



HISTORIC CITY HALL REUSE REQUEST FOR PROPOSALS

REQUEST FOR PROPOSALS FOR REUSE OF CITY PROPERTY LOCATED AT 487/489 MAIN STREET, PLACERVILLE, CALIFORNIA

The City of Placerville, Community Services Department, is requesting proposals for qualified tax exempt Non-Profit organizations to submit Proposals for the reuse of City owned property located at 487 and 489 Main Street, Placerville, California ("Property").

This Request for Proposal (RFP) defines the scope of the project and outlines the requirements that must be met by Proposers interested in the Property.

Proposers are advised to read all sections of this RFP prior to submitting a proposal.

RFP Release: July 1, 2019

RFP Due Date: July 31, 2019 3:00 PM

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2. Feasibility Study for the Rehabilitation of Old City Hall Building 487 & 489 Main Street, Placerville

3. 1986 Structural Report
4. Sample Lease Agreement

I. INTRODUCTION

The City of Placerville Community Services Department (City) is requesting proposals from tax-exempt non-profit organizations to enter into negotiations for a lease with the City for the reuse of Historic City Hall in Placerville located at 487 and 489 Main Street, Placerville, California ("Property").

II. BACKGROUND OF CONSIDERED PROPERTY

The subject Property consists of two 2-story buildings one known as Confidence Hall and the second known as Emigrant Jane. Each Building has separate entrances and the buildings are connected on both floors by a doorway.

The Confidence Hall building (487 Main Street, westernmost building) is formerly known as the Confidence Engine Company Hall, built in 1860. The Emigrant Jane Building (489 Main Street, easternmost building) was built in 1861. Confidence Hall building consists of walls constructed of unreinforced masonry, mortared stone, and plaster. Emigrant Jane shares a common mortared stone wall with the Confidence building, with the other walls being a combination of mortared stone, brick, and plaster. A reinforced concrete and timber addition was constructed on the North side of the Emigrant Jane building in the early 1900s. The floor and roof framing of the entire structure are timber. The Confidence building is listed in the National Record of Historic Places.

Confidence Hall was recognized as the historic Placerville Fire Station prior to becoming City Hall. The inhabitable space for each floor is approximately 1122 Square Feet for a total of 2244 Square Feet of total space. Emigrant Jane is approximately 2124 square feet on each floor for a total of 4248 square feet.

The two buildings include approximately 16 parking spaces with some being tandem spaces adjacent to and behind the buildings.

The City will consider all proposals and evaluate them based on the criteria established herein. Proposals should be as complete and detailed as possible and include documentation to support the proposal.

III. EXISTING PERMITTED USE OF BUILDING

The Property is located within the City of Placerville and owned by the City within a Commercial Business District (CBD) zone. Any uses allowed under the City of

Placerville CBD can be proposed for the facility. Allowed uses may be viewed on the City's Website at: http://sterlingcodifiers.com/codebook/index.php?book_id=509 (10-5-14: CBD CENTRAL BUSINESS DISTRICT ZONE)

IV. NOTICE OF INTENT TO SUBMIT PROPOSAL

Any organization interested in submitting a proposal shall submit a 'Notice of Intent to Submit Proposal'. No organization's proposal will be accepted unless they have submitted this Notice of Intent to Submit Proposal. This Notice of Intent must be submitted via email by July 19, 2019 @ 4:00 p.m. and must be clearly marked "Notice of Intent to Submit Proposal". The body of the email must include the organization represented and their intent to submit. The email shall be sent to:

tzeller@cityofplacerville.org

V. TENTATIVE SCHEDULE FOR RFP AND SELECTION PROCESS

June 25, 2019	City Council Approves the RFP
July 1, 2019	RFP is released for distribution and advertising*
July 19, 2019	Deadline for Submittal of RFP Questions
July 24, 2019	City will Release Answers to Submitted RFP Questions
July 31, 2019, 3:00 p.m.	Proposals Due at Community Services Department, 549 Main Street
August 1, 2019 – August 15, 2019	City Review of Proposals
August 19, 2019	Applicants will be invited to present their presentation to the City in an open public meeting.
August 27, 2019	Recommendation made to City Council

*At the City's discretion, it may release the RFP after City Council approval, but prior to the release date listed above.

VI. PROPOSAL FORMAT REQUIREMENTS

Each response to this RFP shall include the information described in this section. Provide the information in the specified order. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the proposal. Additional information may be provided and should be succinct and relevant to the goals of this RFP. Excessive or otherwise irrelevant information will not be considered favorably.

The Proposal package shall be limited to 20 double-sided 8.5-inch by 11-inch pages. Charts, exhibits, and schedules may be included in 11-inch by 17-inch page format and shall be folded to fit into an 8.5-inch by 11-inch sheet and will count as one (1) page. The page limit does not include the outside cover, section dividers, or cover letters. Proposals that do not contain the required information as described in this RFP or do not contain the required number of copies (6 copies) may be rejected. The proposal must include the following items, properly bound, appropriately tabbed, and labeled in the following order:

1. Cover Letter Requirements

- a. Title of this RFP
- b. Name and Mailing Address (include physical location if mailing address is a PO Box)
- c. Contact Person, Telephone Number, Fax Number, and Email Address.
- d. A statement that the submitting team will perform the services and adhere to the requirements described in this RFP, including acknowledgement of any addenda.
- e. Acknowledgement that all proposals may be considered public information.
Subsequent to award of a contract, or rejection of all proposals, all or part of any submittal may be released to any person or firm who may request it. Therefore, proposers shall specify in their Cover Letter if any portion of their submittal should be treated as proprietary and not releasable as public information. Proposers should be aware that all such requests may be subject to legal review and challenge.
- f. The Cover Letter must be signed by an officer/project manager empowered by the proposing team to sign such material and thereby commit the Proposer to the obligations contained in the RFP response. Authorization from the non-profit organizations shall be included with the cover letter. Further, the signing and submission of a response shall indicate the intention of the proposer to adhere to the provisions described in this RFP and a commitment to enter a binding contracted lease should negotiations with the City be successful.

2. Partners and Team Capabilities

If any proposal includes or references any partners, the proposal shall include the following:

- a. Project Team Identification: A complete list of the project team including, but not

limited to, the project manager, all support team members and community affiliations, and partnering entities.

- b. Authorization from each partner for inclusion in the proposal.
- c. A detailed description as to how each partner will be participating in the proposal.
- d. A statement by each partner that should the City enter into the lease agreement, they are willing to execute the lease in cooperation with the proposer.
- e. Each partner shall provide the financial information set forth in the Financial Capability Requirements section provided below.
- f. Authorization from its governing body authorizing participation.

3. Description of Proposed Use

Provide a complete description of the proposed reuse including the following:

- a. Describe through text and diagram/conceptual plan the proposed uses for each area of the buildings. (See attached floor plan).
- b. Describe how the use would affect the historic character of the buildings and/or maintain the historic character. Include descriptions and or drawings to show how the historical character would be promoted.
- c. Provide a description of how the uses will enhance the business climate in Historic Downtown Placerville, including details regarding expected number of visitors on a monthly, quarterly, and/or seasonal basis. Provide a detail of the proposed hours of operation.
- d. Description of the structural Improvements and tenant improvements to be completed for the building and the ability of the proposer to oversee and perform those improvements.

4. Financial Capability Requirements

A demonstrated financial ability of the proposer organization and any listed partners to the proposal as evidenced by submittal of:

- a. Profit and Loss statements for the current fiscal year and the last two fiscal years of the organization.
- b. Balance sheets for the current fiscal year and the last two fiscal years of the organization.
- c. An Income Statement for the current fiscal year and the last two prior fiscal years of the organization.
- d. The most recent three (3) years of federal tax returns (if applicable).
- e. Proof of Tax Exempt Non-Profit Status

4.1 Financial Plan

- a. Provide a detailed description of how the required structural improvements and proposed tenant improvements would be financed. These could include grants, private donations, loans or public private partnerships.
- b. Provide a realistic and feasible timeline for the proposed project regarding

necessary fundraising activities, award and receipt of grant funding, obtaining proper and necessary permits, and construction of building improvements that comply and are City approved through the proper permitting process, including, but not limited to encroachment permits and building permits.

- c. Provide a description of how on-going maintenance and operations of the facilities will be funded.
- d. A projected cash flow statement for the first five years of the operation of the buildings.
- e. Provide examples of similar projects in size and scope that the applicant has completed or been involved with in the past. Include references if available.

5. Ownership

Ownership of the buildings will remain with City. The successful proposer will enter negotiations for a lease with the City for the buildings. The lease shall be in substantially the same form and content as the attached lease marked Attachment 4.

6. Professional Conduct Requirements

Any proposal or presentation containing attacks, disparaging remarks, or negative comments about another proposer or proposal shall be disqualified from consideration. This includes any and all public comments made by those members identified as being a part of the Project Team as defined in the above section titled *Partner and Team Capabilities* shall also be grounds for disqualification.

7. References

Provide a minimum of three (3) business references with contact names, phone numbers and email addresses.

VII. PROPOSER QUESTIONS

Questions regarding this RFP must be submitted in writing via email to the City of Placerville, Community Services Director and must be received no later than **4:00 p.m. on the fourth (4th) business day before proposal are due. After this time, the City will not consider these questions in a proposal protest.** Email must be clearly labeled "**Historic City Hall Reuse Request for Proposals**" and proposers shall direct all inquiries via email to Mr. Terry Zeller, Community Services Director at:

tzeller@cityofplacerville.org

City reserves the right to decline a response to any question if, in the City's assessment, the information cannot be obtained and shared with all potential organizations in a timely manner. A summary of the questions submitted, including responses deemed relevant and appropriate by the City, will be emailed on or about **the second (2nd) business day before the proposal is due.** Verbal explanation or

instructions shall not be considered binding by the City of Placerville. Any modifications to this solicitation will be issued by the City of Placerville in the form of written addenda as indicated above.

VIII. PROPOSAL SUBMITTAL

Proposers must submit one (1) original document (labeled original), five (5) copies of the proposal and one digital copy in PDF format on a Thumb Drive, along with any addenda, in a sealed envelope or container, clearly marked “Historic City Hall Reuse Request for Proposals.” Proposals shall be submitted by 3:00pm on the due date and to the following address:

Community Services Department

549 Main Street

Placerville, CA 95667

A Proposer may withdraw its final proposal at any time prior to 3:00 pm on said due date by submitting a written request for its withdrawal to the Director of Community Services, signed by an authorized agent of the organization. Proposers may thereafter submit a new or modified proposal prior to 3:00pm on the due date. Modifications offered in any manner, oral or written, will not be considered. other than as provided for herein.

Proposers submitting less than the required number of copies of their proposal may be rejected and considered “non-responsive”.

It is the responsibility of the Proposer to assure that the proposal is received in the Director of Community Services’ Office prior to the proposal deadline date and time. The submittal date and time as well as the submittal requirements set forth in this RFP will be strictly adhered to and any proposals received after 3:00 pm on the due date and /or not in the format required by this RFP will not be accepted and will be returned unopened. Proposals received will be time and date stamped in the Director of Community Services’ Office. Submittal times will be strictly adhered to and not waived. The City may, however, waive minor irregularities at its discretion.

The cost of preparation of proposals shall be the obligation of the Proposer. All proposals, whether accepted or rejected, shall become the property of City and will not be returned. Unnecessarily elaborate responses, enclosures and specialized binding are not required.

For questions regarding the Request for Proposal process, contact the Director of

IX. EVALUATION CRITERIA

The following criteria will be utilized for the purpose of assisting the determination of the most qualified non-profit organization Proposer:

1. The financial ability of the Proposer to Restore and Implement the Reuse of the building = 30 Points
2. The proposed use of the Building = 30 Points
3. The long-term viability of the proposed reuse = 10 Points
4. Positive affect on Historic Downtown Economy = 10 Points
5. Demonstration of the Proposer's ability to maintain the Historical Elements of the Buildings. = 10 Points
6. Interview/Presentation = 10 Points

X. PROPOSAL INTERVIEWS

Following initial screening of proposals, a public interview process will be scheduled. All proposers will be invited to present their proposal to the City Council. For possible exceptions to this process, please see the section labeled *Tentative Schedule for RFP and Selection Process* and applicable footnote.

XI. REVIEW OF PROPOSALS

Proposals will be reviewed by the Placerville City Council. For possible exceptions to this process, please see the section labeled *Tentative Schedule for RFP and Selection Process* and applicable footnote. Proposers are advised that the selection process does not involve the public contracting process required by the California Public Contract Code. The City Council will determine which Proposal best suits the needs and requirements of the City. The City will consider each proposal based on its compatibility and character in the context of downtown Placerville and the history of the buildings. Financial viability of the project both in the initial restoration and the on-going maintenance and operations will be key factors. The City recognizes that each proposal will be unique and contain a variety of variables that cannot be precisely compared with other Proposals. The City is not obligated to award the lease negotiations to the proposal with the highest point score. The City Council, in its sole discretion, will make the final decision regarding which Proposal, if any, best meets the needs of the City. The City reserves the absolute right, in its discretion, to reject any and all Proposals.

XII. SELECTION CRITERIA

The selection of a successful Proposer is anticipated to occur through the process outlined in this RFP and based on the described selection criteria and submittal requirements.

The City reserves the right to reject any or all proposals or any parts thereof and waive any irregularities or informalities in any proposal to the extent permitted by law and to make awards in all or part of the best interest of the City

XIII. PROTEST PERIOD

A protest regarding the RFP process or that a proposal does not comply with RFP procedures must be submitted in writing to the attention of the City Clerk before 4:00 pm of the fourth (4th) calendar day following the proposal due date. Any protests received after that date will not be considered in the selection process.

XIV. REJECTION OF PROPOSALS

Prospective Proposers interested in being considered must submit a Proposal in compliance with this notice. Failure to meet the minimum requirements of the RFP shall be cause for rejection of the Proposal by the City. City reserves the right, in its sole discretion, to reject any or all Proposals.

City may reject a Proposal if it is conditional, incomplete, contains irregularities, or reflects inordinately high cost rates. City may waive immaterial deviations in a Proposal. Waiver of an immaterial deviation shall in no way modify the RFP documents or excuse the proposing organization from other requirements of the RFP.

XV. LEASE NEGOTIATIONS

Following approval by the City Council, the successful proposer and the City will enter negotiations for the proposed reuse and lease. The negotiations will be based on the specific details of the proposal, however other factors may also be considered to meet both the needs of the City and the proposed reuse. The City may require, in its sole discretion, that any partners to the successful proposal also execute the lease.

This RFP does not constitute a contract nor an offer of a Lease but only the opportunity to enter lease negotiations with the City. In the event lease negotiations with the successful Proposer are not successful, the City reserves the right to negotiate a lease with any

other proposer or any other entity that it may choose in its sole discretion.

XVI. CITY'S RIGHTS

City reserves the right to:

1. Request clarification of any submitted information.
2. Waive any irregularity or immaterial deviation in any proposal.
3. Not enter into any agreement.
4. Not select any Proposer.
5. Cancel this process at any time.
6. Amend this process at any time.
7. Award more than one contract if it is in the best interest of City.
8. Interview Proposers prior to award.
9. Request additional information during an interview.

XVII. NEXT STEPS

Approval shall be granted to the Proposer whose proposal best meets the needs of City. City reserves the right to reject any or all proposals, and to solicit additional proposals if deemed in the best interest of City to do so. The decision of the City Council shall be final in making such determination.

The successful Proposer will receive written notification of the acceptance, along with instructions for finalizing the agreement/lease documents.

Response and selection of a Proposal does not guarantee a lease with the City. Negotiation and approval of said lease is required and at the discretion of the City Council.

XVIII. CONFLICT OF INTEREST

Prospective Proposers warrant and covenant that no official or employee of City, or any business entity in which an official of the City has an interest, has been employed or retained to solicit or aid in the procuring of the resulting agreement, nor that any such person will be employed in the performance of such agreement without immediate divulgence of such fact to City. Prospective Proposer's Proposal shall contain a statement to the effect that the Proposer is not currently committed to another project that would constitute a conflicting interest with the Project defined in this Request for Proposal (RFP).

XIX. PUBLIC RECORDS ACT

All proposals and materials submitted shall become property of the City and will not be returned. All responses, including the accepted proposal and any subsequent contract, become public records per the requirements of the California Government Code, Sections

6250 - 6270, "California Public Records Act." Proprietary material must be clearly marked as such. Pricing and service elements of the successful proposal are not considered proprietary information. Proposers which indiscriminately identify all or most of their proposal as confidential or proprietary without justification may be deemed unresponsive.

The City will treat all information submitted in a proposal as available for public inspection once the City has selected a Proposal. If there is belief that there is legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within the submitted proposal, those items are to be identified, together with the legal basis of the claim in your proposal, and present such information as a supplemental attachment separate from the response package.

The final determination as to whether the City will assert your claim of confidentiality on your behalf shall be at the sole discretion of the City. If the City makes a determination that your information does not meet the criteria for confidentiality, you will be notified as such. Any information deemed to be non-confidential shall be considered public record.

Upon receipt of a request for disclosure pursuant to the California Public Records Act for information that is set apart and marked as proprietary, City will notify you of the request for disclosure. You shall have sole responsibility for the defense of the proprietary designation of such information. Failure to respond to the notice and enter into an agreement with the City providing for the defense of and complete indemnification and reimbursement for all costs incurred by the City in any legal action to compel the disclosure of such information, shall constitute a complete waiver of any rights regarding the information designated proprietary and such information will be disclosed by the City pursuant to applicable procedures under the California Public Records Act.

XX. BUSINESS LICENSE REQUIREMENT

It is unlawful for any person to furnish supplies or services, or transact any kind of business in the City of Placerville without possessing a business license unless exempt under City of Placerville Municipal Code Section 5.1.7. Contact the Finance

Department at 3101 Center Street, Placerville, CA 95667, or phone (530) 642-5223, for further information.

It is not a requirement to possess a business license at the time of proposal submittal. Successful Proposers may be required to possess a business license if agreement is reached on a reuse project.

Attachments

Attachment 1

Floor plans of Confidence Hall and Emigrant Jane

Attachment 2

Feasibility Study for the Rehabilitation of Old City Hall Building 487 & 489 Main Street, Placerville

Attachment 3

1986 Structural Report

Attachment 4

Sample Lease Agreement