



REQUEST FOR PROPOSALS

To Lease District Property: 611 South Seventh Street Parking Lot

SUBMITTAL DUE DATE: Monday, December 2, 2019
4:00 p.m. Central Standard Time (CST)

SUBMITTAL TO: Great Rivers Greenway offices
6178 Delmar Blvd
St. Louis, MO 63112

QUESTIONS RELATED TO THIS RFP:

Questions related to this request should be directed to the GRG website (link will be provided) no later than Noon (CST) on Friday, November 15, 2019. Answers will be posted to the GRG website and emailed to all known recipients of the RFP on Tuesday, November 19, 2019. No email or phone call questions will be accepted.

Issue Date: October 31, 2019

I. District Background

The Metropolitan Park and Recreation District, d/b/a Great Rivers Greenway (“GRG”) is a regional public agency serving St. Charles County, St. Louis County and the City of St. Louis. GRG connects the St. Louis region with greenways, making it a vibrant place to live, work, and play. GRG is operated by a 26 member staff governed by a 12-member board of directors that is appointed by the executives of St. Charles County, St. Louis County and the City of St. Louis.

II. The Property and Lease

In 2005, GRG acquired an 8.9 acre parcel of property (the “Property”) at 611 South 7th Street in downtown St. Louis. The Property has long served as a surface parking lot for Busch Stadium and daily downtown parking, providing approximately 1,400 spaces. See property and site information provided in site map included as [Exhibit A](#).

GRG issued a Request for Proposals (“RFP”) in 2015 to operate parking on the Property and the current 5-year parking lease is set to expire on March 30, 2020. GRG is issuing this RFP for another lease with a 5-year term starting on April 1, 2020 and expiring March 31, 2025.

III. GRG Objectives in Leasing the Property

GRG is soliciting proposals for the lease of the Property with lease terms addressing the following objectives:

- Effective, secure and professional operation of the Property while under lease.
- Improve landscaping along 7th Street to improve the streetscape for pedestrians and civic appeal. (See [Exhibit B](#) for details)
- Addition of capital improvements to the Property including the repair and/or replacement of existing fences and other physical improvements. (See [Exhibit B](#) for details)
- Maximize the value of GRG’s property interest via competitive lease revenue and other considerations that support GRG’s long term objectives for the Chouteau Greenway.
- Provide GRG control over and access to the Property so that the development of the Chouteau Greenway can be carried out effectively and in a timely fashion. To meet this objective, the lease should have an initial term of five (5) years, subject to an early termination right at the end of the third (3rd) year of the lease term in favor of GRG should GRG choose to redevelop the Property.
- Provide an effective transition to the new lease by finalization of the new lease on or before January 31, 2020, with the lease term commencing on April 1, 2020.

IV. Proposals Requested

GRG is requesting proposals from interested parties for the lease of the Property for commercial parking lot purposes.

Submit 2 paper copies along with one electronic copy (on flash drive in pdf format) by 4:00pm Central Standard Time on Monday, December 2, 2019. Submit proposals to GRG offices located at 6178 Delmar Blvd St. Louis, MO 63112. Late submittals after the deadline will not be accepted.

Proposals must remain valid until March 31, 2020. All materials submitted in accordance with this RFP will become property of GRG and will not be returned. All costs incurred in the proposal process will be the sole responsibility of the applicant.

V. Proposal Submission Process and Requirements

Proposals will be received, reviewed and evaluated by GRG staff as described in this RFP. GRG may interview selected respondents at its discretion and engage in additional negotiations as it deems appropriate.

GRG reserves the right to: reject any and all proposals; to select one or more respondents; to void this RFP and the review process and/or terminate negotiations at any time; to revise any conditions and stipulations contained herein, as deemed necessary, to further negotiate fees, rates and financial and lease arrangements, etc.; to establish further criteria for selection; to request respondents to submit additional information; to waive informalities in the proposals and in the proposal process; and to negotiate any proposed terms with respondents in its sole discretion.

Respondents must rely on their own inspections, investigations and other due diligence with respect to any participation in this RFP regarding the Property, or any other activity concerning the Property.

Respondents must complete and submit the "RFP Response" attached hereto as Exhibit C.

The response must contain the following information:

1. NAME, ADDRESS, EMAIL ADDRESS AND PHONE NUMBER OF THE APPLICANT
2. NAME, ADDRESS AND PHONE NUMBER OF THE AUTHORIZED REPRESENTATIVE
3. SIGNATURE of person authorized to sign proposal
4. GENERAL QUALIFICATIONS AND CAPACITY OF PROPOSED LESSEE

- Ownership: Type of ownership (sole proprietor, partnership, corporation, joint venture, etc.); when founded
- Profile of firm's operating activities for the last five years; total revenues; and other indicators of operations.
- Financial statements and/or summary of financial activity for last five years

Note: A financial statement will be required of the selected respondent prior to awarding of the Lease.

5. EXPERIENCE OF RESPONDENT IN OPERATING PARKING FACILITIES AND OTHER PROPOSED USES:

- Include the following information:
- Number of parking facilities operated: type (surface lot or garage), and number of parking spaces at each facility
- Number of years operating parking facilities
- Structure of management organization, including resumes of key personnel
- Other relevant operating experience

6. DESCRIPTION OF THE PROPOSED USES AND OPERATIONS TO BE CARRIED OUT ON THE PROPERTY, INCLUDING:

- Description of any proposed uses of the Property, including potential uses collateral to or complementary to parking operations.
- Description of any proposed improvements or upgrades to the Property during the lease term.

7. DETAILED DESCRIPTION OF THE PROPOSED LEASE TERMS AND AMOUNTS OF LEASE PAYMENTS TO BE MADE

- The lease should have an initial term of five (5) years commencing on April 1, 2020 and expiring on March 31, 2025 subject to an early termination right at the end of the third (3rd) year of the lease term in favor of GRG should GRG choose to redevelop the Property.
- Respondents may propose lease extension options and related terms; provided, that such terms are subject to negotiation and GRG's approval

8. DESCRIBE HOW THE PROPOSED USES AND LEASE ARRANGEMENTS ARE COMPATIBLE WITH OR ENHANCE THE PROPOSED DEVELOPMENT OF THE CHOUTEAU GREENWAY

9. ADDITIONAL INFORMATION THAT THE RESPONDENT WOULD LIKE TO SUBMIT TO SUPPORT ITS PROPOSAL

SELECTION PROCESS AND CRITERIA

Selection Process

GRG will review and evaluate all responses to this RFP. Based on its review, GRG may select a respondent solely on the basis of submittals, or may additionally identify a short list of respondents to interview. GRG staff may contact any or all respondents to clarify submitted information.

Upon selection of a respondent, GRG will enter into the negotiation of lease terms for the purpose of completing the terms and conditions of a definitive lease agreement. If such negotiations are not successful, GRG reserves the right to begin negotiations with other respondents.

GRG is seeking a lease that includes the terms included on the attached Exhibit D. Please note that Exhibit D does not contain an exhaustive list of all the terms to be included and negotiated with the selected respondent.

Respondents whose proposals are not accepted will be notified in writing via email as soon as practical.

Selection Criteria

The following criteria will be utilized in evaluating the RFP responses:

- Demonstrated experience and capacity to professionally and successfully operate the parking lot and other uses proposed for the Property.
- Financial and operating capability of proposed Lessee to carry out the proposed activities throughout the term of the lease.
- Total annual lease revenue to GRG.
- Degree to which the proposal is compatible with GRG's objectives noted in Section III of the RFP.
- Degree to which the proposal is compatible with and/or complements existing and proposed property uses.
- Extent to which the proposal is compatible with and enhances the GRG's objectives for the development of the Chouteau Greenway.

Important Considerations

GRG reserves the right, at its sole discretion, to:

- Reject any or all submittals when, in its opinion, it is determined to be in the public interest to do so;
- Waive minor informalities of a submittal;
- Cancel, revise, or extend this solicitation; and
- Request additional information which GRG deems necessary.

This RFP does not obligate GRG to pay any costs incurred by any respondent in the submission or in any activities carried out for the preparation thereof.

Responses Due

Submittals are due at **4:00 p.m. Central Standard Time (CST) Monday, December 2, 2019**. Proposals received after this time will not be accepted.

Please submit two (2) copies and provide an electronic version on flash drive in pdf format to:

Great Rivers Greenway District
Attn: RFP for 611 South 7th Street
6178 Delmar Blvd
St. Louis, MO 63112

QUESTIONS RELATED TO THIS RFP

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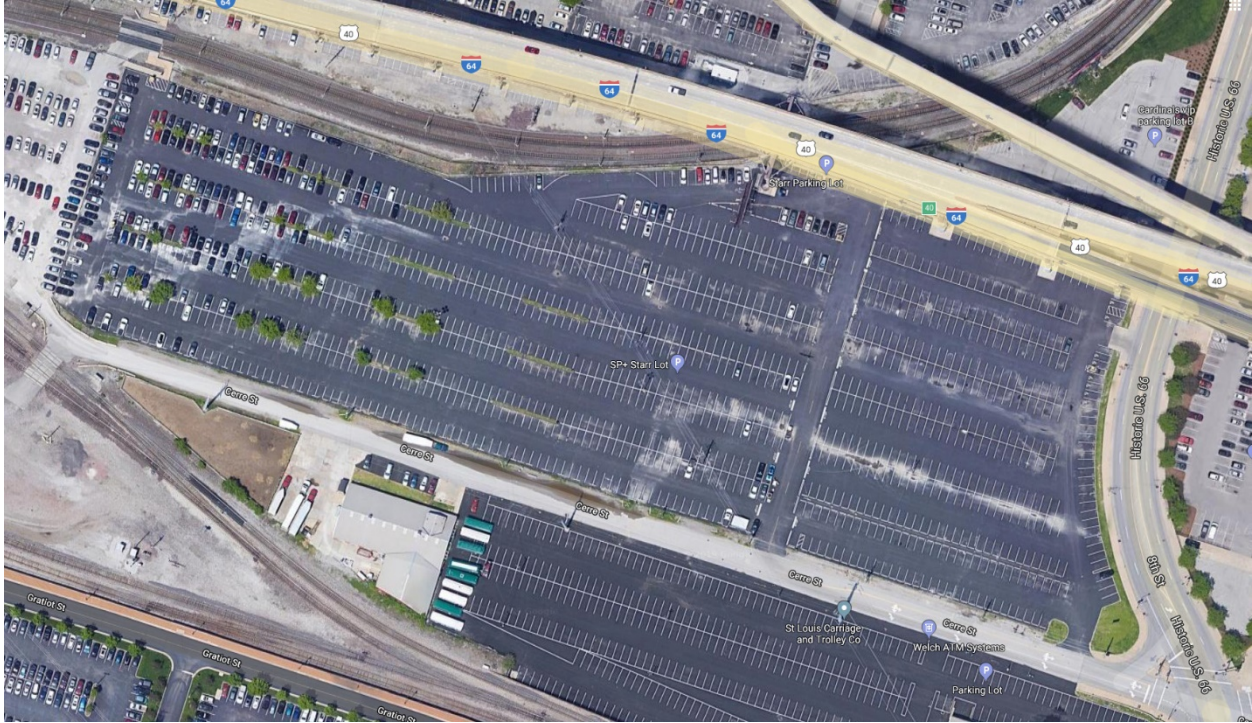
Exhibit A

Site Map: GRG Property; 611 South 7th Street and Adjoining Properties

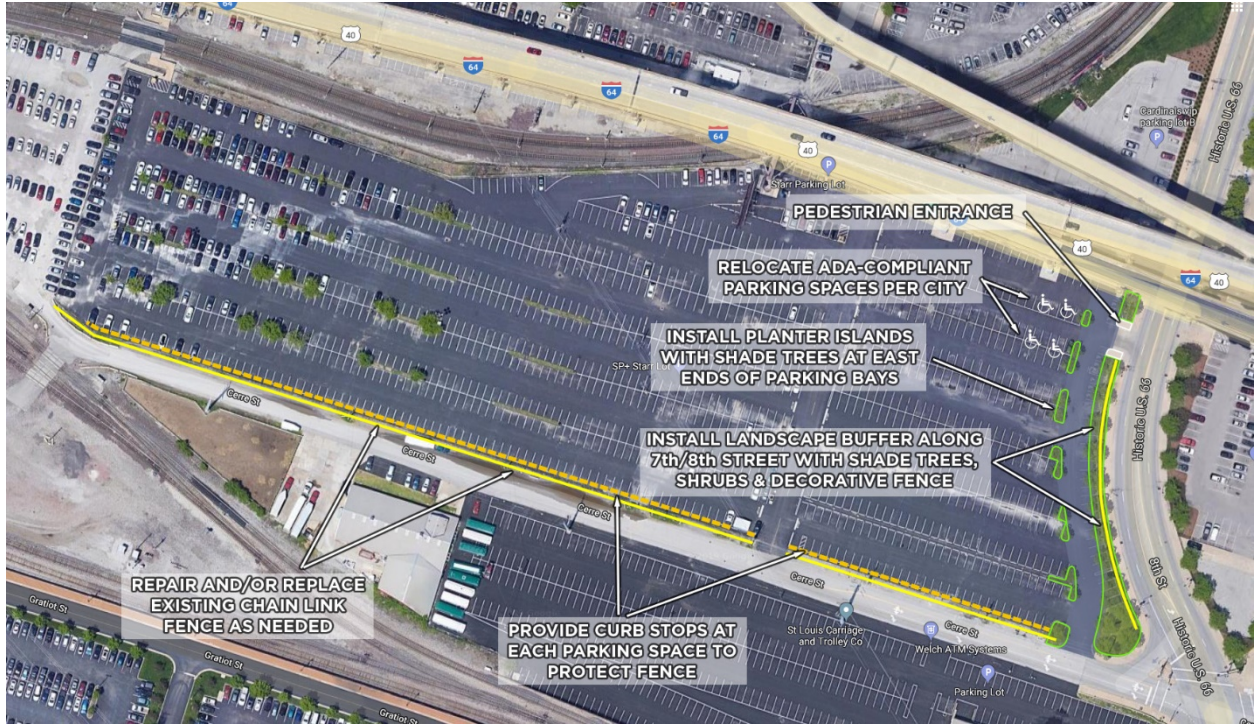


Exhibit B

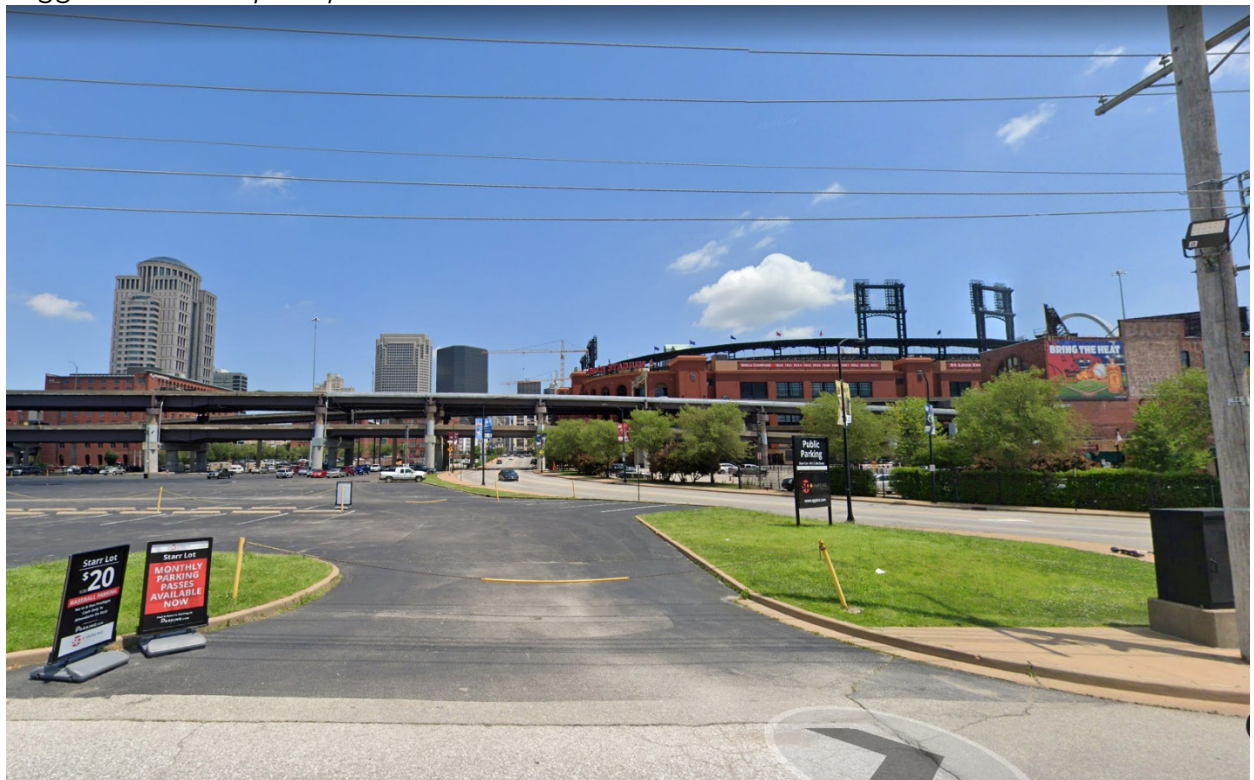
Landscape and Capital Improvements



Existing site conditions



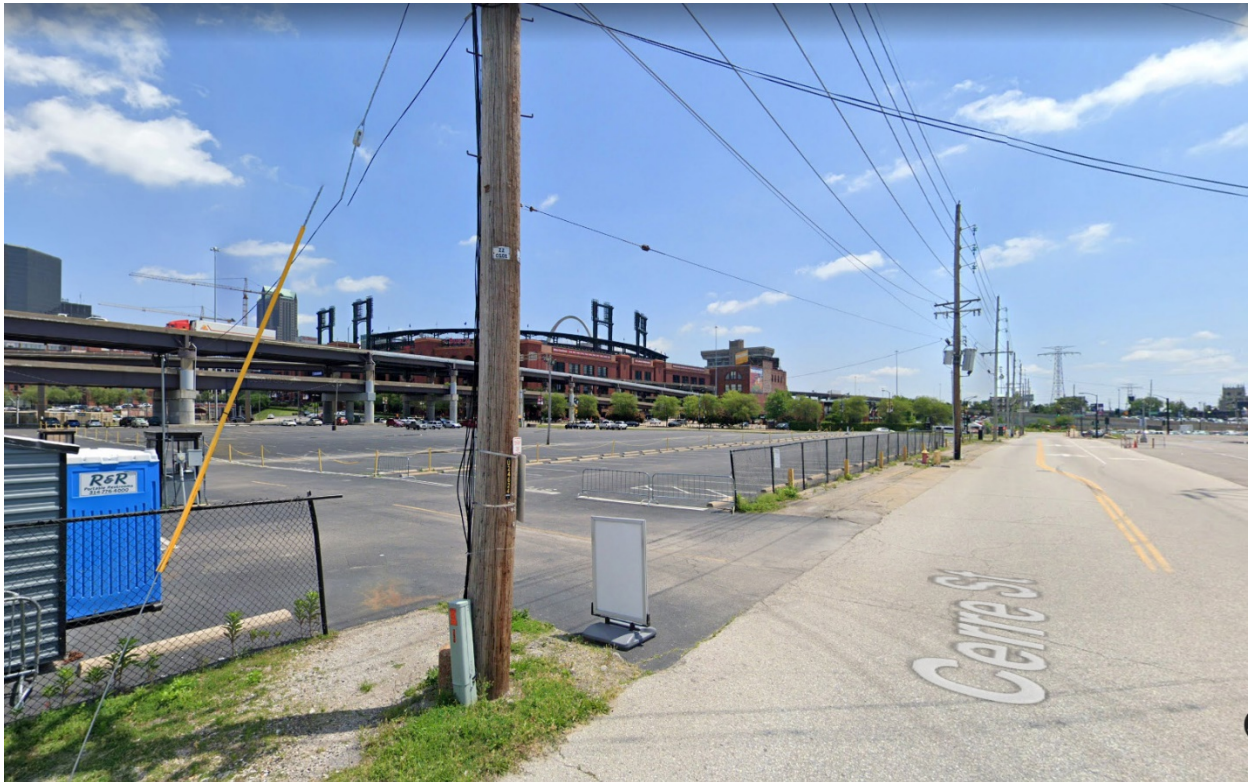
Suggested landscape improvements



Existing site conditions - Cerre entrance



Existing site conditions - Fence and missing curb stops along Cerre



Existing site conditions - Damaged fence along Cerre



Existing site conditions - Damaged and missing fence along Cerre



Existing site conditions – Barren landscape along 7th/8th Street



Existing site conditions – Barren landscape along 7th/8th Street



Existing site conditions – Barren landscape along 7th/8th Street



Suggested landscape improvements along 7th/8th Street

Exhibit C

**RFP RESPONSE
PROPOSAL TO LEASE PROPERTY AT:
611 SOUTH SEVENTH STREET
ST. LOUIS, MO
To be executed and submitted to GRG**

PROPOSAL REQUIREMENTS (Use additional space and attachments as required; Reference appropriate paragraph numbers):

1. NAME, ADDRESS, EMAIL ADDRESS AND PHONE NUMBER OF THE APPLICANT:
2. NAME, ADDRESS AND PHONE NUMBER OF THE AUTHORIZED REPRESENTATIVE:
3. SIGNATURE of person authorized to sign proposal

Signers name (Type or Print) _____

Signers Title _____

4. GENERAL QUALIFICATIONS AND CAPACITY OF PROPOSED LESSEE
 - Ownership: Type of ownership (sole proprietor, partnership, corporation, joint venture, etc.); when founded
 - Profile of firm's operating activities for the last five years; total revenues; and other indicators of operations.
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9. ADDITIONAL INFORMATION THAT THE RESPONDENT WOULD LIKE TO SUBMIT TO SUPPORT ITS PROPOSAL

Exhibit D

Terms of the Lease

GRG will negotiate definitive terms of a lease agreement with the successful respondent. Among key lease terms which will be required to meet the objectives of GRG are those described below.

1. Lease Term. GRG intent is to enter into a lease providing and an initial term of five (5) years, with an extension provision that GRG may terminate the lease at the end of three (3) years in the event that GRG determines that it will redevelop the Property. GRG will also consider extensions of the lease at the end of the initial five year period, to be negotiated, at the discretion of GRG, to provide for extended use of the Property by the lessee based on GRG's requirements for the use of the Property.

2. In the event that the respondent proposes provisions for extensions beyond an initial five (5) year term, an appropriate method of adjusting the base lease rate should be proposed for such extensions.

3. "Triple Net Lease". The lessee will be solely responsible for all costs, expenses and obligations of operating and maintaining the Property, and applicable insurance (such terms to be defined according to standards acceptable to GRG) and any property taxes or assessments made on the property. GRG will not be required to provide any services with regard to the Property.

Note: because of its ownership by GRG as a public agency, the Property has been exempted from property taxes by the City of St. Louis.

4. Use of the Property. The primary use of the Property is expected to be the operation of a commercial surface parking lot. Any other uses proposed will require the prior consent of GRG.

5. Alterations to the Property. Any additions, improvements, or alterations on the Property will be subject to the prior approval of GRG.

6. Assignment and Subletting. No assignment, subletting or encumbrance of the Property or the lease will be permitted without the prior consent of the GRG.

7. Lease Payments: will be made to the District on a monthly basis, in advance.
8. Inspection. GRG will have the right to inspect the Property at all reasonable times.
9. Insurance. The lessee will maintain worker's compensation insurance, employer's liability insurance, garage liability or commercial general liability insurance, garage keeper's legal liability insurance, automobile liability insurance, comprehensive crime insurance, and such other policies acceptable to GRG. Such policies shall be in amounts acceptable to GRG, and GRG shall be listed as an additional insured.
10. Permits. The lessee shall obtain all permits or licenses necessary for the operation of the commercial surface parking lot on the Property.
11. Other terms: the lease will also be subject to other typical terms including requirements for insurance, indemnification of the District, subordination of the lease, default provisions, etc.