



**ECONOMIC  
DEVELOPMENT  
CORPORATION**

MEMORANDUM	
<b>To:</b>	Seguin City Council Donna Dodgen, Mayor
<b>CC:</b>	Steve Parker, City Manager Mark Kennedy, City Attorney Kyle Kramm, Main Street & CVB Director
<b>From:</b>	Josh Schneuker Director of Economic Development   SEDC Executive Director
<b>Meeting Date:</b>	June 4, 2024
<b>Subject:</b>	Wells Fargo Redevelopment Project Phase 4

### **Wells Fargo Redevelopment Project Phases 1-3**

On August 22, 2023, the Seguin City Council approved Resolution 2023R-136, authorizing the City Manager to execute a contract with TBA Douglas for professional services associated with the pending acquisition of the Wells Fargo Building located at 101 E. Nolte Street. Phase 1 Scope of Work included the evaluation of existing conditions, determining development considerations that align with City goals and objectives, and an overview on specific considerations the City can move forward with promoting the redevelopment of the property.

Phase 1 findings were presented to the Seguin City Council on November 7, 2023, by representatives from TBA Douglas. Phase 1 findings included the following development considerations:

1. Option A: Redevelopment of entire existing building with proposed uses of Retail (12,447 SF) and Office (12,447 SF).
2. Option B: Retail (6,452 SF), Office (3,472 SF), Hotel (43,079 SF + 21,879 SF for Lobby/Amenities/Meeting Rooms), and Townhomes (48,600 SF).
3. Option B1: Retail (7,120 SF), Office (3,472 SF), Multifamily (49,238 SF + 6,353 SF for MF Amenities), and Townhomes (48,600 SF).
4. Option C: Retail (20,025 SF), Office (3,472 SF), and Hotel (44,875 SF + 11,612 SF for Lobby/Amenities/Meeting Rooms)
5. Option C1: Retail (21,144 SF), Office (3,472 SF), and Multifamily (42,082 + 6,641 SF for MF Amenities).

All development considerations presented included different options for parking, including at grade, sub grade, and elevated. Option C was viewed as the most favorable development consideration by City Council.

On January 2, 2024, the Seguin City Council approved Resolution 2024R-09, authorizing a continuation of work with TBA Douglas for Phases 2 and 3 of the Project. Phase 2 focused on Community and Stakeholder Input which occurred during February and March. Work associated with Phase 3 continues and is focused on establishing Planned Unit Development (PUD) Standards for the future redevelopment project. Remaining services to be performed as a part of Phase 3 include:

- Work Session– Historic Preservation & Design Review Committee.
- Work Session– Planned Unit Development (PUD) Preliminary requirements.
- PUD Preliminary Draft.
- PUD Final Draft.
- PUD Planning and Zoning.
- PUD City Council Review & Acceptance.

## **Wells Fargo Redevelopment Project Phase 4**

TBA Douglas has prepared a Scope of Work for Phase 4 of the Project. The proposed Scope of Work for Phase 4 is attached to this memo. Phase 4 will focus on the Request for Qualifications (RFQ) and the Request for Proposals (RFP) for the Wells Fargo property. Phase 4 services are anticipated to take 8 months to complete. The RFQ process is anticipated to start later this summer, with the RFP process starting in the fall.

The Scope of Services for Phase 4 includes the following:

<b>Request for Qualifications (RFQ)</b>	<b>Request for Proposals (RFP)</b>
<b>Kickoff Meeting – Core Leadership Team</b> <ul style="list-style-type: none"><li>• Review Phase 3 effort</li><li>• Define Phase 4 Scope and Goals</li><li>• Review proposed Schedule.</li><li>• Review Selection Committee Candidates</li></ul> <b>RFQ Advertising</b> <ul style="list-style-type: none"><li>• Draft Press Release</li><li>• Draft Developer List</li><li>• Draft target publications &amp; search engine platforms</li><li>• Review advertising draft package</li><li>• Issuance of Press Release</li><li>• Establish site.</li></ul> <b>RFQ Evaluation Matrix / Criteria</b> <ul style="list-style-type: none"><li>• Draft evaluation matrix/criteria</li><li>• Review comments</li><li>• Final Draft</li><li>• Final Comments</li><li>• Issue final documents</li></ul> <b>RFQ Document</b> <ul style="list-style-type: none"><li>• Draft Outline</li><li>• Outline Review</li><li>• 90% draft document</li><li>• Final Document</li></ul> <b>RFQ Administration</b> <ul style="list-style-type: none"><li>• Preparation for PM 2</li><li>• Overview Presentation</li><li>• Review of Meeting 1 Findings</li><li>• Input Session</li></ul> <b>RFQ Evaluation &amp; Selection</b> <ul style="list-style-type: none"><li>• Preparation for PM 2</li><li>• Overview Presentation</li><li>• Review of Meeting 2 Findings</li><li>• Input Session</li></ul>	<b>Kickoff Meeting – Core Leadership Team/Selection Committee</b> <ul style="list-style-type: none"><li>• Review shortlist candidates</li><li>• Define Scope and Goals</li><li>• Review proposed Schedule.</li></ul> <b>RFP Evaluation Matrix/Criteria</b> <ul style="list-style-type: none"><li>• Draft evaluation matrix/criteria</li><li>• Review comments</li><li>• Final Draft</li><li>• Final Comments</li><li>• Issue final documents</li></ul> <b>RFP Document</b> <ul style="list-style-type: none"><li>• Draft Outline</li><li>• Outline Review</li><li>• 90% draft document</li><li>• Review/Comments</li><li>• Final Document</li></ul> <b>RFP Administration</b> <ul style="list-style-type: none"><li>• Responses to questions</li><li>• Site Tour</li></ul> <b>RFP Submission, Evaluation and Selection</b> <ul style="list-style-type: none"><li>• Review of Proposals</li><li>• Scoring</li><li>• Complied Evaluation</li><li>• Interviews</li><li>• Team Deliberation</li><li>• Selection</li></ul>

## **Wells Fargo Redevelopment Project Phase 4 – Fiscal Impact**

Total cost for Phase 4 services is \$159,953.85, and is broken down as follows:

- RFQ Process: \$79,565
- RFP Process: \$75,730
- Reimbursable Expenses (not to exceed 3% of total above): \$4,658.85

Costs associated with the services performed by TBA Douglas will be offset by lease revenue being received by the City of Seguin through our lease agreement with Wells Fargo Bank, executed on January 29, 2024. Monthly rent payment to the City from Wells Fargo is \$14,050.00. Following action on this item, City Council will be asked to consider a resolution for a budget amendment that will appropriate the funding for Phase 4 services.

## **Staff Recommendation**

Staff recommends approval of the Resolution authorizing the continuation of work with TBA Douglas for Phase 4 (Request for Qualifications and Requests for Proposals) of the Wells Fargo Building Redevelopment Project, located at 101 E. Nolte Street, Seguin, TX.