

REQUEST FOR PROPOSALS
City of Garden Plain, Kansas
Commercial Development

The City of Garden Plain, KS (owner) is issuing a Request for Proposals (RFP) for interested parties to develop commercial tracts of properties owned by the City on the west side of 295th between Northern and Garnett Streets in Bentwood Addition.

Proposals will be received at Garden Plain City Hall located at 505 N. Main St., Garden Plain, KS 67050 until **Friday, May 1, 2026 at Noon.**

The issuing office for the bidding documents is:

City of Garden Plain, KS
505 N. Main Street PO Box 336
Garden Plain KS 67050

Prospective bidders may examine the bidding documents at the following:

Garden Plain City Hall, Garden Plain KS 67050

Garden Plain City Website: <https://gardenplain.com/businessanddevelopment/>

REQUEST FOR PROPOSALS

Project: Garden Plain, KS Commercial Development – Retail Shopping Center

Date: March 10, 2026

To: Commercial Developers

From: City of Garden Plain

BACKGROUND INFORMATION

The City of Garden Plain is a bedroom community approximately 20 minutes west of the Wichita metropolitan area. The community was established in 1884 and incorporated in 1902 as part of the westward expansion of the railroad. The population is approximately 1,200 and growing. Recent growth is attributed to young families moving to Garden Plain for the award-winning Renwick USD 267 school district, the high quality of life, amenities, and safety of a small-town community with quick access to shopping, dining, and entertainment in Wichita.

The city owns commercial property along the west side of 295th, south of the 400/254/54 (Kellogg) interchange in Bentwood Addition. It is a very desirable location with easy access and high visibility from the US 400/254/54 (Kellogg) interchange. It is zoned C-S, commercial highway district. There are seven lots, approximately 0.5 acres each, for a total of 3.634 acres. A detailed map of the location with the specific acreage of each lot is included with the RFP as Attachment A.

THE DESIRED DEVELOPMENT

The ideal development will be a retail shopping center providing space for businesses such as doctors, dentists, chiropractors, engineers, architects, insurance agencies, hair salons, barber shops, shopping, dining, hotels/motels, fuel sales, and other sales tax generating entities. Consideration will be given to both one building (center) or individual buildings. The development will be accessed by a private drive, constructed by the developer on the west side of the project site. Access will be from Garnett Ave. on the south and/or Northern Ave. on the north. Parking must be constructed onsite.

All City zoning regulations apply, including setbacks, unless a variance is requested and granted by the Planning Commission. Requirements for screening (fencing, landscaping, etc.) on the west side of the development between the existing residential properties is required.

There are no known site restrictions due to floodplain or floodway issues. There are city utility services to the site including water, wastewater (sewer) natural gas, stormwater and streets. A sidewalk will be required on the east side of the development, along 295th street, connecting the existing sidewalk and trails to serve Bentwood Addition.

DEVELOPMENT OBJECTIVES

In evaluating proposed development on the site, the city will prioritize project proposals that maximize the following objectives:

- Development of commercial and retail/service spaces.
- Creating onsite parking to accommodate all tenant needs.
- Be completed in a timely fashion, subject to a development agreement entered into by the selected developer(s) and City of Garden Plain.
- Create local, business-friendly commercial and service spaces for lease or for sale.
- In partnership with the city, the developer will be responsible for tenant and business recruitment, securing Letters of Intent (LOI's), leasing, and maintaining the facilities, landscaping, etc.

POTENTIAL DEVELOPMENT INCENTIVES

The City of Garden Plain is willing to consider incentives for the selected developer to build the desired project. These will be negotiated as part of the development agreement and may be discussed on the basis of a cost-benefit analysis (CBA) performed by Wichita State University Center for Economic Development and Business Research (CEDBR). Potential incentives may include, but are not limited to:

- **Land:** The City is willing to provide the 7 parcels of property to the developer for the project at a discount from the current market rate, at \$1.50 per square foot.

- **IRBs:** The City is willing to support the use of Industrial Revenue Bonds (IRBs) that will provide a sales tax exemption on all materials, supplies and labor, in addition to the potential for up to 10 years 100% property tax abatement. Property tax abatements may be tiered, depending on the results of the CBA. By statute, the maximum length of the IRB exemptions is 10 years and cannot be extended.
- **CID:** The City is willing to support the creation of a Community Improvement District (CID) that reimburses the developer for certain costs incurred through the use of an additional property or sales tax within the District.
- **Commercial Business Utility Credit Program:** The City has an established commercial business utility credit program in a one-time amount of \$2,500 toward city utilities. It is available to each individual business and is not transferable.

***Additional Property:** Should the developer wish to expand beyond the 7 city-owned parcels, there are four privately owned lots available for sale, south of Garnett Street. The lots are also zoned C-S, commercial. They are approximately 0.57 to 0.58 acres each, for a total of approximately 2.3 acres. These properties are shown in Attachment B. There are no special assessments on these lots. The sale will need to be privately negotiated with the property owner. The city is happy to assist with this process.

PHASE 1 SUBMISSION REQUIREMENTS

Transmittal Letter

The name, title and contact information of the individual or individual with authority to bind the developer. This person should also sign the transmittal letter. Please be sure to include the legal name/form of the developer, i.e., corporation, partnership, LLC, etc.

The names, and legal forms, of members of the development team, and their respective roles and contributions. An organization chart would be an appropriate attachment to the cover letter.

A statement that, if selected, the developer will negotiate in good faith with the City of Garden Plain for any and all available incentives, development standards, and expectations.

The transmittal letter must include a statement that neither the developer, nor any member of the development team, are in arrears in the payment of any obligation due and owing to the State of Kansas, the City of Garden Plain, or Sedgwick County, including tax payments, utilities, and employee benefits; and, that neither shall become so during the term of the agreement if selected.

A statement that the proposal is valid for a minimum of 90 days from the date of submission.

Developer must include a statement that the project will conform to all applicable federal,

state and city laws and ordinances, including zoning regulations, and that they accept responsibility to ensure compliance with applicable federal, state, and city laws and regulations.

Statement of Qualifications: This RFP contains a list of development objectives for this project. The city seeks a developer with solid experience and capability, proven through a record of delivering commercial projects that reflect many, if not all of these objectives. Developers should include in their submission a summary that demonstrates the developer's understanding of the requirements of this RFP; the development objectives and design guidelines; as well as description(s) of how the developer proposes to integrate the physical, managerial, and financial components required to ensure the success of its proposed development project.

Qualifications and Experience: Provide a summary of the development team's experience in projects similar to the development proposed for this site. Highlight projects where members of the development team have previously collaborated. Projects included for reference should be described only once, and the description should include project size – by total land and building area; project scope; location; development value; project length from inception to completion; roles of development team member(s) during project execution; client references, including authorization to contact those references provided. For each reference, indicate the contact person's role in the completed project and the time period of their involvement. In addition, photos, site plans, and renderings of these projects would be helpful. While completed projects are preferred, relevant "in process" projects which are in the construction phase or later, may be included.

Project Concept: Developers are to submit a conceptual description of the proposed project that includes the intended uses for the proposed development for the site and size of the uses. The narrative must include information regarding an approach to predevelopment activities, staging and phasing, construction, marketing, lease-up, and operations. A general estimate timeline for project implementation is to be included. This description of the proposed project should not include a site plan. This will be required in Phase II. The developer should provide a brief statement of how their specific concept meets the City's development objectives.

Litigation and Material Controversy: The developer must provide a written statement that the developer and development team members either are not the subject of any litigation or threatened or possible litigation; or must fully describe the nature of any litigation or threatened or possible in which it is currently or recently involved.

The City of Garden Plain has the right, in its sole and absolute discretion, to reject any and all proposals received to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into any binding agreements. Responses to this RFP vest no legal or binding rights in the developers nor does it or is it intended to impose any legally binding obligations upon the City, officials or employees of the City unless and until final legal

binding agreements are negotiated and executed. The City further reserves the right to request clarification of information provided in proposals as a response to this RFP without changing the terms of this RFP.

PHASE II SUBMISSION REQUIREMENTS

All developers selected to proceed to Phase II must provide a thoughtful development proposal and explanation of key factors and milestones for its successful implementation. This should be a well-developed proposal for the site.

Project Plan: Submissions to Phase II will require additional details to the development concept as initially provided in response to items B and C of Phase I submission requirements, and should provide the following:

A site plan for the proposed project indicating building footprints, building entrances and service areas, parking, landscaped areas, outdoor dining areas, etc.

Architectural renderings that will indicate the look of the proposed project and indicate the type of materials that will be used on the façade of all proposed buildings.

Milestones necessary to implement the vision (approvals, construction drawings, building permits, financing, construction, etc.)

A statement indicating whether the proposed development would be contingent on any city or state government support or action other than review and approval of the project (e.g., regulation or zoning changes, public infrastructure improvements, public funding (i.e. grants, loans, transfer of land, Industrial Revenue Bonds (IRBs), Community Improvement Districts (CIDs), etc.) and a listing of these contingencies if any are anticipated.

Additional Information: The City reserves the right to request additional information during the RFP review period.

CONDITIONS AND LIMITATIONS

The City reserves the right to select any developer deemed by the City Council to be in the City's best interest. A submission in response to this RFP does not constitute a contract and does not indicate or otherwise reflect a commitment of any kind on behalf of the City or impose any binding obligations on the City or grant any rights to the developer. This RFP does not represent a commitment or offer by the City or grant any rights to the developer. Furthermore, this RFP does not represent a commitment or offer by the City to enter into an agreement with a developer or to pay for costs incurred in the negotiation or other work in preparation of, or related to, a final agreement between the selected developer and the City.

Any commitments made by the City will be subject to the appropriation of funds by the City Council to carry out any such commitments and the execution of a contract acceptable to the City. The City will not be responsible for any costs incurred by the developers, or a development team member, related to their response to this RFP and will not reimburse costs to the developer or development team members.

Questions regarding the RFP should be directed, via email, to City Clerk Kimberly McCormick at cityclerk@gardenplain.com or by phone at 316-531-2321.

The submissions, and any information made a part of the submissions, will become a part of the project's official files. The City is not obligated to return the submissions to the developers. This RFP and the selected developer's response to this RFP may, by reference, become a part of any formal agreement between the developer and the City.

The City reserves the right, in its sole and absolute discretion, to reject any and all submissions received in response to this RFP and to cancel this RFP at any time, for any or no reason, prior to entering into a formal contract. The City further reserves the right to request clarification of information provided in submissions submitted in response to this RFP without changing the terms of this RFP.

All submissions are generally deemed to be open public records once received by the City. If a developer contends that any part of its submission should be exempt from disclosure under the Kansas Open Records Act, the developer must identify all information that should be exempt, and the specific exemption that applies. The City reserves the right to determine whether any exemption applies to any portion of a given submission.

Developers must familiarize themselves with the site and form their own opinions as to suitability for any proposed development. The City makes no representations as to the site. The City assumes no responsibility for site conditions including, but not limited to, environmental and soil conditions on the site.

Developers are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at the site. Soils tests and other invasive tests may not be conducted upon any portion of the site during the RFP stage.

EVALUATION PROCESS AND CRITERIA

Submission of responses to this RFP will be reviewed and evaluated by a committee comprised of representatives selected by the City.

- Upon receipt of submission, the review committee will:
- Review and evaluate all submissions received by the deadline.
- Make a recommendation to the City Council on the developer they have determined

to be in the best interests of the City and the best qualified.

- The committee's decisions and recommendations will be consensus-based. The City's goal is to select the most qualified developer that is in the best interests of the City and best meets the City's development objectives for the development of the site. The designation of a selected developer will be based on the quality, clarity and thoroughness of the submission and its compatibility with the RFP's stated objectives and goals, submission requirements, the results of information gathered from interviews with developers, and reference checks. The committee will use this evaluation process to recommend a developer to the City Council. The City Council will select the developer that they find to be in the best interests of the City, based upon the committee's recommendation and further based upon whatever other factors the City Council deems to be relevant.
- Once selected, the developer will be requested to enter into a negotiated development agreement with the City.

SUBMISSION INSTRUCTIONS

All submissions shall include one (1) original and ten (10) copies in 8 1/2" by 11" format with no smaller than 11-point font and should be no greater than 20 pages.

Submissions must be sealed and mailed or delivered to City Hall, City of Garden Plain, 505 N. Main Street; PO Box 336; Garden Plain KS 67050. Attn: City Clerk.

Electronic Files- One copy of the entire submission must be provided in PDF format as one single file and emailed to cityclerk@gardenplain.com or provided with hard copy submissions via a flash drive.

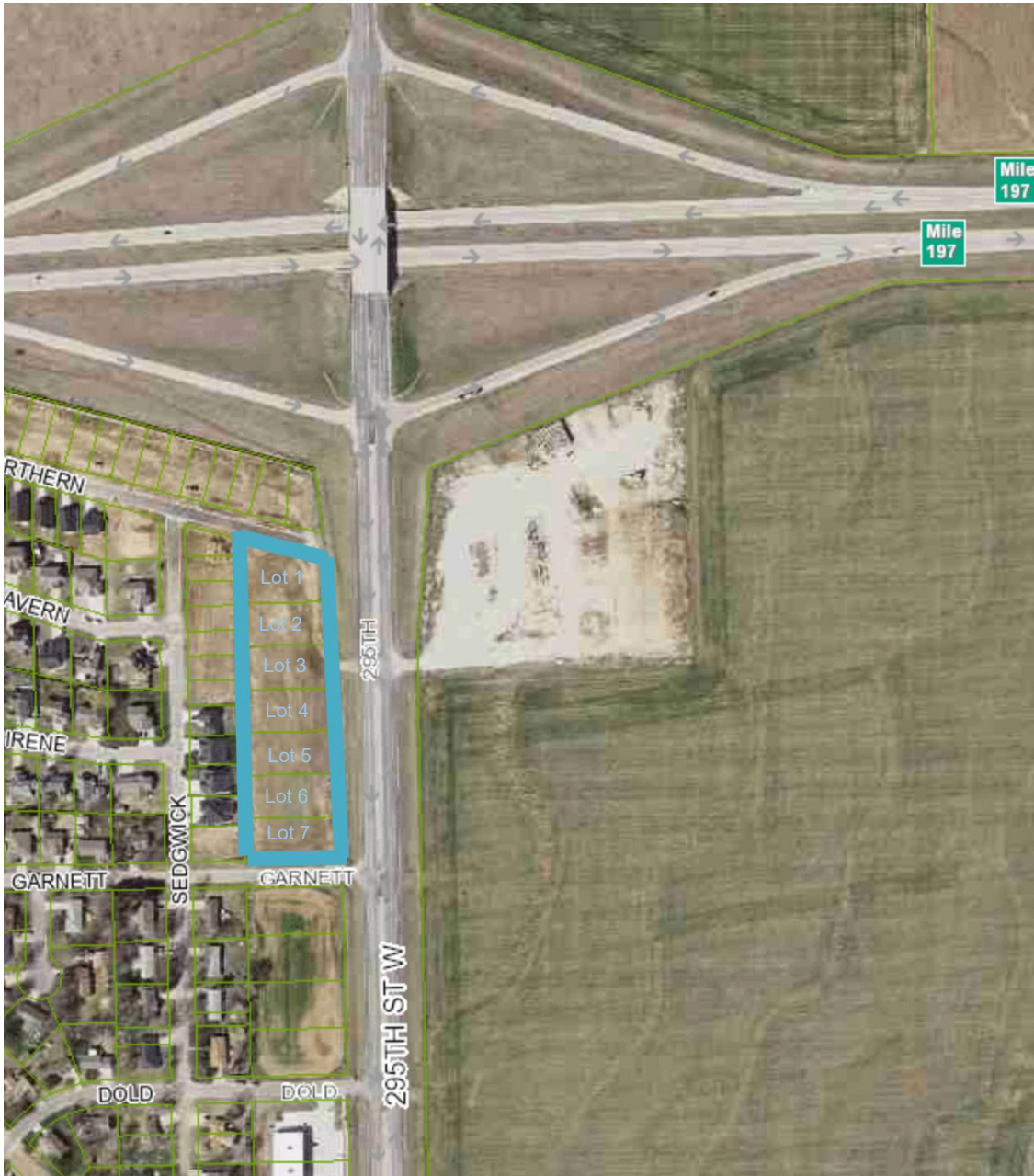
Submissions to the RFP are due by noon on Friday, May 1, 2026.

The envelope or package must state "Request for Proposals, Garden Plain, KS." Written submissions will be evaluated upon only what is submitted, and it is incumbent upon the developer to submit sufficient information to enable the City to fully evaluate the developer's capabilities and experience. Submissions to this RFP received after the date and time specified are considered late and may not be accepted or considered. The City will not accept fax submissions or submissions sent via e-mail without the original and ten (10) hard copy noted above. Unless requested by the City, additional information cannot be submitted by the developer after the deadline set for receipt of submissions.

By submitting a response to this RFP, the developer agrees that its submission may not be modified, withdrawn, or canceled by the developer for ninety (90) days following the time and date designated for the receipt of submissions in this RFP or in any amendments hereto.

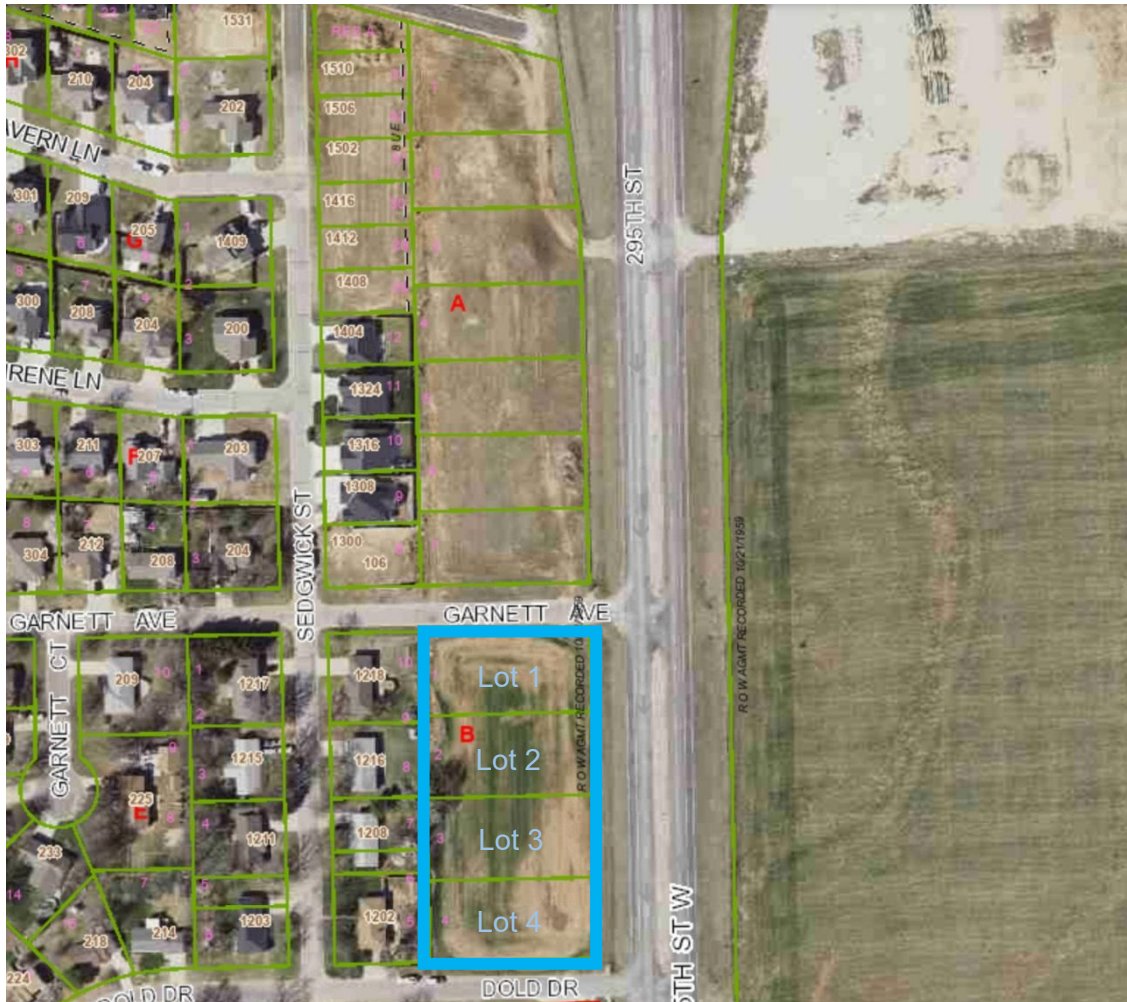
Prior to the time and date designated for receipt of submissions, early submissions may be modified or withdrawn only by notice to the City. Timely modifications or withdrawals of submission must be in writing and must be received by the City on or before the date and time set for receipt of submission.

Attachment A – Bentwood Commercial Lots



- Lot 1, Block A: 0.572 Acres
- Lot 2, Block A: 0.494 Acres
- Lot 3, Block A: 0.519 Acres
- Lot 4, Block A: 0.512 Acres
- Lot 5, Block A: 0.512 Acres
- Lot 6, Block A: 0.515 Acres
- Lot 7, Block A: 0.510 Acres
- Total: 3.634 Acres

Attachment B – Privately Owned Commercial Lots



- Lot 1, Block B: 0.576 Acres
- Lot 2, Block B: 0.569 Acres
- Lot 3, Block B: 0.568 Acres
- Lot 4, Block B: 0.558 Acres
- Total: 2.271 Acres