proposal.
  - d. Business plan, including leasing/sales strategy for the commercial use and potential rental or sales cost for the residential components.
  - e. Comprehensive development pro forma.
  - f. Anticipated development budget, which should include detailed sources of funding.
  - g. If the development will rely on incentives provided thru a development agreement with the Town, details of that request including terms, conditions, duration and value should be included.
  - h. Project schedule including the start and completion date, as well as the timeline for design and construction and any phasing.
4. Evidence of Financing Capacity – Demonstrate the company's/organization's ability to finance the construction and complete the necessary site improvements. Developers will receive additional points during the evaluation if they demonstrate existing investment/lending commitments and relationship with local/regional lending institutions for financing development.

5. Contingencies – Provide information on any conditions that must be satisfied before the project can proceed.

### Submission Format

Submit one electronic version of the proposal in a clear and legible format. Proposals must be complete in all respects; incomplete proposals will not be considered. All materials submitted become property of the Town. Submit all proposals to:

Town of Bristol – Riverfront Redevelopment  
POP Box 122  
Bristol, IN 46507

### Evaluation Criteria

In reviewing and evaluating proposals, the Town will consider the following:

- Proposal
  - Completeness of the proposal
  - Quality of the design concept
  - Conformity with the objectives outlined herein
- Team
  - Strength of the overall development team, including commitment and availability of key staff
  - Ability to execute/deliver on commitments
  - Professional and technical competence as evidenced by professional qualifications and specialized experiences of the developer, as well as current and past performance on similar projects.
  - Developer and/or development team's financial qualifications include a proven ability to obtain financing for this project.
- Additional Considerations – Additional consideration will be given to respondents who seek to maximize the overall economic benefit to the Town by:
  - Maximizing community benefits
  - Maximizing the long-term value to the Village through increased tax revenues and economic input
  - Ability to secure all financing and complete the property closing within six months of the proposal acceptance by the Town.
  - Ability to start within a reasonable time period to be specified in the development agreement.
- The Town reserves the right to reject proposals submitted by Applicants who are not current on the property taxes or for any other reason determined to be in the best interest of the Town.

### Proposed Selection Timeline

Issued RFP:

Inquiry Deadline:

Proposals Due:

Proposals Review by Consultant and Legal Advisor for completeness and forwarded to the Town Manager.

Developer Interviews:

The Town will consider the proposal and use its best efforts to take one of the following actions within 30 days: Reject all proposals, Accept the proposal, Request additional information prior to acceptance/rejection.