



REQUEST FOR PROPOSAL - SALE OF CITY PROPERTY

THE PRINCE HALL LODGE/PECK HEFLIN
DWELLING AT 609 SOPHIA STREET

CITY OF FREDERICKSBURG, VIRGINIA



March 2, 2015

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INTRODUCTION AND BACKGROUND

The City of Fredericksburg, Virginia desires to sell the Prince Hall Lodge / Peck Heflin dwelling, located at 609 Sophia Street, in the City of Fredericksburg, for removal to another site, conditioned upon the buyer's commitment to preserve the structure at an appropriate site.

The site where the lodge building is located is part of the City's Riverfront Park property. The City plans to develop the property over the next few years into a major park amenity for the community and surrounding region. The Prince Hall Lodge / Peck Heflin Building was evaluated for inclusion in the final park, but due to a variety of factors the use and reconstruction of the building on its current site as part of the future park was not deemed advantageous. The City Council is seeking proposals to de-construct and remove the building to another site.

The City Council has granted, at the November 25, 2014 meeting, a Certificate of Appropriateness for the demolition of the building. The Certificate of Appropriateness was granted on appeal from the City's Architectural Review Board, which had denied the original request.

Currently, the building is occupied by the contractors for the renovation of the old General District Court Building, First Choice, LLC. The contractor is using the building as an office. The contractor anticipates being able to move out of the building around August 1, 2015.

The structure consists of a two-story wood frame dwelling, constructed in 1921 by local builder Peck Heflin. It sits on a low mound of earth that elevated the building three and one half feet above street level. In 1972, the Prince Hall Lodge acquired the building for a meeting place and encased it in a brick veneer. The roof has clipped gables and there is a metal fire escape on the south elevation.

The original frame dwelling had a front and a rear porch, but these features are missing, possibly removed when the frame dwelling was encased in bricks. The brick veneer covers all of the windows and the door on the east side of the building, but the frame dwelling appears to be intact. The building's foundation and cellar are not intended to be included in the City's offering of the building. However, proposers are welcome to include treatment of the cellar or foundation, in whole or in part, as part of their proposal.

PROPOSAL REQUIREMENTS

INSTRUCTIONS TO OFFERORS

- 1) Submittals - Each respondent must complete and submit a Proposal Form (Exhibit A). Proposers should submit an original and two copies of the proposal. All copies should be signed with an original signature of a responsible individual or officer of a firm.
- 2) Proposals must be received no later than 2:00 p.m. on Friday, June 5, 2015. Proposals received after that time will not be considered.
- 3) Proposals must be either mailed or hand-delivered to the City Manager's Office, Room 203, City Hall, Fredericksburg, Virginia.

Hand delivered:
City Manager's Office
715 Princess Anne Street, Room 203
Fredericksburg, VA 22401

U.S. Mailing Address:
City of Fredericksburg
City Manager's Office
Attention: Mark Whitley, Assistant City Manager
PO Box 7447
Fredericksburg, VA 22404-7447

Proposals should be clearly marked on the exterior as "Proposal to Remove and Preserve 609 Sophia Street."

- 4) Submitted proposal packages must be complete. The City reserves the right to reject any and all proposals, if in its sole discretion the City deems that to be in its best interest.
- 5) The City requests hard copies of proposals in order to be considered. Proposers are free to e-mail additional copies of their proposals for convenience; however, these submissions will not be considered a substitute for the required three hard copies. The City will not consider proposals via telephone or facsimile.
- 6) The City is scheduling a walk-through of the building on Monday, April 6th, at 11:00 a.m. Interested parties are welcome to come at that time and walk through the building. After April 6th, additional walk-throughs and examinations of the building will be available by appointment.

- 7) For questions about this Request for Proposals, please contact Mark Whitley at 540-372-1010, Monday-Friday between 8:15 a.m. and 4:30 p.m. You are also welcome to e-mail Mr. Whitley at mwhitley@fredericksburgva.gov. The City will put out an addendum in writing on its web site, www.fredericksburgva.gov, on the “Bids and RFP’s” page, no later than one week before the deadline for proposals detailing questions and any additional information developed as a result of the RFP process.

QUALIFICATIONS FOR OFFERORS

The City will require that Offerors provide a detailed plan and evidence of their capability to re-locate the building to an appropriate site.

The proposal should include the following information:

- 1) Detailed narrative plans for the de-construction and removal of the building. Emphasis should be placed on describing the ability to preserve, to the extent possible, the historic aspect of the building in its new location.
- 2) Plans that outline the transportation of the building to the final site.
- 3) A description of the proposed final use for the building.
- 4) A detailed description of the final site, including evidence of ownership or control of the site and evidence of zoning approval from the appropriate jurisdiction for the re-location of the building and the planned use.
- 5) A timeline for the proposed project.
- 6) A description of the firm or team of firms proposing to move the building, including any prior experience with similar preservation projects. The team should include, either as part of the team or as a sub-contractor to the team, a contractor licensed in Virginia at either a Class A or Class B level.
- 7) Evidence of appropriate general liability and worker’s compensation coverage. The City will require a completed certificate of insurance, naming the City as an additional insured for the work performed, prior to closing on the property.
- 8) Evidence of the ability to obtain a financial surety, through a performance bond, a letter of credit, or similar instrument, of the ability to complete the task as proposed.

GENERAL TERMS OF SALE

The selected respondent, by submitting a proposal, agrees to the following terms of sale should her/his/its proposal be accepted.

- 1) Property: Ownership of the building only, as agreed to by the City. The City will provide neither funds nor land as part of a Purchase Agreement.
- 2) Purchase Price: The price offered in a proposal for the Property shall be payable at closing, in cash or by certified check.
- 3) Purchase Agreement: The Purchaser shall sign a Purchase Agreement within 30 days after being notified of City Council approval of sale.
- 4) Deposit: No deposit is required.
- 5) Closing: Closing shall occur no more than 60 days after a Purchase Agreement is signed, to allow the Purchaser to obtain all requisite approvals for removal of the building.
- 6) Cost and Expenses: Purchaser and Seller shall each pay their respective attorney's fees. Purchaser shall pay for all costs and expenses in connection with any deconstruction and removal of the building.
- 7) As Is: The Property shall be conveyed AS IS.
- 8) Removal Deadline: Purchaser must commence deconstruction/removal within 60 days after closing on the Property, or vacation by the current contractor, whichever comes later. Once begun, the Purchaser must complete deconstruction/removal within 90 days.
- 9) Risk of Loss: Risk of loss or damage to all or any portion of the Property (other than loss or damage caused by the selected respondent or its agents) shall remain upon the City until transfer of the Property to the selected purchaser. The purchase agreement will address the question of whether the buyer acquires any rights to potential insurance proceeds in the event of damage or loss of the building.
- 10) City Council Action: The Purchase Agreement will be contingent upon City Council action, including a public hearing and the adoption of a resolution.

OTHER REQUIREMENTS

- 1) Current employees of the City of Fredericksburg are not eligible to submit a proposal.
- 2) Contractors and firms must be licensed to do business in the Commonwealth of Virginia with the State Corporation Commission.
- 3) The City reserves the right to evaluate proposals and determine the best proposal that meets the requirements of this RFP in its sole discretion.

LAWS AND REGULATIONS

All deconstruction/removal activities shall be subject to all applicable local, state and federal laws and regulations. Removal of the building from its current location within the Historic Fredericksburg District has already been approved by the City Council. Proposers will need to obtain a demolition permit prior to commencement of the work from the City's Department of Community Planning and Building, and comply with the requirements of that permit.

This solicitation is considered the sale of real of property by a locality under Virginia law. The City will conduct a public hearing prior to the disposition of the property, in accordance with the Code of Virginia §15.2-1800.

REVIEW AND SELECTION

The City will evaluate the proposals based on several criteria, including the credentials of the respondent; the proposed deconstruction/removal plan; the ultimate disposition of the building, and the best interests of the City. The offering price may also be considered as a factor in the decision, but the offering price will not be the sole factor considered and Proposers must demonstrate the ability to execute their proposed plan to be considered. The participants will be notified by mail of the City's selection. The City reserves the right to reject any and all proposals and to select the proposal that it deems is in the best interests of the City. The selection among the proposals shall be at the sole discretion of the City. Only responsive and responsible proposals will be considered. Proposals that attempt to change or do not meet the requirements of this Request for Proposals may be rejected as being non-responsive.

Each proposal shall be considered a valid offer until the City notifies participants that it has selected a proposal.

If a proposal is selected, the City will notify the selected Purchaser and will prepare a Purchase Agreement setting forth the terms of sale consistent with the terms in this Request for Proposals and the Purchaser's proposal. The Purchase Agreement will be put on the City Council's Agenda for a public hearing and formal approval pursuant to applicable laws and procedures. The Purchaser will be expected to sign the Purchase Agreement following City Council approval.

CLOSING PROCEDURE

The City Attorney's Office will prepare the Purchase Agreement between the City and the Purchaser and coordinate the sale of the Property to the Purchaser. The Purchase Agreement will include a provision that the Purchaser will forfeit the surety or that the Property will revert to the City if the Purchaser does not fully comply with all terms of the Purchase Agreement.

DECONSTRUCTION/REMOVAL – GUIDANCE

The subject property is considered to have historic value. The following criteria are provided as guidance, recognizing that a buyer will need the widest latitude to develop a cost-effective treatment plan.

- 1) The brick veneer may be removed, to facilitate moving the frame building.
- 2) The removed bricks will remain the property of the purchaser, but need not be reapplied to the frame dwelling once it has been moved to a new site.
- 3) The frame dwelling, with bricks removed, may be further deconstructed, to allow it to be moved without disturbing overhead wires.
- 4) The relocated building may be adapted, as needed, for reuse. The front and rear porches may be reestablished.

EXHIBIT A

Proposal Form for Purchase of the Prince Hall Lodge/Peck Heflin dwelling at 609 Sophia Street

Beverly R. Cameron, City Manager
City of Fredericksburg
715 Princess Anne Street
Fredericksburg, VA 22401

The undersigned hereby declares that he/she has examined the Request for Proposals, and that he/she has/has not inspected the property and agrees to accept it 'as is' without warranty by the Seller as to its condition, value or usefulness for any purpose, except as may be specified in the Request for Proposals.

The undersigned hereby offers to purchase the property located in the City of Fredericksburg upon the terms and conditions stated in the Request for Proposals for the sum of \$ _____.

The undersigned further agrees, upon signing a Purchase Agreement for the Property, that he/she will remove the building to another location and rehabilitate it for reuse.

By: _____

Title: _____

Firm: _____

Address: _____

Telephone & e-mail: _____

Date: _____