

# Request for Qualifications and Development Concepts

**Consulting Services**  
for preliminary  
**Design, Financial Pro forma, and Market Analysis**  
for a  
**Mixed Use Downtown Project**

Glenwood Springs, Colorado

July 7, 2010



**Pre Proposal Conference (not mandatory):** July 14<sup>th</sup>, 2010 1:00 PM  
Glenwood Springs City Hall Council Chambers  
**Proposal Deadline:** August 9<sup>nd</sup>, 2010 4:30 PM Mountain Standard Time

For additional information contact:

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Downtown Development Authority  
City of Glenwood Springs, Colorado  
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(970) 384-6446

**Purpose:**

The Downtown Development Authority, DDA, for the City of Glenwood Springs, Colorado is soliciting qualifications and development concepts from a firm to lead a multidisciplinary team of professionals including development and market strategists, architects, planners, engineers, cost estimators and others as deemed appropriate.

The intent of this “Request for Qualifications and Development Concepts” is to create **strategic plans including conceptual design, a preliminary financial pro forma and a cursory market analysis** for the construction of a parking structure, a branch library of the Garfield County Public Library District, classroom and office space for Colorado Mountain College, including retail, office and possibly housing opportunities within the new structures.

Four sites are being considered between 8<sup>th</sup> and 10<sup>th</sup> Streets and Cooper Street and Grand Avenue in downtown Glenwood Springs, Colorado (see attached Location Map 1). Two of the four sites are owned by the City of Glenwood Springs. Creative solutions may utilize 1, 2, 3, or all 4 sites. One of the intentions behind this request for qualifications is to look at a range of viable opportunities on a range of possible sites.

The purpose of this initial phase of the contract is to establish a concept, including the most viable sites to pursue. **The DDA will be responsible for overseeing the design and construction of the parking structure and any associated uses within the building footprint, if determined financially viable. Both the library and the Colorado Mountain College facilities will be designed and constructed under separate contracts notwithstanding any of the space occurring within the parking structure footprint.** A Downtown Parking Management Plan is being considered under separate contract.

**Overview**

Located on Colorado’s western slope of the Rocky Mountains, the city of Glenwood Springs is a community of 8,800 people. Incorporated in 1885 and consisting of 4.8 square miles, the city sits at the confluence of the Roaring Fork and Colorado Rivers at an elevation of 5,763 feet and is immediately surrounded by steep-sided mountains that rise to an elevation of over 9,500 feet. Throughout its history and continuing today, Glenwood Springs is known for its medicinal hot sulfur springs that draw tourists from around the world. In addition to the hot springs, the city’s proximity to many natural resources attracts outdoor enthusiasts including hikers, bicyclists and whitewater rafters, to name a few.

Glenwood Springs’ center is its downtown commercial district. Here, the city offers a diverse mix of entertainment & cultural venues, and retail, government, higher education, and professional offices that serve residents and visitors alike.

Improvements to the downtown district are directed by a seven member Downtown Development Authority and are based on a 1999 downtown improvement plan. Improvement projects are financed for the most part through the City’s tax increment finance fund.

To this end, the Downtown Development Authority is interested in bringing more people to the downtown core. More people working and playing means more vitality for downtown Glenwood Springs. More people also require more choices for areas to park.

Downtown Glenwood Springs has a balanced mix of residential, office and commercial uses set in an attractive inventory of historic buildings. Great care must be taken to preserve and promote this balance of uses as well as preserve and enhance the character of the neighborhoods, while creating vitality.

Copies of the City's Downtown Plan, Downtown Design Standards, Streetscape Manual and other applicable plans, policies, and documents are available on the City of Glenwood Springs website.

### **Downtown Development Authority**

#### **Plan of Development**

##### **Applicable Key Goals:**

- Downtown should maintain and strengthen its role as the retail/entertainment, office/government, higher education and tourist hub of the area.
- New development should respect the attractive small-town scale and historic context of the central business district.
- The pedestrian atmosphere of the downtown should be preserved and enhanced.
- New parking lots and structures should be considered to ease the parking shortage in downtown...
- Underutilized land in the heart of the downtown should be actively redeveloped to maintain and strengthen its role as an office and governmental center...

##### **Additional goals include:**

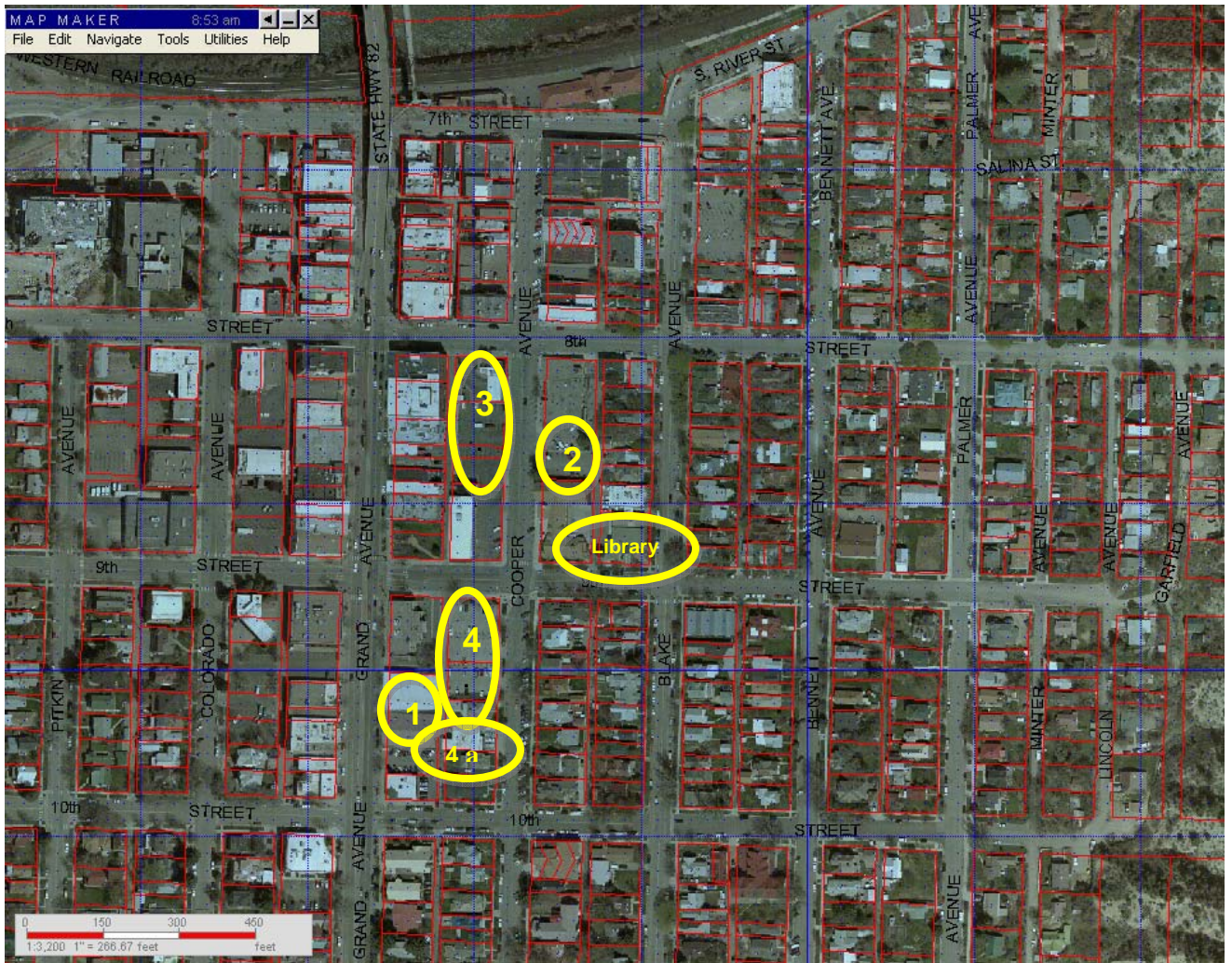
- Maximize the long term viability, property and sales tax potential of the downtown.
- Promote the long term quality of design.
- Create a plan that is feasible (market, physical, political, financial) and implemented as soon as possible.
- Create a silver or gold Leed certified building(s.)

### **Financial Information**

Tax Increment Financing: (TIF) The City of Glenwood Springs established a TIF as its funding mechanism for the DDA in 2001. Tax increment financing generates revenues from growth above a base year amount for both property and sales tax within the DDA boundaries. This amounts to 100% of property tax growth and 50% of sales tax growth within the DDA district.

The DDA currently has seed funds of \$1.2 million set aside for projects. Revenue generated from the development may be put back into the development.

The City of Glenwood Springs has interest in financially contributing to this project. The Library District and CMC may also be financial contributors.



**Assessed value of properties being considered based on Garfield County records, June 2010:**

Note: Assessed values may be different than appraised values.

Site 1. Old Holy Cross Building, 10<sup>th</sup> and Grand Ave.

- Site Area: 20,000 SF
- Assessed Value: \$1,886,150

Site 2. City owned parking lot south of the fire station (includes fire station, currently assessed as all one lot)

- Site Area: 23,750 SF (approx 15,250 SF in parking lot use today)
- Assessed Value: \$489,000
- Existing parking spaces: Approximately 35

Site 3. 8<sup>th</sup> and Cooper Ave (parking lots behind US Bank, 4 separate lots)

- Site Area: 25,000 SF
- Assessed Value: \$1,474,850
- Existing parking spaces: Approximately 55

Site 4. 9<sup>th</sup> and Cooper Ave (City owned parking lots, 3 separate lots)

- Site Area: 24,550 SF
- Assessed Value: \$421,550
- Existing parking spaces: Approximately 66

Site 4a. 10<sup>th</sup> and Cooper Ave (2 structures south of City parking lot)

- Site Area: 4700 SF
- Assessed Value: \$775,810

Existing Library Site. Existing Library owned building/ City owned land

- Site Area: 10,000SF
- Assessed Value: \$642,150

The value of City owned land should be considered in any development scenario, as should replacement cost for any parking displaced by new construction. Staging of construction and how that might impact the cost of construction should also be considered.

### **Additional Site/ Program Information**

- **New Garfield County Public Library District, Glenwood Springs Branch Library**

The Glenwood Springs Branch Library has outgrown its current facility located at 9<sup>th</sup> and Blake which currently lacks any direct access to public parking. Last year the library saw over 120,000 visitors. Two potential downtown locations are being considered for the library's relocation: the 800 block of Cooper St (City owned parking lot) and the 900 block of Grand Ave (Old Holy Cross building.)

The Library District is interested in a trade with the City of Glenwood Springs for the Cooper St. Property. The Library District has \$6 million set aside for this project. That money may be spent on a site and a building or a trade for land and contribution to a parking structure or guaranteed leasing of spaces in a parking structure. When evaluating financial opportunities, the existing value of the library building should also be considered.

The District Board of Trustees prefers a one level design, though they would consider meeting rooms and offices on a second floor. In alignment with the policies coming forward in the new Comprehensive Plan, the City prefers a multi-story building to make best use of valuable downtown land.

- Desired square footage: 14,000-16,000
- Parking spaces: 12 minimum with adequate public parking available in close proximity, paid parking is acceptable.
- Maximum building height: 40 feet with an opportunity under Special Review to go to 60 feet.

- **Colorado Mountain College (CMC)**

- The amount of space available on one or two floors above the library footprint and possibly along the Cooper Street parking garage street elevation. CMC is not interested in building a separate building but rather combining resources with the Library and possibly the City.

- Parking: associated number of cars to square footage provided or 1 floor of the parking structure or adequate public parking within close proximity, paid parking is acceptable.
- Maximum building height: 40 feet with an opportunity under Special Review to go to 60 feet.

- **8th and Cooper parking lot**

801 Grand Ave (the existing building which the 8<sup>th</sup> and Cooper parking lot services) currently has private parking with easy and direct access to the building. This easy and direct access must be maintained or improved in a future development scenario. Additional requirements of the landowner to date in exchange for the opportunity to build on the land include:

- A minimum of 55 assigned parking spaces to serve 801 Grand Ave.
- Housing for a transformer, some storage and a dumpster enclosure.
- Maximum building height: 40 feet with an opportunity under special review to go to 60 feet.
- New street level retail/office: The possibility for new retail space to be created along 8th and Cooper streets should be deeded to landowner. Tenant finish to be negotiated, no less than a white-box condition including electrical, HVAC and plumbing installed.
- Connection/direct walkways from ground level and upper level parking to the existing building.
- Financing/deal structure: Property received in exchange for the land to be unencumbered, preferably in a 1031 exchange.
- Will require some demolition of existing structures.

- **Old Holy Cross Building**

- \$1.5 million asking price
- Needs Phase I Environmental Assessment, lower level was used for automobile repair.
- Will require demolition and associated costs as well as staging areas for construction.
- Grand Avenue presence.
- Maximum building height: 40 feet with an opportunity under special review to go to 60 feet.

- **Downtown Parking Structure**

- Needs to accommodate the parking needs of the library and the new space created for CMC in addition to surplus downtown needs.
- Needs to replace any parking spaces lost due to new construction.
- City requires active street level development on all ground floor street accessed elevations.
- Building must respect and respond to neighborhood character.
- Number of parking spaces should be maximized.

\*Today, neither the library nor the college has designated parking downtown. It is the hope that by adding a parking structure this will draw more people to use the downtown library and more students to the CMC campus. It will also free up on street parking currently used by employees of downtown merchants and offices, ultimately creating more short term on street parking opportunities for shoppers and visitors. Consideration should be given to shared parking for all uses. The maximum building height of 40 feet with the opportunity to go to 60 feet is a zoning requirement of all sites in consideration.

**Submittal Requirements:**

Submit 15 copies of your response to this Request for Qualifications and Development Concepts to the Downtown Development Authority, City of Glenwood Springs, Colorado on or before 4:30 p.m. August 9, 2010 (note: this is not a postmarked date). Submittal by FAX is not acceptable for this request. Please include the following information in your response:

1. Cover letter expressing interest in the project and contact information.
2. A Concept Plan with as much detail as possible including:
  - a. Land use diagrams
  - b. Site plan concepts
  - c. Neighborhood compatibility character
  - d. How this concept invigorates the existing downtown owners and tenants
3. Preliminary Financial Pro Forma.
4. Schedule, including due diligence process and contingencies.
5. Examples of at least three projects similar in scope to this request including location, scope of project, client name & contact, and project budget.
6. Firm profile including firm background, number of years in business, size of firm, names and resumes of key staff who will be assigned to this project. If you are partnering with another firm please include the same information for all partners and a description of their expected level of involvement in this project.
7. Procedural approach to carrying out this project.
8. Indication of when you would be available to begin working on the project.
9. References. Please provide a minimum of three references. If you are partnering with one or more firms, please also include a minimum of three references for each firm.
10. Any additional information that will demonstrate the firm's qualifications and ability to successfully complete a project of this scope.

Mail responses to:

Leslie Bethel  
Executive Director  
Downtown Development Authority  
City of Glenwood Springs  
101 W. 8<sup>th</sup> Street  
Glenwood Springs, CO 81601

Responses to this request for qualifications are due no later than 4:30 p.m., M.S.T., **August 9<sup>nd</sup>, 2010.**

**Selection Process**

The DDA led team will review and evaluate qualification materials and development concepts based upon the firm’s ability to meet the requirements of this request for qualifications.

The DDA reserves the right to choose the proposer that it deems, in its sole discretion, to be in the best interest of the City.

Specific evaluation criteria include:

1. Overall quality and creativity of the submission.
2. Feasibility of the proposal.
3. Projected long term tax (sales and property) generation.
4. Schedule.
5. Experience of the firm(s) and performance on similar projects.
6. Creativity and relevance of past work, especially in downtown environments.
7. Local business preference.
8. Experience and availability of assigned firm members.
9. References.

The criteria are not listed in any particular order of importance. From the responses received, the City will rank the responses, and schedule oral interviews with the top two or three ranked firms. After completing the interviews, the City will select a firm then negotiate and finalize the specific work plan with the selected firm.

**Tentative Selection Schedule**

Proposals due.	August 9, 2010
DDA led team review; consultant ranking; schedule & conduct oral interviews.	August 9- August 23, 2010
Contract negotiation & contract signatures.	August 23- August 30, 2010
Notice to proceed.	August 30, 2010



Photos of a variety of downtown Glenwood Springs structures