



Request for Proposals
Sale by City of Real Property

Property commonly known as
55 Barre Street
Montpelier, VT 05602

Proposal Submission Deadline: 4:00 PM, April 15, 2016

I. Introduction and Overview

Pursuant to § 319 of the Montpelier City Charter (“Charter”) and the City’s Policy for Sale and Disposition of Municipally Owned Land/Property (the “Policy”), the City of Montpelier is exploring the potential sale and development of the real property owned by the City of Montpelier (the “City”) located at 55 Barre Street, Montpelier, VT and commonly known as the Montpelier Recreation Building (the “Property”). The Property can be generally described as a .30 acre parcel in Montpelier’s vibrant downtown and improved with a one to two story armory building that was built in 1932 and containing approximately 8,422 square feet. The site is improved with two driveways and a gravel parking area with capacity for 6 to 7 vehicles. The building is connected to municipal water and sewer. Additionally, the property is located in Montpelier’s vibrant downtown and would benefit from the strong business community and Montpelier Alive, the City’s downtown organization. Currently the Property is used as the administrative offices of the Montpelier Recreation Department and the associated gymnasium and storage.

At this time, the City Council is considering the possibility of selling the Property to assist the City in meeting the goal of “creating a hospitable environment for economic development and growth.” To that end, the City Council is seeking prospective bidders (“Bidders”) to make proposals for the purchase and development of the Property in accordance with the requirements set forth herein (“Proposals”). Proposals will be evaluated on a number of factors (outlined below) including, but not limited to: (i) ability to maximize the economic development potential of the site; (ii) addition to the City’s grand list and utility usage; and (iii) promotion of the Capital City’s downtown vibrancy.

The City will accept sealed Proposals until 4:00 pm, Friday, April 15, 2016 (the “Due Date”). Information relevant to this Request for Proposals (the “RFP) and potential sale will be posted here: <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>. It is the intention of the City to notify Bidders with Proposals which satisfy the requirements set forth in the Instructions to Bidders below, if any, on May 6, 2016 in advance of review and discussion of such Proposals by the City Council at their May 11, 2016 meeting.

The City reserves the right to waive any irregularity or defect in any submission, request clarification or additional information regarding Proposals, to cancel this RFP, and to reject any and all Proposals at its sole discretion. The City shall assume no liability for expense incurred by a Bidder in replying to this RFP.

A. The following documents are available at the City's website <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>:

1. Request for Proposal (RFP)
2. Link to the City Charter and Policy
3. Property Title of Record
4. Capital Needs Assessment for Property conducted in 2014 and 2015
5. Commercial Appraisal for Property conducted in 2016
6. Link to the City's Zoning and Subdivision Regulations both current and proposed

B. RFP Timeline

- Wednesday, March 9, 2016 – RFP Release Date
- Weeks of March 14 and 21, 2016 – Optional site visits. Contact Jessie Baker to schedule.
- Friday, March 25, 2016 – Questions due by 1:00 p.m. All questions must be submitted in writing to jbaker@montpelier-vt.org.
- Tuesday, March 29, 2016 – Questions and Answers will be posted publically at <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>.
- Friday, April 15, 2016 – Proposals Due by 4:00 p.m.
- Anticipated: May 6, 2016 – Bidders under consideration will be notified
- Anticipated: May 11, 2016 – City Council to consider a recommendation for sale.
Note: If the City Council decides to proceed with a Proposal, such decision shall be subject to: (i) the negotiation and execution of a mutually satisfactory Purchase and Sale Agreement; and (ii) satisfaction of the pertinent terms and provisions of the City Charter and the Policy.
- Anticipated: May – Early June 2016 – Negotiate Purchase & Sale Agreement
- Anticipated: October 2016 – New owner takes title

II. Instructions to Bidders

A. Proposal Submission Procedures

1. Sealed Proposals must be received on or before the Due Date (Friday, April 15, 2016 at 4:00 p.m.) Proposals received after the Due Date will not be considered.
2. Bidders shall submit one (1) clearly marked original, two (2) photocopies, and one (1) electronic version (either via email or on a flash drive) of their Proposal Package. Proposals must be received in one envelope or box marked "PROPOSAL – 55 Barre Street" and addressed to:

Jessie Baker
Assistant City Manager

39 Main Street
Montpelier, VT 05602
jbaker@montpelier-vt.org

3. Proposal Packages must include:

- A letter of introduction
- A proposed development plan outlining the proposed use of the Property, a corresponding business plan, demonstrated experience in the field or with similar businesses, timing of project completion, and demonstrated compatibility with existing and proposed zoning regulations. This should also include the number and types of jobs that will be created by the proposed development and the timing of jobs in the market, both in terms of availability and duration.
- A proposed timeline for taking occupancy of the Property under the development plan
- An offer of payment for the Property
- An analysis of municipal impacts of proposed development including grand list growth and utility usage that will be generated, if any, as a result of the development.
- A document providing evidence of Bidder's financial capability to complete the purchase and development plan
- A statement indicating how your Proposal represents the highest price and/or highest value to the City in terms of direct or indirect financial, economic, or community benefits.

Please review the evaluation criteria when responding.

Failure to provide any of the above requested information may result in disqualification of Proposal. The City reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed by persons authorized to contractually bind the Bidder.

B. Property Inspection

Non-mandatory property site inspections will be scheduled for the weeks of March 14 and March 21, 2016. Please contact Jessie Baker at (802) 262-6250 or email jbaker@montpelier-vt.org to schedule a site inspection. Bidders are encouraged to inspect the Property.

C. Questions Regarding Request for Proposal

Questions regarding the RFP must be made in writing and submitted electronically to jbaker@montpelier-vt.org. Questions are due no later than Friday, March 25, 2016 at 1:00 p.m. All questions and answers will be posted publically on Tuesday, March 29, 2016 at <http://www.montpelier-vt.org/857/Recreation-Building-Redevelopment>.

D. Official Contact Information:

Jessie Baker, Assistant City Manager
City of Montpelier
39 Main Street
Montpelier, VT 05602
jbaker@montpelier-vt.org
(802) 262-6250

III. Method of Award and Selection Criteria

Complete responses to this RFP will be evaluated by City staff and will be reviewed by the City Council. Decisions to sell the Property are at the sole discretion of the City Council. This RFP process shall not create a binding obligation on the part of the City Council to sell the Property unless and until a Purchase and Sale Agreement has been executed and the pertinent City Charter and Policy requirements have been satisfied.

The selection criteria shall include, but not be limited to, the following:

- Completeness of the Proposal Packet
- Proposal recognizes the highest price and/or highest value to the City of Montpelier
- Development Proposal meets the City Council's goal of economic development
- Development Proposal demonstrates readiness and proof that site can be operational within 12 months
- Development Proposal reflects that Montpelier is the Capital City and furthers the Montpelier brand including participation in our vibrant downtown
- Development Proposal satisfies requirements of current and proposed zoning regulations

IV. Terms and Conditions

All information contained within this RFP and all supporting documents is based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. Bidders shall be responsible for their

own due diligence in preparing a Proposal. No representation or warranty is made by the City with respect to the condition of the Property, the suitability of the Property for a Bidder's potential use or the information provided herein.

- A. Bidders shall be responsible for the accuracy of the information they provide to the City in connection with this RFP.
- B. The City Council reserves the right to reject any and all Proposals, to waive minor irregularities in any Proposal, to issue additional RFPs, and to either substantially modify or terminate the proposed sale at any time prior to final execution of a Purchase and Sale Agreement.
- C. The City shall not be responsible for any costs incurred by a Bidder in connection with the preparation, submission, or presentation of its Proposal.
- D. Nothing contained herein shall require the City to enter into exclusive negotiations with any Bidder and the City reserves the right to amend, alter and revise its own criteria in the selection of a Bidder without notice.
- E. The City reserves the right to request clarification of information submitted in a Proposal and to request additional information from any Bidder.
- F. The City may not accept any Proposal after the time and date specified in the RFP.
- G. The City Council retains the sole discretion in the selection of a successful Proposal, if any.
- H. Upon selection of a Proposal, the City shall enter into negotiations with the successful Bidder for a Purchase and Sale Agreement with terms and conditions acceptable to the City. Until the execution of a contract, the City is under no obligation to sell the Property and it reserves the right to cease negotiations at any time and retain title to the Property. Except with respect to matters of title, the Property shall be conveyed to the party acquiring the same "AS IS" and without warranty as to quality, physical condition or environmental condition.
- I. **CONFIDENTIALITY:** The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential under 1 VSA, Chapter 5, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is

proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Vermont.

Thank you for your interest in doing business in the City of Montpelier.