



***REQUEST FOR PROPOSALS (RFP)***

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***MIXED-USE  
DEVELOPMENT AT  
316-320 MAIN ST***

***OCTOBER 20, 2025***

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**CITY OF BELTON**

Community Development Department

520 Main St, Belton, MO 64012

816.331.4331 | [www.Belton.org](http://www.Belton.org)





# PROJECT OVERVIEW



## INTRODUCTION

The Request for Proposals (“RFP”) is being issued by the City of Belton, Missouri (“City” and “Owner”) and Norman K Larkey Sr. (“Owner”), to select a qualified developer or development team (“Developer”) to design, construct, finance, purchase, own, and manage the development of properties at 316-320 Main Street in Old Town Belton. Belton’s Old Town has experienced significant reinvestment in recent years, with numerous new businesses opening their doors and renovations to existing commercial and residential building stock.

## PROJECT OVERVIEW

The “Project Area” currently consists of three (3) vacant 24-ft. wide by 134-ft. deep lots on the 300-block of Main Street. The site has rear alley access that is currently semi-improved.

The original plat of Belton was platted in 1871 prior to the incorporation of Belton in 1872. This original plat area (now referred to as Old Town Belton) is a one-half mile by one-half mile square on an angled grid parallel to the former that includes a mix of commercial and residential blocks. The site previously included 3 two-story buildings that were built in the late 1880s that included a grocery, drug store, and furniture store. The buildings were demolished in 2006 after years of neglect. Since that time, the property has remained vacant and utilized periodically for Main Street events. With most buildings on Main Street now rehabilitated and occupied, new construction to increase available commercial and residential space on Main Street is needed and desired.

The Project Area is currently zoned C-1/OTB (Neighborhood Commercial/Old Town Belton Overlay) and the Future Land Use Map classifies the area as Commercial. The City believes that the Project Area would best be developed as mixed-use with ground-floor commercial uses and upper-floor residential units, which is permitted in the C-1/OTB zoning district.

The City intends to work with a Developer on the necessary entitlement processes on a proposal meeting the objectives outlined in the RFP. Interested parties having the creative vision, demonstrated experience, and financial capability to plan, develop, and manage projects of the type and scope as described in this RFP are encouraged to respond.

**The Project Area is included in the Old Town Belton Redevelopment Plan area, which provides a 90% tax abatement for up to 15 years on qualified projects, including new construction.**

The site has convenient access to all major utilities:

- Sanitary Sewer – City of Belton
- Water – City of Belton
- Electric – Evergy
- Gas – Spire



The City makes no warranties as to the environmental conditions within the Project Area.





## DEVELOPMENT OBJECTIVES

A Developer's concept proposal for the site should demonstrate a vision that is consistent with, and complementary to the development objectives as described here.

The City's primary objective is to increase the number of small commercial spaces and housing units in Old Town Belton while establishing new mixed-use and "missing middle" building types that are appropriate in a suburban downtown setting. Missing middle building types may include small-scale mixed-use buildings and live/work buildings.

**A conceptual plan for the site should address these items that are desired by the City for this site:**

- a. Building(s) must be 2-stories along the Main Street frontage to rebuild the street wall with the opportunity for an additional third story setback from the street wall. The street wall may be recessed to accommodate outdoor patios and sidewalk seating.
- b. Ground-floor commercial spaces should be provided with full-scale storefront doors and windows along Main Street.
- c. Upper-floor residential units access should be provided, at a minimum, from both Main Street and the alley.
- d. Four-sided architecture with a mix of high-quality building materials is required.
- e. All street and alley frontages will need to be improved to accommodate on-street parking, sidewalks, and streetscape features (streetlighting, street trees, etc.).
- f. Internal parking access must be from the rear alley.
- g. An outdoor amenity space should be provided and may be provided at ground-level or as a rooftop amenity.



# SUBMITTAL INFORMATION



The response to this RFP should be delivered as follows: One (1) electronic PDF file shall be emailed to the address below to the attention of Matt Wright and must be received at the address below by **4:00 PM CDT on Friday, December 5, 2025.**

***MWRIGHT@BELTON.ORG***

***ATTN: MATT WRIGHT, COMMUNITY DEVELOPMENT DIRECTOR***

1. Any proposals received after the specified date and time will be rejected and returned. Proposals may not be modified or withdrawn after the submittal deadline. However, a respondent may withdraw one's proposal from the selection process at any time prior to the submittal deadline. The City reserves the right to extend the time for submittals.
2. Additional promotional materials/brochures may be included in addition to the proposal but may not substitute for any of the content requirements of the proposal itself. This additional material need not be submitted in an electronic format.
3. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any Developer submitting a proposal.
4. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals.
5. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. If a Developer contends that any part of its proposal is proprietary or confidential and, therefore, is limited from disclosure under the Missouri Sunshine Law, the Developer must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the City. The City reserves the right to determine whether or not material deemed proprietary or confidential by the Developer is, in fact, protected under the Missouri Sunshine Law. The City will comply with requests for confidentiality to the extend allowed by law, but no guarantee of privacy or confidentiality is offered or implied.
6. Questions regarding the RFP should be directed, via email, to Matt Wright at [mwright@belton.org](mailto:mwright@belton.org). Communication (other than through the process described herein) with the City, Owner, the selection committee, or the general public relative to this project prior to the announcement of a selection is strictly prohibited.

## PROPOSAL REQUIREMENTS & EVALUATION CRITERIA

Proposals will be evaluated on the following criteria: (1) Developer qualifications, experience, and creative vision; (2) Quality of development plan and compatibility with development objectives; (3) Developer financial capabilities and the ability

to successfully execute a project from concept to completion and ongoing operation. The following are the contents that all proposals must include for the city to evaluate adherence to the selection criteria. All the listed items should be addressed completely and



should follow, as closely as possible, the order and format in which it is listed below. Note: The sequence of the listing is not intended to reflect relative weight of each category.

**1) TRANSMITTAL LETTER:** The transmittal letter should not exceed two pages and should contain:

1. The name, title and contact information of the individual or individuals with authority to bind the Developer. This person should also sign the transmittal letter.
2. The address and legal form of the Developer.
3. A statement that if selected, the Developer will negotiate in good faith with the City and Owner.
4. The transmittal letter must also include a statement that the Developer is not in arrears in the payment of any obligation due and owing to the State of Missouri, the City of Belton, or Cass County, including tax payments and employee benefits, and that it shall not become so during the term of the agreement if selected.
5. A statement that the Proposal is valid for a minimum of 120 days from the date of submission.
6. Developers must include a statement that the Project will conform to all applicable federal, state and local laws and ordinances, and that the Developer accepts responsibility to ensure compliance with applicable federal, state, and local laws and regulations.

**2) STATEMENT OF QUALIFICATIONS:** The City seeks a Developer with solid experience and capability, proven through a record of delivering projects that reflect many, if not all of the development objectives outlined in the RFP. Developers should include in their submissions a summary that demonstrates the Developer understands the requirements of this RFP as well as a description of how the Developer proposes to integrate the physical, managerial and financial components required to ensure the success of its proposed development project.

**3) DESCRIPTION OF THE PROJECT TEAM:** It is essential that the City fully understand the experience and capabilities of the Developer's Project Team. The Project Team is defined as the lead developer plus any other development partners and key team

members such as architects, engineers, contractors, brokers, etc. who are critical for a complete and reliable response to this RFP (collectively, the "Project Team"). Provide complete information that explains the relationship among all team members and their respective roles and contributions. Provide a description of the Development Team organizational structure, identification of principals, and length of time in business. An organization chart would be an appropriate attachment. Proposal shall include a statement on the availability and commitment of the Developer and assigned professional who will undertake the project.

**4) QUALIFICATIONS AND EXPERIENCE** Provide a summary of the Project Team's experience with projects similar to the Project being proposed for the Project Area. Highlight projects where members of the Project 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 Project Team member(s) during project execution, and 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 his or her 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.

Resumes of all key Project Team members to be involved in the Project are required and should include: relevant experience, details regarding the specific role proposed for the Project, education, and professional licensing.

**5) PROJECT PLAN:** Developers are to submit a conceptual description of the proposed project that includes the intended uses for the proposed development for the Project Area and size of the uses. It is very important that the Developer describes how this project will meet the development objectives outlined herein. The narrative must include information regarding an approach to predevelopment activities, phasing, construction, marketing, lease-up, and



operations. A general estimated time line for project implementation is to be included. This description of the proposed project must include a conceptual site plan and images or renderings of the site plan or a comparable project that illustrates the proposed streetscape, architecture, massing, scale, density, open space, amenities, and land uses. The City anticipates negotiating a development agreement with the preferred Developer that will require the Developer to submit additional materials and successfully complete the City's development application and entitlement process.

**6) SALE PRICE:** The Proposal must state the amount the Developer is willing to pay for the two parcels in the Project Area. .

**7) INCENTIVES:** The Project Area is included in the Old Town Belton Redevelopment Plan area, which provides a 90% tax abatement for up to 15 years on qualified projects, including new construction. As such, the City is not entertaining the usage of any additional local incentives for this development.

**8) FINANCIAL CAPABILITY:** Developer must indicate that it has the financial capability for the proposed project to be developed. Proposals should describe the Developer's experience in obtaining private equity and debt for developments similar in scale to the project described in this RFP. Indicate the source(s) of both debt

and equity financing for each referenced project the Developer listed to under Section 4.B.4. – Qualifications and Experience. Describe the Developer's commitment on a long-term basis and capability to provide capital for this Project.

**Although not required in response to this RFP,** any Developer selected for an interview should be prepared to provide supporting financial documentation. The Developer and/or any development partner having an equity stake of 20 % or greater in the business entity to be formed for this Project, should be prepared to provide, upon request, current interim financial statements and audited annual financial statements for their respective firm's last three fiscal years. An appropriately authorized officer/managing member of each firm providing financial information should certify that their respective statements present an accurate representation of that firm's financial condition as of the date of the statements.

**9) DISCLOSURE:** Proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the City or Owner. The Developer must describe the nature of any litigation, arbitrations, mediations, or controversy in which it is currently or recently involved.





# PROPOSED PROCESS & TIMELINE



**Mon. 10/20/2025:** RFP issued and posted on the City of Belton's website.

**Fri. 11/14/2025:** All interested parties should submit a statement of interest and are encouraged to send any questions about the RFP and/or set-up a one-on-one meeting with staff before Fri. 11/14/2025.

**Fri. 12/05/2025:** Receipt of proposals due by 4:00 PM CDT.

**Week of 12/08/2025:** A selection committee comprised of community officials will evaluate the proposals and select a short-listed group of finalists for interviews.

**Week of 12/15/2025:** Short-listed Developers are interviewed (at City's option).

**Week of 12/22/2025:** Preferred Developer is notified of selection.

After a preferred developer is selected, City Council may take action on the recommended Development, development concept, and a non-binding letter of intent, and to authorize staff to proceed with development agreement negotiations.

## CONDITIONS & LIMITATIONS

By submitting a Proposal in response to this RFP, the respondent expresses its intent to comply with the established timeline. In addition, the respondent accepts the evaluation process and methodology, as well as acknowledges and accepts that the determination of "the most qualified and capable" Developer will require subjective judgments. The City reserves the right to request clarification of information provided in Proposals as a response to this RFP without changing the terms of this RFP.

The City has the right, in its sole and absolute discretion, to reject any and all Proposals received in response 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. This RFP does not commit the City 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 commitment 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 Project Team member related to any response to this RFP and will not reimburse any costs to the Developer or Project Team member.

Thank you in advance for your interest in the City of Belton.

## RESOURCES:

1. [City of Belton's Unified Development Code](#)
2. [City of Belton's Development Guidebook](#)
3. [City of Belton's Zoning Map](#)
4. [City of Belton's Future Land Use Map \(2024\)](#)
5. [Local Tax Rates](#)

## ATTACHMENTS:

1. Map of Project Area with utilities map of water and sanitary sewer lines