



## Legislation Text

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**File #:** 18-0837, **Version:** 1

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**Item:**

**Update on the Retail Leasing Plan for Admin Building II (45mins)**

**Date of BOCC Meeting:** June 4, 2018

**Request for Board Action:**

The Board is requested to receive the Admin II retail plan update and endorse the Guiding Principles and Request for Qualifications and Proposal (RFQ/P) leasing process for the Admin II retail component so that work can timely proceed. The County is in the process of renovating the Administration Building at 201 E Main Street, with Board direction on the programming and conceptual design given in August 2015, with multiple updates since then. This renovation includes two 3,000 square foot retail spaces on the first floor of the building that will be leased to private retail businesses for operating restaurants and activating the streetscape along this stretch of Main Street.

The Board has provided past feedback on its desire for the type of potential tenant, and there are additional financial considerations the County needs to factor in to achieve the best tenant fit for these highly visible spaces. The process of securing tenants that will help the County achieve these objectives is best assisted by a set of Guiding Principles that spells out the County's objectives for the new restaurant spaces, including: activation of East Main Street, strong business plans and solid financials, diverse and small business participation, quality options at affordable prices and uniqueness. These guiding principles are further explained in the attached memo.

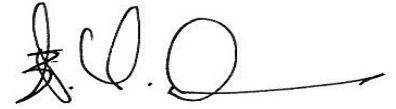
Since the County seeks to achieve additional community goals spelled out in the Guiding Principles that are not typically considered in a standard leasing scenario, the County will secure restaurant tenants through a two-step RFQ/P process rather than traditional leasing with a broker. The RFQ/P process will include the input of Downtown Durham Inc (DDI) and the MSH Consultant Group, a restaurant consulting firm retained to assist the County. Potential restaurateurs who desire technical assistance in drafting their proposals can receive assistance from The Institute, the County's Minority and Women-owned Business Enterprise (MWBE) Consultant (Executive Director Farad Ali), as well as from the North Carolina's Small Business and Technology Development Center at North Carolina Central University, an extension service of the University of North Carolina System. Both groups have agreed to assist with business and financial planning for small and medium sized businesses that might be interested in the leased spaces. The RFQ/P process will provide an opportunity for the County to choose the best fit for these highly visible spaces. Selected tenants and draft lease terms will be brought back to the Board for approval according the schedule in the attached memo.

**Alignment with Strategic Plan:** The attached policy supports Goal 1: Community Empowerment and Enrichment and Goal 5: Accountable, Efficient and Visionary Government.

**Resource Persons:** Jane Korest, Open Space & Real Estate Manager; Nancy Mitchell, Senior Real Estate Officer and Jay Gibson, General Manager

**County Manager's Recommendation:** The County Manager recommends that the Board receive the update

and endorse the Guiding Principles and RFQ/P leasing process for the Admin II retail component so that work can timely proceed.

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County Manager: \_\_\_\_\_