

<p><b>At Large Members</b></p> <p>James “Andy” Patten, 6/30/2025</p> <p>David Fishbaugh, 6/30/2025</p> <p>Mary Walks Over Ice, 6/30/2025</p> <p>Chris Montague, 6/30/2023</p> <p>Ethan Kanning, 6/30/2023</p> <p>Meri McGlone, 6/30/2024</p> <p>Steve Tostenrud, 6/30/2024</p> <p>Steve Wahrlich, 6/30/2024</p>	 <p>Partnership</p> <p>Sean Lynch, President</p> <p>Jock West, Vice-President</p> <p>Steve Tostenrud, Treasurer</p> <p><b>VACANT, Secretary</b></p>	<p><b>Partners</b></p> <p>City of Billings: Chris Kukulski, Kevin Iffland, Wyeth Friday, Andy Zoeller</p> <p>Yellowstone County: Commissioner Denis Pitman</p> <p>School District 2: Janna Hafer</p> <p>Big Sky EDA: Steve Arveschoug, Becky Rogers, Dianne Lehm</p> <p>Downtown Billings Association: Matt Blakeslee, Katy Easton</p> <p>Business Improvement District: Sean Lynch, Katy Easton, James Chandler</p> <p>Billings Cultural Partners: Matt Blakeslee, Katy Easton</p> <p>Parking Advisory Board: Brandon Scala, Sean Lynch</p> <p>Downtown Billings Property Owners Association: Jock West, Janna Hafer</p>
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**DBP Board Agenda - August 26, 2022**

**G&W Building - 2722 3rd Ave N**

**Regular Business Meeting - 7:30 - 9:00 a.m.**

- 1) Call to Order – Introductions, Courtesies, and Public Comments (3 min. limit)
- 2) Regular Agenda:
  - a. Minutes – July 29, 2022 meeting minutes - vote to approve minutes
- 3) OBHB Presentation
  - a. Eric Schmidt & Cori LaFever
- 4) Action Items
  - a. OBHB - Committee supports a recommendation
- 5) DBP Strategic Priorities
  - a. Mixed use developments (Retail/Housing)
    - i. Yesteryear’s RFP
- 6) New Business/Old Business
- 7) Partner Reports
 

<ol style="list-style-type: none"> <li>a. Big Sky Economic Development</li> <li>c. Billings Parking Board</li> <li>e. City of Billings</li> <li>g. Downtown Billings Property Owners Association</li> <li>i. Yellowstone County</li> </ol>	<ol style="list-style-type: none"> <li>b. Billings Cultural Partners</li> <li>d. Business Improvement District</li> <li>f. Downtown Billings Association</li> <li>h. School District #2</li> </ol>
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- 7) Adjourn by 9:00 a.m.

**Next scheduled meeting – September 23, 2022**

## 7.29.22 DBP July Regular Business Meeting Minutes

<b>Present:</b> Sean Lynch	David Fishbaugh	Steve Tostenrud	Brandon Scala
Matt Blakeslee	Mehmet Casey	Wyeth Friday	Jock West
Councilman Tom Rupsis	James Chandler	Chris Montague	Commissioner Denis Pitman
Jenny Ross	<b>Absent:</b> Katy Easton	Chris Kukulski	Janna Hafer
Steve Wahrlich	Andy Patten	Meri McGlone	Steve Arveschoug
Mary Walks Over Ice	Ethan Kanning		

1) Call to Order – Introductions, Courtesies, and Public Comments: Mr. Lynch called the meeting to order at 7:30 AM a round of introductions was done.

2) Regular Agenda:

- a) Minutes – April 22, 2022 meeting minutes and July 15, 2022 special meeting minutes; Mr Scala made a motion to approve both meeting minutes and was seconded by Mr. Tostenrud all in favor, none were opposed.

3) DBP Strategic Priorities:

- a) Trespass Enforcement Agreement: Mr. Casey shared that one important and easy aspect of safety that staff recommends to business and property owners is having the no-trespass agreement in place with the Billings Police Department. Mr. Casey reviewed what this form and agreement entailed and asked the board for each member to have this form completed to lead as an example to other businesses in our community. Discussion was had regarding this form and effort that has been created and how this was not a widely known effort.

Mr. Casey provided an update on the current situations with current Downtown Billings Police Officers. Mr. Casey and other members of the board provided an update on the status of the incoming second officer and the status of hiring the 3rd officer position. Mr. Lynch expressed the importance of having a third officer to cover the evening shift to help ensure safety for those who work downtown to feel safe when walking to their cars. Discussion was had regarding the presence of transient populations particularly underneath Skypoint while there was understanding that they aren't typically harmful, but the need to provide the most vulnerable population the resources they need to get off the streets. Further discussion was had regarding the ongoing resources and other resources that are being created in the community. Mr. Montague feels like the discussion needs to remain alive to see what solutions this board can come up with.

- b) Crisis Intervention Training (C.I.T.): Mr. Casey shared that the Downtown Resource Officers can and do provide deescalation trainings and that this training can be offered at the the board level then disseminated to staff or at individual businesses/properties to take place directly with employees to gain some more direction and confidence on how to best handle and de escalate situations. Discussions were had regarding interest in the program.

- c) CPTED Eval & grant: Mr. Casey asked if he can add the board members to the list of properties that have agreed to receive a free CPTED evaluation done by Mr. Joe Stout (BID) and Mr. Dan Brooks (Chamber). Mr. Montague and Mr. West agreed to be on this list. Mr. Casey shared that he will cross reference the list with those who have already done it, but will proceed with adding the board members to the CPTED list. Mr. Blakeslee inquired if there was a time when the recommendation expired or grant funds were depleted, and it was shared that the funds are based on first come first served basis and when they run out for the year, a new pot is requested from Council as long as cash allows for it to continue.
- 4) Action Items
    - a) EPS Housing Study Update - Funding Contribution: Discussion was had regarding the 2017 housing study and the new housing that has been developed in Downtown Billings as well as going to be developed in the near future. Mr. Casey believes that it is time to update this study, a consultant has been hired, BSEDA is paying for half of the consultants fees, the EBURD is paying for ¼ and it's of the intent for the DBP to pay for the remaining ¼ of the fees in the amount of \$7,500. Mr. Casey reviewed the requirements of voting on this per the bylaws. Mr. Montague made a motion to approve the \$7,500 for the housing study; this motion was seconded by Mr. Tostenrud. Discussion was had regarding this motion inclusive of, Mr. West asked if there was a way to use this tool as a marketing tool as well. A concurrence amongst the board was agreed upon that the multi-use nature of this type of information and reporting and how this study helps make progress towards the goals in which this board has set out to accomplish for FY23. In addition to this discussion, further conversations dove into the types of businesses and industries that the board is wanting to bring to Downtown Billings. Discussion also explored how to get affordable housing in Downtown Billings and the importance of being able to provide affordable housing to the community in Downtown billings. All were in favor of this motion and none were opposed.
  - 5) New Business/Old Business: Discussions were had amongst the board about specific buildings in Downtown Billings. Specifically, an update was shared on the Stone building and where they are in their process. Mr. Casey covered there was an extension to their deadline and covered the challenges that the current owner has faced and why the process has been dormant. Mr. Casey shared the developer is fully aware of the new deadline, which is June 30, 2023. Discussion continued regarding this project and the speculation of what's to come with this project as well as immediate surrounding properties.
  - 6) Partner Reports
    - a) Billings Parking Board: Mr. Scala shared that the parking board is meeting the city to best mitigate the increase in housing and the parking issues that will come along with the issues with increased population density. Discussion was had regarding various parking lots, options and challenges that parking in downtown Billings currently presents.
    - b) Cultural Partners: Mr. Blakeslee updated the board that they are counting to stay focused on collaborations, connections and communications.
    - c) Downtown Billings Association (DBA): Mr. Blakeslee provided an update on the DBA and expressed that this particular board has had a lack of identity, he shared Ms. Easton did a great job to renew their board members and since then a new lean board has been established but this past meeting been identifying strategic goals, reviewed the new members on the board and their capabilities as they are privately funded, they can

advocate for different things that are often aligned with the other boards out of the DBA.

- d) Business Improvement District: Mr. Lynch shared that the Portland Loo, is here and a plumbing contractor has finally been secured, and the hope is to have the Portland Loo installed by the fall. Electrical and concrete contractors are still needed at this time. Event season is wrapping up and that dollars earned have been considerably up. He shared that the BID's goal for events is for the net revenue to be over 15%. Mr. Lynch covered the three downtown Summer Sounds and the success the BID has seen from those events as well. Discussion was had regarding the light bike trail and that it is set to be complete by the end of FY23 in June of 2023.
  
- e) City of Billings: My Friday shared that the September 6th work session scheduled for mental health and substance abuse connect, and the community health needs assessment is coming back to City Council. He discussed the downtown street conversions, and the city is working with code enforcement on how to address an increased amount of graffiti. Mr. Rupsis echoed the efforts of Mr. Friday and offered the support to try to move a lot of the efforts forward, he believes there are a lot of great things going on in Downtown Billings. Mr. Friday shared that the Great Northern Railway is holding a two day conference here which is an effort to explore the possibility of bringing the passenger rail back.
  

Mr. Blakeslee asked for an update on C-PACE. Mr. Casey updated that the effort to establish a district at the County level is likely not going to happen. The current conversations now are exploring the option of creating a district at the City level. Mr. Casey believes that this tool can be leveraged and provide further relief off of our TIF District when it comes to energy efficiency upgrades.

- f) Downtown Billings Property Owners Association: Mr. West shared that the property owners have been a bit slow lately, but he feels that a lot of their efforts are mirroring the efforts of this board.

7) Meeting Adjourned at 8:52 AM.





*RE: 2802 Montana Avenue/OBHB TIFD Assistance*

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**Background:**

Old Billings Hardware Development Venture submitted an application requesting TIF assistance to bring forward a rehabilitation effort on 2802 Montana Avenue. The project involves a total rehabilitation effort of the interior & exterior of the building. The lower & ground levels will be occupied by businesses as well as some amenities for tenants. The second & third floors will each consist of 12 energy efficient market rate residential units (5 two-bed apartments and 19 one-bed apartments). There will be minimal parking available in the back of the building. There will also be a communal space on the rooftop, though only to be utilized by the residents. Some of the exterior improvements will include facade repairs, lighting & security, windows & entrances/exits, storefronts as well as minimal landscaping & hardscaping. The interior will involve fire suppression, utility upgrades & addition (much of it does not exist) & ADA compliance.

The total request is \$745,000. The Development Committee supports this project & is in favor of a recommendation. This project complies with the Montana Code Annotated as well as City's TIF Policy in regards to the 5:1 preferred threshold of private to public investment & eligibility of qualified expenses. Furthermore, this project conforms with many goals & elements of the Urban Renewal Plan as well as the Downtown Billings Strategic Plan such as housing, safety, activation of vacancies, & retail recruitment. This density will contribute to our housing needs, add more shopping capacity, potential workforce for businesses, natural surveillance to enhance safety, and new downtown visitations of the new businesses.

**Proposal:**

A reimbursement of \$745,000 broken into five installments of \$149,000 in five consecutive fiscal years following the year in which the project is complete to support qualified expenses that enhance safety, accessibility, and pedestrian experience.

Items	Expenses	Eligibility		Percentage
		MCA 7-15-4233	MCA 7-15-4288	
Interior Demo	\$104,769	\$0	\$17,000	16%
Concrete/Slabs	\$116,033	\$0	\$19,000	16%
Framing & Millwork	\$851,227	\$0	\$141,000	16%
Insulation & Gypsum	\$333,003	\$0	\$55,000	16%
Structural Steel & Joint Protection	\$143,182	\$0	\$23,000	16%
Door & Windows	\$293,942	\$0	\$48,000	16%
Roofing & Skylights	\$240,360	\$0	\$40,000	16%
Utilities	\$2,082,760	\$0	\$338,000	16%
Storefronts	\$198,300	\$0	\$33,000	16%
Fire Suppression	\$186,000	\$0	\$31,000	16%
Other	\$2,931,674	\$0	\$0	0%
<b>Total</b>	<b>\$7,481,250</b>		<b>\$745,000</b>	

Current assessed value	\$453,166
Estimated increase in taxable value (80% of project cost)	\$5,985,000
Commercial tax rate (1.89%)	\$113,117
Annual tax increment (699 mills)	\$79,068
ROI	9 years

**Financials:**

If recommended/approved, reimbursement is available starting in the fiscal year following the fiscal year in which the aforementioned improvements are completed.

Approval of this project assumes the following contingencies:

1. The Applicant shall sign a development agreement with the City of Billings and DBP within 180 days of receiving Phase II approval for Historic Tax Credits.
2. This TIFD reimbursement is the maximum that can be received pending satisfactory submission of all paid invoices showing the completion of expenditures related to this project.
3. If funds are not available, reimbursement can be carried over to the next fiscal year.

**DBP board of directors may recommend, modify and recommend, or not recommend this proposal.**

**Motion to recommend:** I make a motion to recommend a reimbursement grant not to exceed \$745,000 to OBHB. so long conditions above are met.

**Motion not to recommend:** I make a motion not to recommend because/due to...

**Motion to Modify:** I make a substitute motion to...



RENOVATED EAST FAÇADE, HIGH PLAINS ARCHITECTS



RENOVATED NORTH FAÇADE, HIGH PLAINS ARCHITECTS



EXISTING EAST FAÇADE



EXISTING NORTH FAÇADE

Created for the following Board Meetings:

Downtown Billings B.I.D. - August 15

Downtown Billings Partnership- August 26

Downtown Billings Association - August 24

Community Innovations - TBD



# Downtown Billings Alliance Board of Directors Report

## CEO Report

Katy Easton, [keaston@downtownbillings.com](mailto:keaston@downtownbillings.com), 970-208-7020

As FY23 cruises along quickly, we are working continuously on making progress in our organization strategic priorities. I am working to complete the Request For Proposals on the Yesteryears Antique building, with the ultimate goal being to partner with a developer and bring the property to its highest and best use. I'm excited to imagine how this DBP owned asset can be used to add value to our downtown.

Interviews were held over the past month to fill our Downtown Resource Officer positions. We are so happy to welcome Officer Mo Richardson and Officer Nick Fonte to our team. They will join Officer Mike Freeman and bring our DBP team to three full time officers. Officer Fonte will be working a new, evening shift, adding a much needed level of police presence to downtown during the evening hours. Their work with the Homeless Outreach Team continues with several success stories getting individuals into treatment and off the streets. My work with Substance Abuse Connect and other community partners continues to support the efforts to contribute to a safer downtown and community.

Additional work with City staff is starting to consider how the DBA might contribute to the development of many City-owned properties in downtown, creating a seamless approach to important infill development. We are seeing a great deal of new ownership for properties downtown and our team is working diligently to stay "in the know" on these transactions and future plans for development. I also recently met with City staff and several City Councilmembers to discuss bringing a bikeshare or scootershare program to downtown and the City of Billings. A program like this has a great deal of potential for adding a new activity and mode of transportation to our city.

## Events

Lindsay Richardson, [lrichardson@downtownbillings.com](mailto:lrichardson@downtownbillings.com), 408-674-7158

The Summer event season started with the June 18 Mini Golf Tournament. We had 41 registered teams (24% increase from 2021). 166 scorecards returned (30% increase from 2021). There were 23 locations (10 less locations from 2021 - many locations who declined this year were because of prior commitments they had and would not be open, some were staffing issues, and 3 were because the businesses were no longer operating).

We were lucky to partner with The Pub Station on three Downtown Summer Sounds concerts at the downtown SkatePark (June 25th - Koe Wetzal, 2900+ tickets sold / July 9 - Milky Chance, 1200 tickets sold / still to come, Sept 3 - Kip Moore, estimating close to 3000 tickets).

July 1 was Chalk on the Walk, this is a simple event: it is a low cost, low effort event that has been fun to continue each year. 27 squares were reserved by individuals and groups who made temporary chalk art on sidewalks throughout downtown. Squares are located in spaces that do not impede pedestrian walking or parking.

The 31st Annual Strawberry Festival on July 9th brought large crowds of people to downtown. We surveyed the DBA membership on the impact of Strawberry Festival to their business and of those who responded, 50% reported an above average day, 25% reported a record breaking day, 12.5% reported a slower than average day. The day was successful overall with a smooth set-up and clean-up of over 130 vendors.

The 2022 Alive After 5 season consisted of 8 concert events. The year's host locations included The Pub Station, Hooligans, Uberbrew, DBA, Montana Brewing Co., Walkers, Tiny's Tavern, and McCormick Cafe.

- Next up: this August I will be preparing and sending the HarvestFest street closure application to the city and the vendor application will be made public and sent to all previous event vendors.

## Partnership

Mehmet Casey, mehmetc@downtownbillings.com, 207-749-1144

Billings City Council unanimously approved a TIF award of \$250,000 to reimburse Widmyer Corp. who obtained the women's shelter on 1st Ave N. The project will add 5 residential units at the ground level plus a retail/restaurant. Additionally, the whole building will have 28 residential units that are available at market rate, in the \$850/mo. range.

City Council also unanimously approved a TIF award of \$50,000 to reimburse Big Sky Economic Development for façade restorations on the Montana National Bank building, which will become the new home of BSED offices as well as an entrepreneurial incubation center. Sep 8th is the grand opening day.

MT Department Of Revenue released the downtown TIF District value and unfortunately, it is down by -10% for the 2022 year. While we're still investigating a breakdown of the details, here's what we know so far. Some of the reduction is a result of legislative action that reduced the value of taxable personal property. However, the legislature did offset some of the reduced taxable value by increasing the State Entitlement Share amount that is given to each district. Meanwhile, within the downtown district, the larger reductions in property values result from the City's purchase of the Stillwater building; the County's purchase of the Miller building, and a reduction in value for Verizon & Northwestern Energy, which are centrally assessed utilities/properties. We'll report more details when it's available.

The Partnership Board will listen to a presentation by the owners and developers of the Old Billings Hardware Building, which is adjacent to the Western Heritage Center on the corner of Broadway and Montana Ave. The Board meeting is August 26th and the Review Committee recommends approval. The project will add 24 energy efficient apartments and commercial spaces at the ground and basement levels.

Spitz Restaurant is coming to downtown Billings in the space where Perch used to be. The building is under new ownership and they're bringing a new upscale fast casual franchise where the food models mediterranean street food cuisine.

## Business Improvement District

Joe Stout, joes@downtownbillings.com, 406-672-1057

We are building a watering trailer for the zoo, and waiting on the tank to be delivered so we can finish it and deliver it. This was a project the entire DBA team supported as a donation to Zoo Montana. The team realized we have a pretty great watering system and felt the zoo would benefit with the large amount of watering they do via hose and bucket!

The flower baskets are recovering nicely, if slowly, from pretty severe hail damage, we are fertilizing them and we've watered them absolutely every day for the last month. Having three seasonal BID Team members over the summer helps distribute the work load and is always appreciated. We will miss these extra hands as they go back to school and other jobs!

We completed 20 CPTED evaluations this year and we're on track to do an additional 20+ next year. We will also be hosting a five day CPTED training again in early spring. TBA

We're catching up on maintenance on our overworked vehicles. The 4-wheelers and trailers work extremely hard during the summer and always need some extra attention this time of year. Events and flowers have kept us busy and the next months will be spent catching up on maintenance and new projects.

## Association

The Downtown Billings Association Board has seen several important changes to the Board of Directors. We would like to welcome Julie Seedhouse, Daron Olson, and Dusty Eaton to the Board, joining Matt Blakeslee (Chair), Brandon Scala, Jennifer Reiser, and Tracy Mouser. This fabulous group will take on an update of the DBA Board Bylaws and then move toward advocating for the development of a vacancy ordinance in the Central Business District to Billings City Council. The reintroduction of "Battle of the Plans" will also round out the strategic priorities of the DBA board.

## Downtown Mixed-Use Development: Request for Proposals

### Invitation to Submit Request for Proposals for the Downtown Mixed-Use Development Project

Date: TBD, 2022

Due Date: TBD, 2022

Owner Name: Downtown Billings Partnership, Inc.

Owner Contact Information: Katy Easton, CEO  
116 N. 29<sup>th</sup> St, Billings, MT 59101

Phone: 406-294-5060

Email: [keaston@downtownbillings.com](mailto:keaston@downtownbillings.com)

Site Location: 102 N. 29<sup>th</sup> St, Billings, MT 59101

Submissions are due by 12:00pm MDT on TBD, 2022. Submissions should reach the address below by the deadline stated. Late submissions may be rejected.

Deliver Proposals to:  
Downtown Billings Alliance  
116 N. 29<sup>th</sup> St  
Billings, MT 59101

**Questions:** All questions should be submitted by email to Katy Easton, contact information provided above. The first round of questions is due TBD, 2022. The second round of questions is due by TBD, 2022.

**Objective:** The objective of the RFP is to select a private developer or development team that will develop the Site consistent to the Downtown Billings Partnership's Strategic Plan and Development Objectives. Additionally, the development must be consistent with the City of Billings design guidelines and fitting with the character of Downtown Billings. (Insert zoning, planning, strategic plan details). The design guidelines and Strategic Plan are linked on the Resources page.

Resources can be found at [www.downtownbillings.com/DevelopmentRFP](http://www.downtownbillings.com/DevelopmentRFP)

## Development Objectives:

The development objectives are included below for your reference. Development teams should carefully consider how they are addressing these objectives in the process.

In summary, the development objectives for the Site include:

- A transformative mixed-use development that meets community housing, employment, shopping, and service needs, including growth opportunities for existing Billings businesses.
- Creatively integrate visionary architecture engaging and complimentary of the character and quality of Billings' building stock.
- Relate to and activate the streetscape to generate street level activity, and provide a safe, inviting pedestrian experience.
- Serve multiple modes of transportation on site, while meeting realistic vehicle parking needs.
- Design Billings finest multi-functional outdoor community gathering space.
- Position the development to respond to shifting market conditions.
- Promote joint venture partnership structures to achieve a catalytic economic development project.
- Attract diverse businesses that provide residents with a wide range of opportunities.
- Provide housing types that compliment and supplement available community housing options and provide housing options that meet housing needs as identified in...
- Business terms that deliver tangible returns on public investments, including job creation, tax revenue, and property values.
- OTHERS??
- Public Safety
- Eliminate Surface Parking
- Green Space
- Public Art
- Job creation
- Workforce attraction
- Housing needs
- OBSD
- Strategic Plan
- Housing Study
- Convention Center

## **Content of Proposals:**

To be considered for selection, offerors must submit a complete response to this RFP. Proposals must be on standard 8 1/2 "by 11" paper. All supporting documentation must be on paper no larger than 11" by 17". Three (3) copies of each proposal along with an electronic copy of the proposal on CD or flash drive in PDF format must be submitted to the DBP as a complete proposal. Please make an effort to minimize the file size of the PDF.

Each proposal submitted in response to this RFP must contain, at minimum, the following information:

### 1) Cover Letter

- a) Include contact person's name, title, phone number, and email address.
- b) The letter must be signed by a principal or authorized officer including a statement that the officer may make legally binding commitments for the entity. In the case of a joint venture each developer taking a financial responsibility should sign the letter.

### 2) Executive Summary

- a) Summary of design concept
- b) Product mix
- c) Monetary value of the project
- d) Schedule
- e) Any other items you deem important to your proposal.

### 3) Team

- a) Show team structure in an organization chart and how communication with the team will be handled. Please indicate who will represent your team at public meetings.
- b) Provide resumes for key team members and briefly describe their direct responsibilities for this project.
- c) Provide the Project Manager's project commitments outside of this proposal and percent availability to manage this project.
- d) Identify a point of contact for each firm who the city would contact on a regular basis.

### 4) Conceptual Design

The proposal should present a concept of the project that demonstrate the Development Team's understanding of the DBP's Development Objectives and how they are specifically addressed in the proposed development.

Please do not include any drawings or photographs of facades or other features that are not included in the cost estimate or are not being provided by the Development Team. Any features that are shown that are not included in the Downtown Development should be clearly called out.

Items to address in the conceptual design include:

- a) Programming: A range of square footage may be provided for each of the proposed components.
  - i) Mixed-Use Development
    - (1) Total building size (GSF)
    - (2) The amount of street level commercial space

- (3) The amount of office space – The Billings market analysis suggests there is a [REDACTED] sf of net new office demand. Please provide information to support the feasibility of the square footage proposed.
  - (4) The # and type of dwelling units (i.e., apartments, condo, for sale, for rent)
  - (5) The amount of space dedicated to uses other than commercial, office, and residential.
- ii) Explain your parking philosophy and any creative parking strategies that may be utilized for the site that may include the following:
    - (1) # of publicly available parking spaces
    - (2) # of private parking spaces
    - (3) Describe any modern parking management systems or smart technology that will be used.
    - (4) Identify any contemplated parking structures (including plans for long-term ownership, maintenance, and capital repairs), and address the approach to parking fees.
  - iii) Support your proposed mix of uses with your market analysis or letters of interest from tenants or brokers representing tenants, which, at your request and clearly marked, can be made confidential.
  - iv) Public Space
    - (1) The amount of public space dedicated on the site.
    - (2) Discuss proposed programming of the space.
- b) Urban design guidelines or renderings and diagrams that support design decisions:
- i) Traffic circulation in and around the site
  - ii) Pedestrian circulation in and around the site
  - iii) Building frontage
  - iv) Parking
  - v) Loading and service
  - vi) Street hierarchies
  - vii) Building character and materials
  - viii) Structure height
  - ix) Building elevations and shadow considerations
  - x) Seasonal design considerations
  - xi) Details, fixtures, and other elements that define the character of the site.
  - xii) Any exterior art features or other open space amenities included in the proposal.
- c) Provide scaled site plan indicating:
- i) Building dimensions
  - ii) Setbacks
  - iii) Road and alley widths
  - iv) Sizes of public space
  - v) Public vs. private streets, walkways, and plazas

- d) If the project is to be phased, both a narrative of the phasing should be provided along with a site plan depicting the phasing. It is important that the periods of transition between the phasing be explicitly explained.
  - e) Provide a depiction of how the proposed site fits into the surrounding context.
  - f) How do you plan to address traffic on the site? How would the surrounding neighborhood be impacted?
- 5) Sustainability
- a) Please indicate how you address the development objectives **that state....**
  - b) What performance metrics will you be using to meet the development objective? Will this be a third-party verification?
  - c) Explain how this will impact your pro forma
- 6) Schedule – Provide a design and preliminary construction schedule, including all public meetings and time for City Review and comment of plan submission. Please **refer to..... zoning, planning, etc.** to include the timeline associated with this process. Describe your proposed method of collecting community input.
- 7) Financials – information listed below, at your request and clearly marked, can be made confidential.
- a) A pro forma financial analysis that demonstrates the feasibility of the proposed project. Please include a breakdown by project component showing the sources and uses of funds. This would include cost and revenue from parking, retail, office, apartments, proceeds from any proposed for-sale housing, and any other uses included in the project. Development teams should be prepared to show rate of return on the project, as well as developer fees, if any, that are associated with the project.
  - b) An offer to purchase the site, including the purchase price offered by the developer or proposed annual lease amount and desired terms.
  - c) The DBP has funds to offset the costs associated with demolition, hazardous material abatement, public utilities, and infrastructure, ..... Please indicate whether the developer prefers to do the demolition and any cost savings this would provide, decreasing the costs....
  - d) Outline the proposed financing structure, including anticipated sources of equity and debt, and clearly state any requested public financing or other support.
  - e) Outline the estimated tax benefit to the City of Billings. This may include tax base enhancement, the creation and/or retention of jobs, the provision of retail goods and services, an estimate of the taxable real estate value upon completion and annual real estate taxes.
- 8) Ownership
- a) Outline the contemplated ownership (short-term and long-term) of the project elements.
  - b) Identify any anticipated transfers for which you will request pre-approval.

## **Evaluation Criteria**

### **DBP/City Investment**

- Pre-Demolition Survey

- Demolition Funds
- Site Ownership/Payback on Property
- TIF
- .....

### **Final Selection and Negotiation**

- Dates/Terms/Approval

### **No Commitment**

This RFP does not commit the DBP to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The DBP reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any vendors or other firms in any manner deemed to be in the best interest of the DBP.

The DBP reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate; at its sole discretion, to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and to reject the proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of the DBP, is not in a position or is not sufficiently qualified to perform the contract.

This invitation to submit contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by the DBP. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the DBP and by the successful vendor(s) chosen by the DBP.