



**REQUEST FOR PROPOSALS (RFP)  
DEVELOPMENT OF CITY-OWNED PROPERTY  
LOCATED AT 1102 TOWER SQUARE PLAZA (CITY HALL)**

**CITY OF MARION, ILLINOIS  
1102 TOWER SQUARE PLAZA  
MARION, IL 62959  
618-997-6281  
CMOAKE@CITYOFMARIONIL.GOV**

## **SUMMARY**

The City of Marion is issuing a Request for Proposals (RFP) from developers or interested parties to purchase and develop the soon-to-be vacant City Hall building located at 1102 Tower Square Plaza, identified by Property Identification Number (PIN): 07-18-372-002. The building has served as Marion City Hall since 1993 and is approximately 16,000 square feet split between two levels. Developers or interested parties are invited to submit information regarding a proposed use for the site, including purchase offer, concept, and financing.

Responses to this RFP are due in writing on Friday, December 2, 2022, at the close of business to:

City of Marion  
ATTN: Chief of Staff Cody Moake  
1102 Tower Square Plaza  
Marion, IL 62959

Late responses will be returned unopened. One (1) hard copy of your proposal is required.

Following a review of received submittals, the City Council may invite submitters to discuss their proposal in person.

The City will host two (2) open houses for developers or interested parties to view the building in its entirety. Those dates are:

Monday, October 3, 2022, from 6:00 p.m. to 8:00 p.m.  
Monday, November 7, 2022, from 6:00 p.m. to 8:00 p.m.

**THE OPPORTUNITY**

The City of Marion and private developers have undertaken a physical and economic revitalization of Marion’s historic Tower Square. Any proposal should fit that revitalization by clearly defining the vision for the building and how it will complement the progress being made in downtown Marion. This redevelopment will augment several planned and in-progress infrastructure and land use projects that are improving the function and physical appearance of the Square.

**THE STRUCTURE**

The project site is at 1102 Tower Square Plaza, Marion, IL 62959. Built in 1955 as a multi-level department store, the building features +/- 16,000 square feet split evenly between the two levels. The building has three exits. The upper level main entrance/exit faces west, the lower level main entrance/exit faces east, and an alternative entrance/exit faces south. The building was assessed in 2022 for \$489,984 by the tax assessor but has not been recently appraised.

The property is zoned for [C-1 General Commercial](#), which is consistent with the vision the City would like to see for its next use.

**POTENTIAL INCENTIVES**

The City reserves the right to offer incentives to any developer. The property is located within the city’s Hub TIF District, which at the time of sale will have eleven (11) tax years remaining for eligible cost reimbursement. The property is also located within the [Williamson County Enterprise Zone](#). Enterprise Zone incentives are only eligible for new construction projects. Additionally, limitations apply when combining incentives. Please contact the Mayor’s Chief of Staff, Cody Moake, at [cmoake@cityofmarionil.gov](mailto:cmoake@cityofmarionil.gov) with specific questions.

**PROJECT OBJECTIVES**

With the City of Marion moving its operations to 300 Tower Square Plaza, the City Council desires to see the soon-to-be vacant City Hall building continue to be a vital property within Tower Square Plaza. With redevelopment throughout the Plaza and adjacent streets, the future of 1102 Tower Square Plaza is a priority for the Marion community to continue moving forward. The highly visible location, and an abundance of space (16,000 square feet), make the building an ideal investment for Marion’s future.

The project is expected to enhance and reinforce the overall vision for Tower Square. It should produce a long-lasting development that projects a positive community image, increases the value of surrounding property, adds to the public convenience, fits well or helps redefine the image of downtown Marion, and enhances community resources and opportunities. Renovation of the building and/or new construction in this area will serve as a catalyst for additional redevelopment. Respondents are encouraged to develop proposals that create visual interest and appeal from the sidewalk and incorporate art and landscaping.

It is the City's desire to enter into an agreement that would allow the City to reacquire the property for the agreed upon sale price if the project is not completed within the timeline presented by the developer. Previous city-owned properties have been sold in the past under similar circumstances, which support our ultimate goal of ensuring City Hall will contribute to the overall ecosystem of downtown Marion for years to come.

Responsive proposals must demonstrate (1) successful experience with similarly scaled developments, (2) economic and social benefits to the City, and (3) consistency with applicable plans, regulations, and visions for the area. Proposals must include sufficient information and evidence of the legal and financial ability of the respondent to carry out the project.

To help developers envision the City's desire for the property, the list below can be used as a basis for uses we would like you to consider. This list is not all-inclusive and is not a requirement for proposals; simply a thought starter for ideas to consider:

- |                       |                       |
|-----------------------|-----------------------|
| Retail Space          | Boutique Hotel        |
| Mixed-Use Development | Restaurant Incubator  |
| Professional Offices  | Children's Playtorium |
| Maker's Retail Market |                       |

## **SUBMITTAL REQUIREMENTS**

One (1) hard copy of your proposal is required. Responses must include the following information:

### **A. Team Qualifications**

1. Provide the name, address, telephone numbers, and e-mail addresses of the team or interested parties. Identify the individual(s) within the team authorized to serve as the spokesperson for the team.
2. Provide documentation demonstrating that the developer or interested parties are qualified to undertake the proposed project, including:

**B. Financial Information**

Describe the financial strength and financial qualifications which would contribute to the feasibility of project completion.

**C. Vision Statement**

Describe your vision for the project site. Be specific in describing the overall project, types of uses, design quality, and financing. Explain your concept of a partnership with the City of Marion that would be forged to achieve the vision, if so desired. Explain, in detail, your plan to either renovate or demolish the building on site and its new proposed use. Describe, if any, the incentive structure that the City could provide that would help in the timely development of your project. Finally, describe how your vision will reflect the unique assets of downtown Marion.

**D. Description of Recommended Process**

Describe a recommended process, timeline, and stakeholder responsibilities for the project, if you are selected for the project. Please include a timeframe from concept development through construction. We would expect the project to be completed within 24 months of acquisition. The inability to complete or a lack of good faith effort to modify a realistic timeline could result in the forfeiture of incentives or a process in which the city would reacquire the property for the original sale price.

## **EVALUATION OF RESPONSES**

The City of Marion will consider each proposal to evaluate the feasibility of renovating the building or new construction, community benefits, and the overall ability to accomplish the City's concept goals. Following the initial review, a shortlist of candidates will be generated for on-site interviews. The City may ask potential candidates to demonstrate a financial commitment to the project.

The City places a high value on the following factors, in no particular order of importance:

- A vision that incorporates elements of an inviting environment to bring people and patronage to this site and other downtown businesses. These include but are not limited to characteristics such as prominent entries, outdoor gathering places, and public art.
- Projection of a reasonable timeline for the recommended processes.
- The Developer's understanding of the market potential for the City's vision and how the proposed project fits that vision.

To help aid in your reimagining of the City Hall property, the following details projects currently underway in Downtown Marion. The square will soon be home to a local steakhouse (Seasonings Bistro), a new mixed-use renovation of the Goodall Building that will feature second-floor studio apartments, a bakery on the first floor, and future restaurant/bar/bistro user in the basement level. The Jones Building will feature "Little Nashville," a live music venue patented after Nashville's famous BlueBird Cafe, and private offices on the second floor and basement levels. Additionally, the City's vision for downtown includes renovations to the Square, adding seasonal ice skating and fountains to attract families and patrons alike. The Marion Cultural and Civic Center is employing a more aggressive model yielding bigger-name entertainment sellouts and more frequent shows multiple nights per week. These additions to downtown will be sure to spark patrons, families, and visitors from near and far. The Council expects proposals to complement and enhance this renewal of the downtown.

The City Council will conduct a fair and impartial process for the selection of a developer(s) based upon satisfaction of the development objectives in this RFP.

The City reserves the right to reject any and all proposals at their sole discretion.