

DRAFT REQUEST FOR PROPOSAL DRAFT
FOR THE LEASE AND DEVELOPMENT OF THE FORMER MONROE TOWNSHIP
FIRE STATION PROPERTY LOCATED AT 24 S. OREGON STREET,
JOHNSTOWN, OHIO

Background: The Monroe Township Fire Department is expected to vacate its former fire station by March 1, 2022. Monroe Township owns the property located at 24 S. Oregon Street and is soliciting parties interested in leasing and developing this property into a long-term and sustainable use in the City Business District. Proposals will be assessed by the Monroe Township Board of Trustees based on certain selection criteria in order to seek the best and highest future use and not simply the highest offer.

Reserve Price: None

Request for Information Deadline. Interested parties may request additional information or pose questions to Township staff no later than **12:00pm on March 4, 2022.**

Submission Deadline. The Township will accept proposals until **12:00pm on March 11, 2022.** Paper-copy or electronic media submissions may be dropped off at or shipped via traceable carrier to the Monroe Township Fire Department, 186 E. Coshocton Street, Johnstown, OH 43031.

Minimum Submission Requirements. Proposals must include narrative responses to each selection criteria as outlined below. Additionally, proposals must include a street-side elevation rendering and interior floor plan. Other amplifying information is allowed, but parties are cautioned that the selection panel will focus on the minimum submission requirements.

Selection Criteria. Proposals will be assessed based on the selection criteria, all weighted equally. Please limit narrative statements addressing each of these to a total of twenty (20) pages.

- **Compatibility.** With your street-side elevation in mind, describe how your exterior design and use complements the surrounding streetscape, the rest of the City Business District, and the perceived needs of the community.
- **Economic Impact.** Provide an estimate of how the development and planned use will contribute to the tax base (income and other applicable taxes). You may include here market survey information that demonstrates collateral impact to other City businesses.
- **Jobs Impact.** Provide an estimate of the number and types of jobs created and an estimate of total payroll.

- **Lease Price and Terms.** Provide the proposed offer for lease and any desired duration and terms.
- **Site Improvements/Modifications.** Provide a description of any site and/or building improvements and modifications.
- **Past Performance.** Provide a description of the principal’s demonstrated business success, preferably under the proposed use.
- **Local Ownership.** Provide a short listing and biography of each principal investor or location of buying entity, along with applicable contact information.
- **Sustainability.** Describe how the intended use would become a long-term community fixture and/or how it addresses the needs of future generations in a community the size of Monroe Township and Johnstown.
- **Parking.** Based on intended use and usable square footage, describe how parking impacts in the City Business District will be mitigated.

Post-Submission Meetings. Township staff will schedule a short meeting after the submission deadline separately with each submitting party. The purpose of this session will be to describe planned timelines in light of the volume of submissions.

Assessment Methodology. Proposals will be assessed by each Board member individually. They will issue a grade to each proposal, based on measuring each criterion on a 1-10 scale considering the merits of the submission’s narrative and associated documentation. Upon completion, Township staff will collect the submission grade sheets and provide back to the Board of Trustees a ranked listing of submissions based on summation of the individual grading. In executive session at the next appropriate Board of Trustees meeting, The Board of Trustees will consider these rankings for potential award or selection of multiple finalists for negotiation of eventual award.

Award Disclaimer. The goal of the process is to provide for a disposition and use of the old fire station on terms and conditions that are in the best interests of the Township. Any disposition of the property requires an affirmative vote of at least two (2) members of the Board. In the event that no proposal received by the March 11th submission deadline garners that required level of support, the Township will continue to engage the community and explore all viable options.

Pertinent information. The City of Johnstown and the Licking County Building Department may be contacted for additional rules, restrictions, and regulations pertaining to the site.

Monroe Township Points of Contact. Listed below are the key Township points of contact necessary for interested parties to complete the Request for Proposal process.

Dudley H. Wright Fire Chief

FireChief@monroetownship.org

Debra Farley Fiscal Officer

FiscalOfficer@monroetownship.org