

	City of Lee’s Summit Law Department Memorandum	
	To:	Mayor Baird and City Council
	From:	David Bushek, Chief Counsel of Economic Development & Planning
	Date:	October 6, 2020
	Re:	Update on Downtown Market Plaza Project

This memorandum and the attachments are to provide an update on status of the Downtown Market Plaza Project (the “**Project**”). This is being placed on the October 13, 2020 Council agenda under Staff Roundtable to provide an opportunity to discuss this information, as desired by Mayor Baird and the City Council.

Conceptual Charts for Organizational Structure, Ownership Structure, and Overall Process

City staff has spent considerable time reviewing numerous issues that the City is likely to encounter associated with planning for, designing, financing, constructing and operating the Project. We have developed a conceptual organizational structure for the Project, and a conceptual ownership structure for the property in the Project area. We have also developed a proposed process to implement the steps which are necessary to make the Project a reality. From these discussions, we have developed three conceptual charts for the Project, which are attached. A summary of each chart is as follows:

Organizational Chart – This chart illustrates our conceptual approach to the overall organizational structure of the Project, for the construction phase and then the operational phase after construction. The conceptual structure envision that the City will partner with a “Developer” that will be responsible for designing, engineering and constructing the Project to City specifications. The conceptual structure calls for the City to form a Downtown Market Plaza Redevelopment Corporation as a single-purpose entity that is controlled by the City and which is responsible for the long-term operations and management of the Project. Under this conceptual structure, the Corporation would enter into a management agreement with a selected “Manager,” which will be responsible for performing all assigned management tasks for the public components of the Project, and serving as the liaison for coordination with private users and Downtown stakeholders.

Ownership Chart – This chart illustrates the conceptual ownership framework for the property in the Project area, and the primary contracts between the primary parties.

Process Chart – This conceptual chart provides a high-level overview of the process that the City and other interest stakeholders could use to plan for, fund, design, engineer, construct and

operate the Project. This chart also contains a list of the primary contracts that are expected to be used for implementation.

Request for Qualifications for Developer and Manager

On September 23, 2020, the City issued the RFQ to receive statements of qualifications from potential Developers and Managers for the Project. Generally, the Developer is the entity that will partner with the City and the Downtown Community Improvement District to design, engineer, fund and construct the project to City specifications. The schedule associated with the RFQ process is:

- Issue Date: Wednesday, September 23, 2020
- Pre-Application Meeting Date: Wednesday, October 7, 2020
- Last Day to Submit Questions: Friday, October 23, 2020, 4:00 p.m. CDT
- Statement of Qualifications Due: Friday, October 30, 2020, 5:00 p.m. CDT
- Selection Committee Meeting: Wednesday, November 4, 2020
- Firms Notified for Oral Interview: Friday, November 6, 2020
- Interviews: Starting the week of November 16, 2020

Staff will be prepared to discuss this memorandum and the attachments, as desired by Mayor Baird and the City Council, at the October 13th Council meeting.