



REQUEST FOR PROPOSALS FOR DEVELOPMENT OF COTTONWOOD HEIGHTS TOWN CENTER

Project Overview

Project Name: Cottonwood Heights Town Center Development (“The Heights”)

Location: 2330 East Fort Union Blvd., Cottonwood Heights, UT 84121

Size: Approximately 11 Acres

Proposal Due Date: February 7, 2025 – 3:00 p.m. MST

Contact Information: Mike Johnson / mjohnson@ch.utah.gov / 801-944-7060

Project Background and Goals

The Cottonwood Heights Community Development and Renewal Agency (“Agency”) is seeking an experienced, capable developer or development group to help Agency and its parent entity, the city of Cottonwood Heights (“City”) (Agency and City are, collectively, “Owner”), to develop, construct, and otherwise implement Owner’s envisioned “The Heights” mixed-use town center (the “Project”) located on approximately ten acres (the “Site”) situated at the intersection of 2300 East and Fort Union Blvd. in City’s boundaries. Owner has developed two variations of master plan layouts for the Site utilizing input from a resident advisory committee and design consultants for the Project that encompass Owner’s preferred vision. This Request for Proposals (this “Request”) invites qualified responders (each, a “Responder”) to submit proposals (each, a “Proposal”) for their involvement in developing the Project.

Owner desires to transform the Site (which currently is an underutilized “strip” retail center) into an active, sustainable, and vibrant gathering place for the community. City’s voters recently approved a \$30 million bond to (a) satisfy the current financing of the Site (approximately \$13 Million), and (b) assist with public improvements within the Project, including public plaza development costs, streetscape and infrastructure improvements, utilities within the new internal roadway(s), demolition, and possibly funding for the envisioned public parking structure(s). The Site is part of an Agency-designated “Community Reinvestment Area,” making TIF and CRA revenue tools potentially available. Owner intends to initiate such TIF requests after a developer has been selected and Project pro formas are completed. Depending on the preferred approach from the selected developer, the Project could be phased in a reasonable manner.

Responders are encouraged to review all current site plans and information at www.chtowncenter.com.

Owner’s vision includes a development that is active, walkable, and integrated with the local culture. The design should prioritize flexibility, affordability, and inclusive urban design and town center placemaking principles.

The following are key elements of the Project that Owner requires be clearly and carefully addressed in any responsive Proposal:

- **Public Space** for public gathering, recreation, entertainment, City events, etc. The public plaza space shown on the concept plans is approximately two acres in size and serves as a focal point of the Project. Both the plaza and central roadway(s) through the Site are anticipated to be public amenities. Walkways and outdoor patios associated with various private uses should complement and naturally connect to such public spaces but would be reviewed to identify maintenance obligations. Construction of these spaces will be a joint effort, and Owner requests that responses to this Request propose approaches to joint holding/development of the Project to help Owner achieve its vision for the Site. Roadways through the Site should be designed for slow speeds, on-street parking, and should prioritize pedestrian and non-vehicular traffic.
- **Development Space** – Proposals should suggest an appropriate mix of uses for the non-public areas of the Project that are compatible with Owner’s master plans and vision for the Site, are supported by the development market, and will result in a vibrant and active town center development. Site master plans include approximately 130,000 – 150,000 square feet of building footprints, with massing and footprint sizes that support various types of uses while ensuring that building massing and overall densities are compatible with Owner’s vision for the Project. For ground-level uses in particular, preference and priority should be given to a mix of commercial and retail uses that activate the Site. Proposals can and should, however, contemplate a reasonable anticipated mix of uses that can also include office and limited residential, with Owner seeking input from responders on preferred housing types (apartments, condominiums, affordable units, senior housing, etc.). Proposals should include economic or market data that support any proposed use types/mixes to ensure that the envisioned development product is supported and viable. Building heights will be limited to preserve key views and buffer impact from adjacent residential areas - approximately 35’ maximum.
- **Parking Facilities** that support the Project’s residents, retail customers, and visitors. Owner is interested in unique approaches to development and ownership of the parking facilities and encourages that shared parking practices be used to make parking between various uses ample but as efficient as possible. Final stall counts shall be determined based on the mix of uses and market demands. Public parking structures should include creative design options for screening and limiting impact to adjacent areas. Parking structure massing should follow the same height and massing restrictions as other buildings on the Site.
- **Demolition** of existing building and site elements, and site grading, is anticipated, although concept master plans have been designed to limit the need for excessive grading activities as much as possible. Owner’s long-term vision is for the Project to be graded so that the public plaza space opens up at street level with the Fort Union Blvd. / 2300 East intersection.
- **Site Utilities:** Appropriate utilities will need to be installed throughout the Project, with consideration given for water/sewer/storm drain capacity needs on the Site.

Phasing could be necessary to accommodate existing leases / timing constraints, although the long-range vision is for the full Site to be development-ready in the near future. The southwest part of the Site is currently the most encumbered (by a lease agreement), but the balance of the Site is anticipated to be development-ready within the year.

Scope of Work

The selected developer will work with Owner and its master planning team for the full scope of planning, design, and construction for the Site, including:

1. *Analysis and Planning*

- Conduct site surveys, soil assessments, environmental studies, and other due diligence as needed to properly engineer/design the Site.
- Review the master plan to assure its adherence to local zoning regulations, community needs, and sustainable development practices.
- Proposals should result in a Project that is compatible with the site master plans that have been envisioned and developed by Owner.

2. *Open Spaces*

- Integrate open spaces for daily use and various community-oriented programs and activities, such as farmers markets, winter markets, art fairs, festivals and more. An emphasis will be placed on a water-wise landscape and shaded gathering areas, as well as public amenities appropriate for a town center-style development project.

3. *Parking*

- Design parking solutions that maximize space efficiency and ensure shared parking for residents and visitors alike. On-street and structured parking to be included.
- Address approach, if any, to accommodate bicycles, electric vehicle (EV) charging, and other sustainable parking practices.

4. *Mix of Uses*

- Provide and justify a mix of uses on the Site that supports Owner's vision and master plan, including a mix of building sizes, targeted retail tenant types, anchor tenant types, etc. For non-commercial uses such as housing, provide an approach and justification for the amount and types proposed. Identify important considerations for the success of various uses contemplated.
- Establish agreed-upon design standards and guidelines.
- Building heights will be limited to preserve key views and buffer impact from adjacent residential areas - approximately 35' maximum.
- Design units to maximize natural light, energy efficiency, and livable space.

Proposal Requirements

Proposals should include the following sections:

1. Proposal Cover

2. Cover Letter

- Introductory cover letter identifying the Responder and its key team members, contact information for the Project managers, the reason for interest in the development, and the vision for the proposed development. The letter needs to be signed by a principal or authorized officer of the Responder who may make legally binding commitments.

3. Table of Contents

4. Executive Summary

- Overview of the development concept, goals, and approach.

5. Project Team

- Include an organizational chart and identify roles and responsibilities.
- Resumes for key personnel, partners, and their qualifications.

6. Relevant Project Experience

- Summary of past projects similar in scope and scale.
- Summary of experience working with municipalities/government organizations on development projects, CRAs, TIF, etc.
- Summary of experience managing and attracting successful tenants to similar projects.

7. References

- Provide project title, contact name, phone number and email address for 3 relevant project owners/operators.

8. Project Understanding & Approach

- Include a statement of the Project understanding.
- Approach.
 - 1. Description and justification of the proposed use mix and potential housing types.
 - 2. Outline of efficient construction practices, sustainable practices, green infrastructure, and other innovative technologies.
 - 3. Address any risk associated with the Project as proposed.

4. Creative ideas and solutions.
5. Recommended/preferred approach to a working relationship with Owner (whether ground lease, joint venture, or other relationship methods), including a description of the envisioned roles/obligations of all parties involved.

9. Project Schedule

- Estimated timeline from commencement to completion, including design, permitting, and construction phases.

10. Financial Feasibility

- Develop a high-level estimate of the Project's financial feasibility, including needed factors such as bond revenue funding, TIF, etc. to make the Project successful.

11. Developer's Financial Background

- Describe the Responder's experience with private and public/private project financing mechanisms. Provide a general list of private sources of financing used for recent projects describing the type of private source (private investor, REIT, banks, etc.), public sources of financing/incentives used for recent projects, and past bankruptcies or pending financial litigation involving any project, firm or principal.

Evaluation Criteria

Proposals will be evaluated by a selection committee empaneled by Owner (likely consisting of City's mayor/elected officials, manager, and other identified key staff members and city representatives) based on:

- Project Team Background (30%)
- Project Understanding and Approach (including development timeline) (30%)
- Relevant Experience (20%)
- Financial Viability and Budget (20%)

Proposal Schedule

Submission Deadline: February 7, 2025 – 3:00 p.m. MST

Submission Format: Electronic submissions in PDF format, not exceeding 25 pages.

Submit Proposals to: Mike Johnson, Community & Economic Development Director (mjohnson@ch.utah.gov)

For questions or additional information, please contact Mike Johnson, Community & Economic Development Director, at mjohnson@ch.utah.gov or 801-944-7060.

Project Timeline

- **RFP Issuance Date:** December 6, 2024
 - **Pre-Proposal Meeting:** Available as requested – contact Mike Johnson
 - **Proposal Due Date:** February 7, 2025 – 3:00 p.m. MST
 - **Evaluation Period:** February 10 – February 21, 2025
 - **Announcement of Short-Listed Responders:** February 28, 2025
 - **Interview Dates:** March 2025
 - **Announcement of Selected Developer:** Late March / Early April, 2025
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General Information

Owner reserves the right to reject any and all Proposals and the right to amend, modify or waive any requirement set forth in this Request. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by Owner's contact person specified above, Owner has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to Owner's contact person specified above before the due date for Proposals listed above. The contact person will endeavor to respond to such request for clarification or additional information and if the contact person deems, in their sole and absolute discretion, that such response is of general applicability, any such response will be posted on the Cottonwood Heights City Website - www.ch.utah.gov. Those responding to this Request are encouraged to review such website frequently. Although Owner anticipates selecting one of the responding Proposers, there is no guarantee that any responding Proposer will be selected. Upon their receipt by Owner Proposals will become public records subject to examination and review by any interested parties in accordance with the Government Records Access and Management Act (UTAH CODE ANN. § 63G-2-101, *et seq.*) ("*GRAMA*"). All materials submitted in response to this Request will become the property of Owner and will be managed in accordance with GRAMA.