



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, City Manager's Office, is requesting proposals for qualified organizations or private individuals 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.**

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I. BACKGROUND

The City of Placerville City Manager's Office "City," is requesting proposals from organizations or private individuals for the reuse of Historic City Hall in Placerville located at 487 and 489 Main Street, Placerville, California ("Property").

II. PROPERTY CONSIDERED FOR REUSE

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 Old City Hall is comprised of two 2-story buildings: Confidence Engine Company Hall, built in 1860 (487 Main St, on the west side) and Emigrant Jane Building, built in 1861 (489 Main St, on the east side). Confidence Engine Company Hall (the Confidence building) has walls constructed of unreinforced masonry, mortared stone, and plaster. The Emigrant Jane building 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 the historic Placerville Fire Station prior to being City Hall. It includes approximately 1122 Square Feet on each floor 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. PERMITTED USE OF BUILDING:

The Property is located within the City of Placerville and is zoned Commercial Business District (CBD). 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

IV. SCHEDULE FOR RFP PROCESS

November 13, 2018	City Council Approves the RFP and Releases it for distribution and advertising.
January 15, 2019 @ 5:00 p.m.	Deadline for Submittal of RFP Questions
February 5, 2019 @ 5:00 p.m.	City will Release Answers to Submitted RFP Questions
April 16, 2019 @ 5:00 p.m.	Proposals Due at City Manager’s Office
April 16 – April 30, 2019	City Review of Proposals
April 30, 2019, Time TBD	Applicants will be invited to present their presentation to the City in an open public meeting.
May 28, 2019	Recommendation made to City Council

V. PROPOSAL CONTENT

Proposal responses must adhere to the requirements set forth in this section, both for content and sequence. Failure to adhere to these requirements or the inclusion of conditions, limitations or misrepresentations may be cause for rejection of the submittal. Use 8-1/2 x 11 sheets (foldouts are acceptable for charts, etc.) and font size large enough to be easily legible, but not smaller than 10 point. The original proposal and each subsequent copy must be submitted on paper, properly bound, appropriately tabbed and labeled in the following order:

1. **Cover Letter:** Provide a “cover letter” with an introduction of the organization including their purpose and vision along with the name, address, telephone and fax numbers, and email address of the contact person who will be authorized to make representations for the organization. The letter must be signed by an individual authorized to bind the firm contractually.
2. **Description:** Provide a complete description of the proposed reuse including the following:
 - a. Describe through text and diagram the proposed uses for each area of the buildings (see attached floor plan). If only proposing for one building, show how that use would or would not affect other areas of the two buildings given the current connection.
 - b. Describe how the use would affect the historic character of the buildings. Would it maintain the historic character? Include descriptions and or drawings to show how you would promote the historic character.

- c. Provide a description of how the uses will enhance the business climate in Historic Downtown Placerville. Include details regarding expected number of visitors on an annual basis. Describe the time of day the uses would be open and whether or no they are open to the public or for private uses.

2. **Financial Capability:** A demonstrated financial ability of the organization as evidenced by submittal of:

- a. A two (2) year historical financial profit and loss statement;
- b. A two (2) year historical balance sheet;
- c. A cash flow statement; and
- d. The most recent three (3) years of federal tax returns.(if applicable)

3. **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 description of how on-going maintenance and operations of the facilities will be funded.

4. **Ownership:** Provide a description of how the buildings will be owned. Organization ownership, City owned with Organization lease, etc.

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

VI. PROPOSERS' QUESTIONS

Questions regarding this RFP must be submitted in writing via email to the City of Placerville, City Manager's Office and must be received no later than **5:00 p.m. on January 15, 2019**. Email must be clearly labeled "**Historic City Hall Reuse Request for Proposals**" and emailed to:

cmorris@cityofplacerville.org

City reserves the right to decline a response to any question if, in 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 **February 15, 2019**.

Proposers are cautioned that they are not to rely upon any oral statements that they may have obtained. Proposers shall direct all inquiries to the City of Placerville, City Manager's Office.

VII. PROPOSAL SUBMITTAL

Proposers must submit one (1) original document (labeled original), one(1) copy 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 to the following address:

**City Manager's Office
3101 Center Street
Placerville, CA 95667**

A Proposer may withdraw its final proposal at any time **prior** to 5:00 pm on April 16, 2019 by submitting a written request for its withdrawal to the City Manager, signed by an authorized agent of the firm. Proposers may thereafter submit a new or modified proposal **prior** to the opening deadline date and time. Modifications offered in any manner, oral or written, will not be considered.

Proposers submitting less than the required number of copies of their proposal may be rejected and considered "non-responsive". Proposals received beyond the deadline will not be considered, and will be returned unopened.

It is the responsibility of the Proposer to assure that the proposal is received in the City Manager's Office prior to the proposal deadline date and time. Proposals received beyond the proposal opening deadline will not be accepted and will be returned unopened. Proposals received will be time and date stamped in the City Manager's Office.

For questions regarding the Request for Proposal process, contact the City Manager's Office, at (530) 642-5200.

VIII. EVALUATION CRITERIA

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

1. The financial ability of the Proposer to Restore and Implement the Reuse of the building = 20 Points
2. The proposed use of the Building = 40 Points
3. The long term viability of the proposed reuse = 20 Points
4. Positive affect on Historic Downtown Economy = 10 Points

5. Interview/Presentation = 10

IX. PROPOSAL INTERVIEWS

Following initial screening of proposals, a public interview process will be scheduled. All proposers will be invited to present their proposal to a committee appointed by the City Council.

X. REVIEW OF PROPOSALS

Proposals will be reviewed by a committee determined by the Placerville City Council. The committee will determine which Proposal best suits the needs and requirements of the City. 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 Council appointed committee will make a recommendation to the City Council and the City Council 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.

XI. SELECTION CRITERIA

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

XII. 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. City reserves the right 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.

XIII. Contract Negotiation

Following approval by the City Council, the successful proposer and the City will enter into contract negotiations for the proposed reuse. 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.

This RFP does not constitute a contract nor an offer of a Lease. 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.

XIV. 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.

XV. NEXT STEPS

Approval shall be recommended 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 documents.

Response and selection of a Proposal will not necessarily result in a contract with the City. Proposal opening does not constitute awarding of a contract. Contract award is by action of the City Council and is not in force until an agreement is negotiated and approved.

XVI. 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).

XVII. 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 you believe that you have a legally justifiable basis under the California Public Records Act (Government Section 6250 et. seq.) for protecting the confidentiality of any information contained within your proposal, you must identify any such information, together with the legal basis of your claim in your proposal, and present such information **separately** as part of your 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.

XVIII. 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.