

## **REQUEST FOR PROPOSALS**

### **Purchase or Lease of the Bedford Middle School Property Owned by the Town of Bedford Located at 503 Longwood Avenue**

#### **1.0 BACKGROUND**

- 1.1 The Town of Bedford is soliciting proposals for either the purchase or lease of the Bedford Middle School campus property owned by the Town of Bedford (the “Town”) located at 503 Longwood Avenue, Bedford, VA and identified as Tax Parcels 174-5-1-T, 174-5-2-T, 174-5-3-T, 174-5-4-T, and 194-A-70-T. The property occupies a very prominent and visible site within Town at the intersection of Peaks Street and Longwood Avenue.
- 1.2 There are four freestanding structures and a large athletic field contained on the campus. The four buildings are:
  - a. Main Building: A two story building with a full basement, occupying a footprint of approximately 27,000 square feet. Constructed in the mid 1930’s, it has been used continuously as a public school facility.
  - b. “Old Yellow”: A three story building occupying a footprint of approximately 11,000 square feet. Constructed circa 1912, it served as a public facility until approximately 1989. Since that time it has been vacant.
  - c. Cafeteria Building: A one story building occupying a footprint of approximately 7,000 square feet. Constructed circa 1964, it has been used continuously for school meal preparation and service.
  - d. Gymnasium: Two story building occupying a footprint of approximately 14,500 square feet. Constructed circa 1999, the gymnasium and classroom facilities have been used continuously since then.
- 1.3 Bedford County Public Schools is currently constructing a new structure (Liberty Middle School) intended to replace its need for this facility. Liberty Middle School is tentatively scheduled to open in August 2018, meaning that this property will likely be vacant and available for other use at that time.
- 1.4 The property is currently zoned for residential purposes, although it is adjacent to the Town’s downtown commercial business zone. Town Council will entertain use proposals for this property beyond those listed in the current zoning regulations.

## **2.0 CONTRACT TERM**

- 2.1 Proposals for purchase should be considered to constitute legally binding offers which may be executed in the form of a contract for purchase of the property. Proposals for lease of the property shall be for a term of not less than twelve (12) months.
- 2.2 The Town reserves the right to sell or lease the property in whole or in part.

## **3.0 EVALUATION CRITERIA**

- 3.1 Preference will be given to potential uses of the building that will generate income for the Town including, but not limited to, revenue derived from real estate, personal property and sales taxes. Estimates of financial benefit to the Town should be included with each proposal.
- 3.2 Preference will be given to higher bids for purchase.

## **4.0 SUBMITTAL REQUIREMENTS**

- 4.1 Sealed proposals with the words "**Bedford Middle School RFP**" clearly written on the outside of the envelope shall be submitted no later than 3:00 PM on Wednesday, November 1, 2017 to:

Town of Bedford  
Town Manager  
215 East Main Street  
Bedford, VA 24523

- 4.2 Letter of Transmittal  
Limit two (2) pages. Outline the proposed use of the property, including the estimated financial benefit thereof to the Town and the hours of operation associated with the proposed use. Also, give the name(s) of the person(s) who will be authorized to represent you, including their title and telephone number.
- 4.3 Property Development and/or Management Experience  
Indicate prior experience in developing, operating, or managing an enterprise in a traditional downtown business district setting.
- 4.4 Proposed Price of Purchase or Lease  
Proposals shall include what the Offeror is willing to pay for either the purchase or lease of the property.
- 4.5 Proposed Use  
Proposals shall include a detailed description of the Offeror's intended use(s) of the property.

## **5.0 AWARD PROCEDURES**

5.1 The review process for evaluation of proposals will be sequential as follows:

1. Publication of all qualified responses.
2. 30 days after publication of responses, a public meeting will be held to solicit input and comments from citizens.
3. Review of proposals by the Town Council Property Committee and identification of finalist(s) for consideration by the full membership of Town Council.
4. Identification of successful proposal by Town Council and entry into negotiation with successful Proposer.
5. Consideration of contract by Town Council (will include public hearing and notification process).

5.2 The Town reserves the right to reject any or all proposals submitted, and to waive any informality in the proposals. The right is also reserved to award the contract where it appears to be in the best interest of the Town of Bedford.

## **6.0 GENERAL TERMS AND CONDITIONS**

6.1 It is the intent of this Request for Proposals (RFP) to secure proposals for either the purchase or lease of the Bedford Middle School campus property owned by the Town of Bedford (the “Town”) located at 503 Longwood Avenue, Bedford, VA and identified as Tax Parcels 174-5-1-T, 174-5-2-T, 174-5-3-T, 174-5-4-T, and 194-A-70-T.

6.2 Preliminary documentation regarding compliance with applicable structural and environmental regulations is on file in the Town Manager’s office. The Town offers no guarantee or representation regarding the accuracy of such documents.

6.2 Proposals shall be submitted at the place and time specified. No responsibility will be attached to any Officer or Agent for the premature opening of a proposal not properly addressed and identified.

6.3 It is the responsibility of the Offeror to assure that the proposal is delivered to the place designated for receipt of proposals prior to the closing time set for receipt of proposal. No proposal received after the time designated shall be considered.

6.4 If any respective Offeror has questions about the specifications or other solicitation documents, the prospective Offeror should contact the Town Manager no later than five (5) working days before the due date.

6.5 Offerors are advised that oral explanations or instructions given by Town Personnel during the Request for Proposals process, or at any time prior to the

award shall be nonbinding.

- 6.6 Persons intending to submit a proposal are specifically cautioned that the Offeror is barred from pleading misunderstanding or deception because of estimates of quantities, character, location or other conditions surrounding the same.
- 6.7 Modifications, additions or changes to the Terms and Conditions of this Request by the Offeror may be cause for rejection.
- 6.8 Any proposal in response to this solicitation shall be valid for 60 days. At the end of the 60 days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until a contract is executed or the solicitation is cancelled.
- 6.9 By submitting their proposals, Offerors certify that their proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this sales or lease transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.
- 6.10 By submitting their proposal, the Offerors certify that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.
- 6.11 By submitting their proposals, Offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting proposals on contracts for the type of services covered by the solicitation, nor are they an agent of any person or entity that is currently debarred.
- 6.12 The Town may make such reasonable investigations as deemed proper and necessary to determine the ability of the Offeror to complete the purchase or lease of the property as negotiated, and the Offeror shall furnish to the Town all such information and data for this purpose as may be requested. The Town further reserves the right to reject any proposal if the evidence submitted by, or investigations of the Offeror fails to satisfy the Town that such bidder is properly qualified to carry out the obligations of the contract.
- 6.13 The Town reserves the right to reject any or all proposals, in whole or in part, to make separate awards, to waive informalities and to delete items prior to making the award, whenever it is deemed in the sole opinion of the Town to be in its best interest. Due consideration will be given to price and the ability of the Offeror to satisfy the preferences contained within this request. The Town also reserves the

right to conduct any tests it may deem advisable and to make all evaluations.

- 6.14 Potential Offerors shall be allowed to personally and visually inspect the property by appointment by contacting Bart Warner at (540)587-6022 or D.W. Lawhorne at (540)587-6083.

## **7.0 CODES & STANDARDS**

The Offeror, its officers, agents, employees, and any subcontractors, in the performance of this Agreement shall comply with all applicable statutes and laws of the United States and the Commonwealth of Virginia, the Charter and ordinances of the Town of Bedford, and the applicable rules and regulations of the agencies of each.