



## REQUEST FOR PROPOSALS

312 Delaware Street (Former Youth  
Achievement Center)

City of Leavenworth, Kansas

RFP-CM #2023-08

Updated for Next Review of Proposals  
Monday, March 30, 2026

## EXECUTIVE SUMMARY

The City of Leavenworth, Kansas invites proposals for the acquisition and redevelopment of the property located at 312 Delaware Street, formerly known as the Youth *Achievement Center*. The site consists of approximately 0.14 acres and includes a single-story commercial structure measuring roughly 4,600 square feet. The structure originally encompassed two separate addresses, 310 and 312 Delaware Street, which were later combined. A former internal connection to 314 Delaware Street has since been sealed, as that adjacent building is now privately owned.

The subject site is a rectangular-shaped parcel the length of a half block from the frontage on Delaware Street to the alley. It is situated less than one block off 4<sup>th</sup> Street (Kansas Highway 7), the City's primary route through the downtown district. It is directly adjacent to a City-owned public parking lot (no cost for parking). The site is diagonal from the downtown movie theatre (B&B Theatre Leavenworth Landing 5) and across 3<sup>rd</sup> Street from a hotel (Home2Suites by Hilton). Nearby buildings on Delaware Street include restaurants, bars, boutique shopping, salon/spas, and a fitness center. In recent years, the addition of more than 400 loft-style apartments has contributed to the area's continued growth and revitalization.

The site is improved with a one-story, open concept building separated into two general areas by structural support beams. A portion of the structure was previously utilized as a bar (the bar remained with the building through other uses). A small office space is included on the southeast corner of the building. Overall, the building features approximately 4,600 square feet in total. Leavenworth County tax records list the building tax value as \$77,820 and land value at \$27,750 ([2025](#)). It is estimated to have been built over 150 years ago, with County records listing 1870 as an approximate date.

The subject property has a zoning classification of Central Business District (CBD) and is located within the City's Downtown Business District. It is designated Mixed Use in the City's Comprehensive Plan ([Comp Plan 2030](#)), which encourages flexible redevelopment in alignment with downtown revitalization goals. Although the property is not within the official Downtown Historic District, it is immediately adjacent to its boundary, and redevelopment should reflect appropriate contextual design. The land use categories are intended to encourage and promote the redevelopment of the downtown area as the City's commercial, governmental, cultural and professional center. A listing of the permitted uses for CBD is available on the City's website under Planning's "Development Regulations" Appendix A (available as a PDF attachment, beginning on page 174):

<https://www.leavenworthks.gov/cd/page/development-regulations>

The property is located within a federally designated Opportunity Zone and a Historically Underutilized Business Zone (HUBZone). These programs may offer tax incentives or federal contracting advantages to qualifying entities. In addition, the site is located within the City's Downtown Tax Increment Financing District (TIF) District (Downtown Town Square), which may support eligible redevelopment costs through incremental property tax revenues. Interested parties are encouraged to consult with legal and financial professionals to assess eligibility and participation requirements for each program. Although the property is not within the official Downtown Historic District, it is immediately adjacent to its boundary, and redevelopment should reflect appropriate contextual design.

A section of the building's interior floor has collapsed. Further detail regarding the building's structural condition is available in the April 2023 engineer's report prepared by Norton Schmidt Consulting Engineers, included in the RFP packet.

## **PROJECT INTENT**

**Redevelopment Goals:** In addition to the general list of permitted uses for the site, the following goals have been established to guide the redevelopment of 312 Delaware Street:

- **Continuation of Revitalization of the Downtown.** The redevelopment of the property shall serve as a continuing development effort and redevelopment of the downtown core.
- **Linkages and Connections.** The property should be redeveloped with historic acknowledgement in mind so that the redevelopment effort maintains the physical and visual linkages and connections with the downtown and the immediate area.
- **Design Quality.** The development of the building should be redeveloped/restored with visual qualities befitting the strategic location of the property. The architecture should follow existing redevelopment guidelines.
- **Fiscal Benefit to the City.** The development of the site should be fiscally beneficial to the City of Leavenworth by enhancing economic growth in the City, increasing the tax base, and attracting new business.

## **REQUIRED PROPOSAL CONTENTS AND FORMAT**

The Request for Proposal (RFP) response for the property should include, at a minimum, the following components:

1. Letter of transmittal. A generalized statement identifying the party seeking to purchase and redevelop the site.
2. A statement describing the company's/individual's understanding of the project and any special skills they will bring to the project.
3. General company/individual information including the following:
  - Company/Individual name, address, telephone number and email address;
  - Primary contact name, email and telephone number;
4. Information on the company's/individual's background and experience on similar projects.
5. Provide a description of the development and the use of the building/property.
6. Provide a narrative detailing the approach to complete the project.
7. Provide an overall schedule for the project.
8. Provide a general financial background showing the company's/individual's financial strength to complete the project.

9. Identify any additional or unique resources, capabilities, or assets which the company or individual would bring to this project.
10. Non-Collusion Affidavit (attached below).
11. Approved Affirmative Action Letter (see below for instructions).
12. Acknowledgement Letter (attached below).
13. A completed coversheet (attached below).

**To Request a Proposal Packet contact Penny Holler at 913-680-2602 or [Penny.Holler@firstcity.org](mailto:Penny.Holler@firstcity.org).**

Questions or requests for additional information in regard to the RFP for this property should be emailed to Penny Holler, Assistant City Manager, City of Leavenworth, at [penny.holler@firstcity.org](mailto:penny.holler@firstcity.org) . Should you wish a tour of the building please contact Penny Holler at 913-680-2602.

One hard copy original and one digital file of the proposal shall be delivered to the Office of the City Clerk and addressed to:

- Finance Department, Purchasing Agent  
Attn: 312 Delaware Street RFP  
100 N. 5<sup>th</sup> Street  
Leavenworth, KS 66048.

**Proposal acceptance has been extended indefinitely, with the next review of proposals on Monday, March 30, 2026.**

## **EVALUATION CRITERIA**

Each proposal will be evaluated individually and in the context of all other proposals. Proposals must be fully responsive to the requirements described in the RFP, and to any subsequent requests for clarification or additional information made by the City through written addenda to this RFP. Proposals failing to comply with the submission requirements, or those unresponsive to any part of this RFP, may be disqualified.

A selection will be made by the City upon a careful evaluation of the proposals submitted by the prospective companies/individuals. The evaluation of proposals will be based on: (1) the capabilities of the proposed team assembled; and (2) the company's/individual's ability to meet or exceed the threshold proposal requirements established for the project; and (3) the level to which the project meets the evaluative criteria listed below. The City may, at its sole discretion, elect to waive requirements, either for all proposals or for a specific proposal which the City deems non-material. The Selection process will start immediately after the deadline for proposal submission.

The City has identified evaluative criteria against which each Proposal will be considered, including:

1. Project approach;
2. Proposed redevelopment process and land use components;
3. Proposed role of the City and extent of public investment;
4. Financial capability to complete the project;
5. Managerial capability;
6. Technical expertise in similar projects;
7. Performance record of past development projects;
8. Market experience; and
10. Compatibility with, and responsiveness to, the City objectives and goals.

## **ADDITIONAL INFORMATION**

All questions or requests for additional information must be emailed to Penny Holler, Assistant City Manager at [penny.holler@firstcity.org](mailto:penny.holler@firstcity.org) . All questions or requests for additional information which are deemed appropriate by the Assistant City Manager will be answered in writing and will be emailed to all Proposers. Where provided, such written response may, at the City's option, constitute a written addendum to this RFP.

## **Other Requirements**

### **Non-Collusion Affidavit**

Any firm who fails to submit a signed/notarized Non-Collusion Affidavit will have their proposal rejected and will not be considered. Copy of Non-Collusion Affidavit attached to proposal packet.

### **Affirmative Action Program**

It is required that firms submit Affirmative Action Program to ensure that the program is acceptable to the City. The Affirmative Action Program is effective for one year with a universal renewal date of July 1 each calendar year. The Affirmative Action Packet provided by the City must be completed as part of development agreement should the City Commission select your organization through the RFP process. Women and minority-owned businesses are encouraged to submit proposals.

## **DISCLOSURE AND DISCLAIMER**

This Request for Proposals (RFP) is being issued by the City of Leavenworth for a property held by the Leavenworth Land Bank. Any action taken by the City/Land Bank in response to proposals made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such proposals, or in any cancellation of award or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City/Land Bank.

All costs incurred by a Proposer in preparing and responding to this RFP are the sole responsibility of the Proposer. Any recipient of this RFP who responds hereto fully acknowledges all the provisions of this disclosure and disclaimer and agrees to be bound by the terms hereof. The City may require such additional information as determined, in its discretion, in order to consider this application, including but not limited to applicant financial information and additional information regarding the proposed project.

Presentations by the Proposer may be required to be made before the City Commission during a public meeting which will make a recommendation that may include one or more Proposers. Contract negotiations will take place with the first choice of the City and if a suitable contractual

arrangement cannot be made, negotiations will commence with the second choice, and so on or the City may, at its sole discretion, withdraw this RFP.

The City reserves the right to select the proposal which, in the opinion and sole discretion of the City, will be in the best interest of and/or most advantageous to the City. The City reserves the right to waive any irregularities and technicalities and may at its discretion request re-submittal of proposals. All expenses in preparing the proposal and any re-submittals shall be borne by the Proposer.



## **ACKNOWLEDGEMENT LETTER**

Proposers shall incorporate in their proposal the following letter and disclosure and disclaimer attachment on the Proposer's letterhead.

RE: City of Leavenworth Redevelopment Proposal RFP for 312 Delaware Street (Former Youth Achievement Center)

To Whom It May Concern:

The undersigned has read the City of Leavenworth Request for Proposals for its Redevelopment Project. On behalf of our proposal team, we agree to and accept the terms, specific limitations, and the conditions expressed therein. WE HAVE READ, RELY UPON, ACKNOWLEDGE, AND ACCEPT THE DISCLOSURE AND DISCLAIMER WHICH IS FULLY INCORPORATED BY REFERENCE INTO THIS LETTER.

Sincerely,

(Name and Title)  
(Organization)

(Proposer Name)

## NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, say that he/she has not, nor has any other member, representative, or agent of the firm company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone such letting nor to prevent any person from bidding nor to include anyone to refrain for bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He/ She further says that no person or persons, firms or corporation has; have or will receive directly, any rebate, fee gift, commission or thing of value on account of such a sale.

### OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING REDEVELOPMENT PROPOSAL FOR THE CITY OF LEAVENWORTH KANSAS ARE TRUE AND CORRECT.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
(Name of organization)

\_\_\_\_\_  
(Title of person signing)

\_\_\_\_\_  
(Signature)

### ACKNOWLEDGEMENT

STATE OF \_\_\_\_\_)

)ss

COUNTY OF \_\_\_\_\_)

Before me, a Notary Public, personally appeared the above name and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Notary Public Signature

My Commission Expires: \_\_\_\_\_

## **PROPOSAL COVER SHEET**

Business/Organization Name:

Owner/Primary Point of Contact:

Additional Owners/Project Partners:

City and State of Incorporation/Registration:

Proposed Purchase Price (\$):

Estimated Project Investment Amount (\$):

Estimated Number of New/Transferred Jobs:

Estimated Annual Sales Years 1 through 10:

City/Community Benefits From Your Proposal: