

*"Placerville, a unique historical past forging into a golden future."*

**City Manager's Report**

**June 11, 2019 City Council Meeting**

**Prepared by: Terry Zeller, Director of Community Services**

**Item #: 12.1**



**Subject:** Review Revised Request for Proposals for Reuse of Historic City Hall and direct staff how to proceed.

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**Purpose:** To review and approve a revised Request for Proposals for Reuse of Historic City Hall and provide staff with further direction.

**Background:**

On September 11, 2018 Council awarded a short term lease to the El Dorado Arts Council (EDAC) for use of the first floors of Historic City Hall for office space. Previous to that, EDAC presented a plan for the long term reuse of the buildings. Council was interested in the plan, however, also felt other organizations should be given the opportunity to submit plans for reuse of the building. At that meeting staff was directed to prepare a Request for Proposals (RFP) for potential reuse of the buildings.

The RFP was presented to the Council on November 13, 2018 for approval. Council made some changes to the RFP, including closing dates, and directed staff to proceed. The RFP was posted and advertised at that time with a closing date of February 19, 2019. On January 8, 2019 staff was made aware of an error in the document stating the closing date of April 16, 2019. Staff immediately made the change on our website. However, some potential applicants may not have received the change.

After receiving the proposals on February 26, 2019, and going through the committee review process, on May 28, 2019 the City Council took action to reject the two proposals that have been received and to develop a new RFP and process for consideration.

**Discussion:**

The attached draft RFP has been revised to implement changes that created issues during the process. The goal is to present an open process that will allow all interested applicants an opportunity to present a proposal. It is staff's intent to require proposers to send a Notice of Intent to Submit Proposal so that only those who provide notice will be eligible to submit a proposal. That way we can assure all those who want to submit a proposal will get answers to any questions or RFP updates. The proposal does have changes in terms of requested information. It also adjusts the scoring system based on comments we received during the meeting and comments of the Committee.

The process will also be improved in that any organization interested in submitting a proposal must register with the City. This will insure that any applicants will be notified of addendum or questions on the RFP.

The proposed schedule for the RFP is as follows:

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	Proposals Due at Community Services Department, 549 Main Street
Aug. 1, 2019 – Aug. 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

Staff is requesting that Council review the RFP and provide any modifications if necessary. Staff will then bring the final RFP back to the Council on June 25, 2019 for approval.

**Options:**

1. Approve the RFP and direct staff to release it to the public effective July 1, 2019
2. Provide direction to staff regarding any changes to the RFP and direct staff to bring back the final RFP for approval on June 25, 2019.
3. Direct staff not to proceed with the RFP at this time and provide further direction on how to proceed.

**Cost:** Minimal cost to prepare the RFP.

**Budget Impact:** None.

**Recommendation:** Review proposed Request for Proposals for Reuse of Historic City Hall and authorize staff to release the Proposals.



M. Cleve Morris, City Manager



Terry Zeller,  
Director of Community Services

Attachments:

1. *Draft RFP*
2. *Draft Lease Agreement*