



# *City of Presque Isle, Maine*

## REQUEST FOR PROPOSALS

### Development of 'Former Cunningham School Lot'

#### I. INTRODUCTION

The City of Presque Isle, Maine invites competitive proposals from interested parties for the purchase and redevelopment of the former Cunningham School parcel ('Parcel'), located at the corner of Third and Blake Streets, Presque Isle, Maine. The 3.18 acre parcel owned by the City is being offered for redevelopment.

The City is seeking redevelopment proposals that complement the existing neighborhood residential uses, provide safe and efficient opportunities for vehicular and pedestrian travel, and enhance the safety, aesthetics, and function of the surrounding neighborhood. The preference will be that the proposed redevelopment will comply with the existing municipal zoning and land regulations. However, for the right proposal, the City will consider an amendment to those regulations so long as the other above mentioned goals are not compromised in the proposal. The City expects the selected developer to work closely with the City to address and facilitate these goals.

Proposals will be reviewed to determine the most responsive development offer in accordance with the selection criteria outlined in Section IX of this Request for Proposals ("RFP").

If a proposal is acceptable with the City, it is expected that the developer and City will enter into a development agreement to contractually bind the parties to the proposal, as agreed to.

#### II. SUMMARY DATA

Parcel	5 Third St
Area of Site	138,500 +/- square feet (3.18 acres)
Current Zoning	Urban Residential Zone – 2 (URZ-2)

#### Important Dates

Notice of Interest Deadline:	August 17, 2012
Submission Deadline:	September 27, 2012

#### III. OBTAINING PROPOSAL MATERIALS

Proposal materials may be acquired or requested by mail from the City's Development Office, 12 Second Street, Presque Isle, Maine 04769. The enclosed Notice of Interest form (see Attachment 1) must be returned by August 17, 2012, to receive former proposal materials. Any notices of information such as deadline changes, addenda, and other important communications will be sent only to individuals and organizations that have submitted the Notice of Interest. Submitting a Notice of Interest does not mandate a response to the 'RFP'; it does, however, ensure that parties with interest receive all relevant communication, while allowing the City to conserve resources. Please submit the Notice of Interest form to the City Manager's Office:

12 Second Street      Presque Isle, ME 04769-2459      Phone: 207.760.2700      Fax 207.764.2501

*The City of Presque Isle is an equal opportunity provider. To file a complaint, write to  
Martin Puckett, Deputy City Manager, 12 Second Street Presque Isle, ME 04769, or call (207) 760-2700.*

City of Presque Isle, Maine  
12 Second Street  
Presque Isle, Maine 04769

The submittal should be clearly marked on the envelop “Cunningham Lot Notice of Interest”.

#### **IV. SUBMISSION DEADLINE**

All proposals must be submitted by noon on September 27, 2012 in a sealed envelope, clearly marked ‘Cunningham RFP’. Included with the proposal shall be all of the necessary forms and information requested; most of which will be provided following the receipt of an applicant’s ‘Notice of Intent’. Such forms shall include but will not be limited to formal offer sheet; including the statement that the submittal agrees to all of the terms and conditions, unless otherwise clearly exempted in the proposal submittal, along with the binding signature of the authorized individual with the said authority for the organization, corporation or individual submitting the proposal.

All proposals will be considered confidential in compliance with State Law until such time as negotiations have been completed by the City with the respective parties.

Following the formal submission of proposals, any parties that are being invited to participate further in the process shall submit a good faith deposit in the amount of 10% of the proposal, not to exceed five thousand dollars (\$5,000.00), in a form acceptable by the City. Said submittal shall be within a seven (7) day notice by the City.

#### **V. STRUCTURE OF THE TRANSACTION**

The City of Presque Isle currently is the legal titleholder of the ‘parcel’ and intends to convey a good and sufficient deed conveying title free of any and all encumbrances, excepting a sewer line easement, as shown on the survey. The City will furnish the buyer with an ‘Owners Title Policy’. Further encumbrances may be placed on the property to protect the City but only for the purposes to ensure that performance of the bidder regarding any significant components of the proposal. Said encumbrances will be discussed and agreed to by the parties as part of the process.

The ‘parcel’ will be conveyed intact excepting and reserving up to one hundred and fifty (150) square feet, the location of which will be determined in concert with the developer. The purpose of the reserved space will be to place a permanent marker denoting the history and local significance of the site.

The City of Presque Isle makes no warranties as to the environmental condition of the ‘Parcel’. Any necessary environmental remediation will be the sole responsibility of the selected developer.

The City of Presque Isle makes no warranties as to the location, capacity, and condition of utility services to the ‘parcel’. Any replacements, repairs, modifications or upgrade to existing utility services or installation or new equipment or facilities (both on and off the ‘parcel’) will be the sole responsibility of the selected developer.

### Permits & Approvals

Costs and responsibility for obtaining any necessary permits, whether zoning or otherwise and any approvals requires will be the sole responsibility of the selected developer. The City of Presque Isle will work with the developer to assist in the local approval process, but cannot guarantee approvals of local boards and committees.

Prospective developers should anticipate the need to secure subdivision approval for the Presque Isle Planning Board if three (3) or more dwelling units or three (3) or more parcels will be created on the 'Parcel' within a 5-year period following acquisition. Similarly, prospective developers should anticipate the need to secure approvals for the Presque Isle Zoning Board of Appeals for certain types of housing activities on the 'Parcel'. Transfer of ownership be contingent upon the selected developer's ability to secure all necessary permits and/or approvals from local, state and federal regulatory agencies to successfully implement the selected proposal.

### Utilities

The Cunningham site, as it is locally called, is served by City water and sewer. The site is also served by electrical and telephone services. The prospective developer is encourage to consult directly with those utilities to determine what services are or may be available to the site.

### Financial Considerations

The City of Presque Isle has an internal loan relating to the preparation of the site for development in the amount of \$221,449.68. The internal loan is not secured by the lot and does not encumber the site. While the proposed purchase price is not the sole determining factor in awarding the RFP, it shall be a major consideration. It is the City's desire to recapture those funds.

## **VI. PROPOSAL REQUIREMENTS**

All submitted proposals must contain an original of all materials required by the 'RFP'. An additional nine (9) copies of the proposal shall also be submitted with the original. The submission must address all required information and must conform to the following format:

### A. Developer:

Name and contact information of the proposed developer(s) of the proposal, to include the name of the contract person(s) authorized to represent the developer(s) in the dealings with the City.

### B. Executive Summary:

A comprehensive written narrative of the proposed redevelopment should be provided in the form of a cover letter addressed to the City Manager. The letter should describe in sufficient detail the overall scope of the project. The summary should include details such as: the developer's approach to development, development and improvements timeline proposed use of the parcel, including the specific type of structure(s), quality level, number of units (if appropriate), and other descriptors, as appropriate; full site utilization or creation of smaller parcels; project costs; developer's past experience with similar project; and an overview of how the proposal will be implemented. Within the executive summary, each proposal should identify assets and liabilities of the 'parcel' and the impact of each on the developer's ability to implement the proposal.

The narrative should be typed, signed by the appropriate representative and sufficient in length to adequately address each of the requested details.

C. Experience/Qualifications:

Provide a listing of previously completed or concurrent projects of similar nature to the project proposed. Provide the name and location of each project, with sufficient detail to allow comparison of those projects to the proposal. Information provided should allow the City to understand the ability of the developer to implement projects.

D. Project and Financial References;

The following may be requested during the selection process but are not necessary at the time of the submittal of the proposal: 1) names, addresses, contract information, and nature of involvement with projects identified in Item C above, for both financing and project development positions; 2) the developer's most recently audited financial statement. In the event of a start-up enterprise, audited financial statement from the principals involved will be required. This information will contribute to the City's understanding of the ability of the developer to complete the project as submitted.

E. Participants in the Proposed Project:

Identify the principals to be involved with the proposed project, including roles and prior experience. Identification of the general contractor and sub-contractors to be involved with the project may be requested during the selection process.

F. Financing the Project:

Enumerate the sources of funds and the amount from each source to be used in financing the proposal. Evidence of funding commitments may be required during the selection process.

G. Management Plan:

Present a management plan for the proposed project's implementation and successful completion. Identify individuals and/or firms to be responsible for each element of the management plan. If the developer anticipates on-site management of the project following completion of construction, identify the applicable elements and the parties responsible for ensuring on-going operation.

H. Concept Plan:

Prospective developers should submit conceptual plans outlining the general scope of the proposed project, conveying to the City sufficient information to determine the nature of the work to be undertaken. One copy of the site plan should be provided in a 24" x 36" format as part of the original submittal; all other plans should be reduced copies of the original, no larger than 11" x 17" to enable photocopying. The site plan should be drawn to a scale of one (1) inch equals thirty (30) feet, whenever practical, and should include:

- i. North arrow
- ii. Proposed building/lot use(s)
- iii. Proposed buildings/improvements with dimensions, horizontal, vertical, and ground elevations; number of units
- iv. Materials and exterior finishes for each building
- v. Site boundaries
- vi. Site dimensions
- vii. Proposed front, side and rear setbacks, parking common areas (with dimensions)

- viii. Existing infrastructure, including rights-of-way and trees; location of existing and proposed hydrants
- ix. Snow storage areas
- x. Materials for parking or other impervious surfaces
- xi. Other criteria as required by City Codes, especially Chapter III of the City's *Land Use and Development Code*.

I. Non-Compliant Uses:

The City will give due consideration to proposals that are not in compliance with the land use ordinance. To be seriously considered, it will be critical for the proposal to be in compliance with the expectation that the suggested new land use would not adversely impact the existing neighborhood.

To the degree that a developer submits a proposal that is currently non-compliant, they shall include information to demonstrate that the proposal will not adversely impact the values of the neighborhood, collectively and individually. If a commercial enterprise is being proposed, information regarding employment (numbers of jobs created, average wages expected to be paid, average benefits to be offered, etc.), proposed hours of operations and the type and nature of activities of the commercial enterprise shall be submitted.

J. Exceptions Allowed:

Proposals may be submitted with exceptions to the requirements so long as those requirements do not significantly alter the desire of the City or make it difficult for the City to easily understand the proposal for evaluation purposes. However, all exceptions must be clearly stated and identified in the cover sheet of the submittal as well as the committal form. Failure to do so will be cause for automatic rejection of the proposal.

## VII. SUBMISSION OF PROPOSALS

Proposals may be submitted at any time prior to Noon on September 27, 2012 to:

City of Presque Isle, Maine  
c/o City Manager's Office  
12 Second Street  
Presque Isle, Maine 04769

The submittal should be clearly marked on the envelop "Cunningham Lot Notice of Interest".

Proposals submitted after the deadline will not be considered. The full responsibility for the timely submission of the proposal rests with the prospective developer.

## VIII. THRESHOLD REVIEW

The City of Presque Isle initially will review submitted proposals to determine compliance with the requirements contained within. Only proposals that meet these requirements will be considered for evaluation. Any exceptions to the proposal requirements must be clearly identified and be in compliance with the requirements.

## **IX. EVALUATION OF PROPOSALS**

Proposals complying with the requirements for proposals as previously described will be evaluated by City staff and City Council. It is expected that the process should be completed within a forty-five (45 ) day period. Respondents submitting proposals of sufficient quality to merit further consideration may be invited to present their projects and participate in confidential interviews with the City Council in determining which proposal, if any, best addresses the stated interest of the City. The successful proposal, as may be modified during the process, will be publicly awarded by the City Council at a public meeting of the Council. The criteria for evaluation shall be, in no particular order of importance:

1. Strength of the developer relative to financing, managing and packaging of developments, including experience of key staff people, consultants, contractors, and other partner;
2. Developer's previous experience, particularly with a project or projects during the past five years that was substantially equal to or greater than the project proposed;
3. Project timetable; the expeditious start and completion of the proposed development will be considered;
4. Financial capacity;
5. Economic and social impact: the impacts on the economic vitality of the City will be considered, as they relate to construction activity, tax revenues, job opportunities; the impact of the proposal on quality of life and the social fabric of the City will also be considered;
6. Design: proposals will be evaluated for conformity with permitted uses, design standards, relationship to surrounding buildings, enhancement of the neighborhood, amenities (open spaces, landscaping, parking, sidewalks, etc.) and overall urban design quality;
7. If a non-compliant land use is proposed, the ability of the proposed use to improve the neighborhood and at the minimum not adversely impact it. Further, if the proposed use is a commercial enterprise, the additional job creation, the type of jobs and the positive impact on other business enterprise in the community.
8. The suggested payment, both in terms of the amount and the timing of the payments, for the site. The evaluation of this will be significantly measured against the internal loan that the City has for the preparation of the site.

## **X. CITY'S RIGHT TO REJECT PROPOSALS**

The City of Presque Isle reserves the right to reject any and all proposals received in response to this Request for Proposals for any reason it deems to be in the best interest of the City. The City also reserves the right to negotiate in any manner it deems appropriate to serve the best interest of the City.

## **XI. EXHIBITS**

The following exhibits shall be provided once the City receives submission of Notice of Interest form.

Exhibit A: Survey of Cunningham parcel

Exhibit B: Topography of Cunningham parcel

Exhibit C: Chapter III of the City's *Land Use and Development Code*

Exhibit D; Events of Disqualification or Default

Exhibit E: Formal Submittal Sheet