

REQUEST FOR INFORMATION

NS-27-13

NUNN DRIVE/US 27 DEVELOPMENT

Northern Kentucky University

Nunn Drive/US 27 Development

Proposals Due: June 4, 2013 at 2pm



April 30, 2013

NOTICE OF RFI OPPORTUNITY

BRIEF SCOPE OF WORK:

Northern Kentucky University seeks to gauge interest in the following:

Entering into a long term ground lease with a business partner to develop property near NKU's main entrance at the corner of Nunn Drive and US 27.

PROJECT TIMETABLE:

Request for Information Issued	Tuesday, April 30, 2013
Pre-Submittal Meeting	Wednesday, May 15, 2013 at 11:00 AM EST meet at the Bank of Kentucky Center circle
Last Date for Questions	Monday, May 28, 2013 at Noon
RESPONSES DUE	Tuesday, June 4, 2013 at 2:00 PM EST
Formal RFP Issuance	TBD

The university will review the proposals and issue a formal RFP with a more defined scope. The RFP responses will include development timelines, financial considerations, design, architectural, and construction teams, etc.

MANDATORY PRE-SUBMITTAL MEETING:

A pre-submittal meeting is scheduled for the date and time shown above and we will meet at the circle in front of The Bank of Kentucky Center. All contractors and subcontractors **must** visit the site to check and verify existing conditions before submitting a response. Adequate time will be allotted for inspection and measurement following the meeting. Any discrepancies discovered between existing conditions and those shown on drawings or noted in the specifications shall be reported immediately to NKU in writing, so all bidders can be given proper information as to existing conditions.

Campus Map http://www.nku.edu/campusmaps/includes/pdf/NKU_2DMap.pdf

Driving Directions <http://www.nku.edu/campusmaps/directions.php>

SUBMISSION:

The bidder shall submit, by the time and date specified via US Postal Service, courier or other delivery service, its response in a **sealed package** addressed to:

Jeff Strunk, CPPO
Director of Procurement Services
617 Lucas Administrative Center
1 Nunn Drive
Northern Kentucky University
Highland Heights, KY 41099

CONTACT FOR PROPOSAL PACKAGE

This RFI Package may be downloaded from the NKU planroom: <http://nkuplanroom.com/View/Default.aspx>
If you have downloaded this Request for Information, please contact Eli Baird so that you can be added to the planholders list and notified if there are any addenda.

Eli Baird
Procurement Services, Bid Specialist
Northern Kentucky University
617 Lucas Administrative Center
Highland Heights, KY 41099
Phone: 859.572.5266
FAX: 859.572.6995
E-mail: bairde1@nku.edu

Do not contact anyone else at Northern Kentucky University for information regarding this project. Information relative to this project obtained from other sources, including other university administration, faculty or staff may not be accurate, will not be considered binding and could adversely affect the potential for selection of your proposal. All requests for additional information and all questions should be directed to Eli Baird, Procurement Services: Bairde1@nku.edu.

Both inner and outer envelopes/packages should bear respondent's name and address, clearly marked on the package(s) as follows:

**RFI NS-27-13
NUNN DRIVE/US 27 DEVELOPMENT**

Note: Proposals received after the closing date and time will not be considered.

PRE-CONTRACTUAL EXPENSES

Pre-contractual expenses are defined as expenses incurred by the respondent in:

1. Preparing its submittal in response to this RFI;
2. Submitting its qualifications to the university;
3. Negotiating with the university any matter related to this submittal; or,
4. Any other expenses incurred by a respondent prior to the date of award of a contract to the selected respondent.

The University shall not, in any event, be liable for any pre-contractual expenses incurred by the respondents in the preparation of their submittals.

ADDENDA/CLARIFICATIONS

Any University changes to this RFI will be made by written addendum. Verbal modifications will not be binding. Questions or comments regarding this RFI must be in writing and must be received by Eli Baird no later than **12:00 PM** on the date specified above. Inquiries will not be accepted after the above listed date and time.

ADDITIONAL INFORMATION

A preliminary study was conducted by Woolpert Inc., and can be viewed here:

http://procurement.nku.edu/content/dam/Procurement/docs/Resources/Gateway_Planning_new_aerial.ppt.

This study is provided as a sample for reference and as general information only; RFI submissions are not bound by these proposed concept designs.

PROJECT SPECIFICATIONS

NORTHERN KENTUCKY UNIVERSITY - OVERVIEW

Northern Kentucky University, located in the Greater Cincinnati metropolitan area about 7 miles south of downtown Cincinnati, was founded in 1968. The first building on the new campus in Highland Heights opened in August 1972. The campus sits on rolling land near the intersection of I-275 and I-471. Due to topography, many locations on campus have attractive views, including views of the Cincinnati skyline.

NKU has grown to become a preeminent metropolitan university while maintaining the founding principles that have set it apart since its creation. The university offers the best of both worlds - the breadth and depth of a major state institution with the feel and function of a small private school.

NKU owns about 425 acres and has 3.4 million GSF. With enrollment of nearly 16,000 students, Northern is the second largest university in the Greater Cincinnati area. For general information about NKU, visit: <http://www.nku.edu/about.html>

The university's master plan can be downloaded, Executive Overview:

http://campusplan.nku.edu/content/dam/campusplanning/docs/NKU_Executive_Summary_Complete_102010.pdf or the full report: http://campusplan.nku.edu/content/dam/campusplanning/docs/NKU_REPORT_Complete_102010.pdf

PROJECT COMPONENTS

While the university is open to alternative suggested uses for this property, below is a list of preferences and suggestions to guide decision making for some of the typical uses.

Hotel/Conference – The university would highly prefer to have a hotel considered in this development. This property is adjacent to [The Bank of Kentucky Center](#), host to a wide variety of entertainment events and home of the NKU men's and women's basketball teams. Conference space within the hotel may be included but it should be noted that there is approximately 10,000 sq. ft of conference space within The Bank of Kentucky Center.

Retail – The university is open to retail suggestions that are a good fit with the Highland Heights' community and NKU campus lifestyle. Some retail uses such as gas stations and drive thru fast food establishments would not be compatible with the goals of the university or local community. Casual/upscale dining restaurants, similar to those currently in the area, would be considered provided they conform to the overall architectural design of the development.

Housing – Housing may be considered but only as a part of the retail component. Standalone student housing will not be considered as part of this development.

Office Space – Office space may be included in the proposal. Although the university may need additional office space periodically, NKU would not be able to guarantee any occupancy.

Parking – There should be enough parking included in the plan to support all of the proposed development components. While structured parking is not required, it would be considered if determined necessary by the development team. It is possible that The Bank of Kentucky Center could be interested in a business arrangement to use excess parking as overflow for certain events, however, this would not be guaranteed and should not overly influence the decision to build structured parking.

Main Entrance To Campus – As mentioned, this property is located at the main entrance to our campus so it must be designed to fit in with the rest of our campus image. The strip of land on the South side of US 27, listed as “gateway” on the [Woolpert PowerPoint](#), (link can be found under Additional Information at the bottom of page 3) will be a landscaped green area that should flow with the developed portion of the project. The development of the “gateway” area on the North side of US 27 is optional.

Connectivity – Pedestrian access from the Bank of Kentucky Center and campus housing, including Callahan Hall, to this development is necessary. Given the traffic flow at the intersection of University and Nunn Drives, the current sidewalks will not be considered as an acceptable solution for pedestrian access.

Other Considerations – The University will have the right of approval for any and all proposed site development plans, including exterior architectural design of facilities, prior to the contractual acceptance of any developer.

It should be noted that the university does not intend to sell the property or finance any portion of the development, NKU’s role will be that of a lessor entering into a long term ground lease.

SUBMITTAL REQUIREMENTS

The primary purpose of this RFI is to evaluate potential development partners by the extent of relevant experience, evidence of financial capacity and to assess the level of interest in the project. In order to achieve a uniform basis for analysis, the following information is requested:

Project Team (Optional) - Identify the project team: developer(s), architect(s), engineer(s) and any other team members. Please provide company name, address, phone number and resumes for key team members from each entity.

Relevant Projects - List relevant mixed-use developments, multi-tenant offices, hotels, retail and structured parking projects completed by the applicant team. For each project include; completion date, location, size, project cost, ownership, financing information (debt & equity), and summary of projects' financial performance. Also for each project, please provide a narrative that describes the applicant’s role and the particular relevance of the example to the Nunn Drive/US 27 Development project.

Property Management - Describe applicant's property management approach, internal structure, general policies, and maintenance plans, as well as short and long-term reserves for the projects listed above.

Financial Capacity - Provide evidence of financial capacity to develop this project, including the lead development entity's financial statements for the last three years and references from two financial institutions with which the applicant has had a business relationship.

References - Provide four references, in addition to those provided above, that can attest to the ability of the development team to implement this project, including; hotel companies, office users, retailers, public agencies, and or universities. Specific names, titles and phone numbers for contact by the university are required.

Commitment - Provide a summary indication of applicant's understanding of and willingness to proceed to the proposal stage of the selection process.

Statement of Preliminary Vision (Optional) - With the understanding that at this stage it is not possible for interested parties to have a complete understanding of project parameters it would nonetheless be helpful to the university to review a brief narrative description of how your development team will approach the project and a preliminary indication of how the project may ultimately be developed. Appropriate subjects may include descriptions of similar developments; an approach to feasibility assessment; a preliminary assessment of options for financial structure; preliminary design intent; the relationship between market feasibility, financial structure and design approach; and approach to marketing and long term management.

SUBMITTAL EVALUATION CRITERIA

The principal criteria for evaluation of RFI submittals will be to identify teams qualified through demonstrated experience, demonstrated financial capacity and evident commitment to see the project implemented and sustained. Specifically, RFI submittals will be reviewed for their adherence to the RFI submittal requirements and assessed in accordance with the Submittal Evaluation Criteria listed below:

1. Evidence of private equity/debt financing capacity. The applicant must clearly demonstrate the ability to meet the development, construction and long-term financing needs of the project as envisioned by the university.
2. Demonstrated experience in the design, finance, development, construction, marketing and operation of comparable projects.
3. Indication of commitment to proceed with the proposal stage of the selection process.