

Collins House (704 East Gorham Street)



City of Madison, Wisconsin Request for Proposals April 1, 2011

NOTICE of REQUEST for PROPSALS

Dear Prospective Proposer:

The City of Madison is seeking proposals from teams or individuals with demonstrated experience in the rehabilitation, development, management and adaptive reuse of historic properties. Three Requests for Proposals (RFP) are being issued for 640, 646 and 704 East Gorham Street. A proposer may respond to one, two or all three RFPs. The criteria for reviewing proposals include:

- A focus on public use, and preservation of the structure and public access to the site;
- A commitment to creating an environmentally and historically responsible rehabilitation and adaptive reuse of the structure;
- A financially sound proposal that will not require City funding.

The proposals must be submitted in sealed envelopes or boxes by 2:00 PM on July 7, 2011, to:

Dan Rolfs, AICP
Community Development Project Manager
Department of Planning and Community and Economic Development
Room 312
215 Martin Luther King, Jr. Blvd.
Madison, WI 53701-2985

A pre-submittal meeting will be held at 10:00 AM, April 21, 2011, at 704 East Gorham St. Attendance at this meeting is not required of proposers, but is highly recommended, as City staff will be present. All questions and answers from this meeting will be distributed in written format following the meeting. A tour of 640, 646 and 704 East Gorham Street will also take place following this meeting. Arrangements can be made for additional time to inspect the building.

This Request for Proposals is for informational purposes. It is not to be construed as an offer by the City of Madison. The contents of this Request for Proposals are neither warranted nor guaranteed by the City of Madison. Proposers interested in pursuing this opportunity are urged to make such evaluations as they deem advisable and to reach independent conclusions concerning statements made in this Request for Proposals and any supplements thereto.

Sincerely,

Don Marx
Manager, Office of Real Estate Services
Economic Development Division
Department of Planning and Community and Economic Development

Disclosure and Disclaimer

This Request for Proposals (“RFP”) is being furnished to the recipient by the City of Madison (the “City”) for the recipient’s convenience. Any action taken by the City in response to submissions, made pursuant to this RFP, or in making any award or failure or refusal to make any award pursuant to such submissions, or in any cancellation of award, or in any withdrawal or cancellation of this RFP, either before or after issuance of an award, shall be without any liability or obligation on the part of the City and its officials and employees.

The City, in its sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any or all submissions, and may waive any irregularities if the City deems it appropriate and in its best interest. The City shall determine the responsiveness and acceptability of any proposal submitted.

Prospective proposers should rely exclusively on their own investigations, interpretations and analyses in preparing and submitting proposals, and should not rely on communications with City staff or officials. The City makes no warranty or representation that any submission, which conforms to the requirements of this RFP, will be selected for consideration, negotiation, or approval.

The City and the selected proposer will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and other authorizations pertaining thereto, are approved by the Common Council of the City of Madison and then only pursuant to the terms of the definitive agreement(s) executed among the parties.

All submissions and supporting data shall be subject to disclosure as required by State law. All submissions shall be submitted in sealed form and shall remain confidential to the extent permitted by State statutes and ordinances of the City of Madison, until the date and time selected for opening the responses.

Proposer acknowledges it is relying on its own inspection and investigation of the property, and understands Proposer shall be solely responsible for the structure and material located on the property from and after the date of Closing. Proposer understands and agrees that the City would be conveying the structure in an AS IS condition, with all faults. The City disclaims all warranties and representations that concern the property. Without limiting the generality of the foregoing, the City disclaims and makes no representations concerning the quality, size, value, boundary locations, suitability for development, fitness for a particular purpose, habitability, environmental condition or otherwise of the property.

Note: In accordance with Section 8.35, Madison General Ordinances, voter approval by City referendum is required prior to any change in the legal status of James Madison Park property, such as a long-term lease or conveyance, and prior to the commencement of any major construction in the Park.

Request for Proposals
Collins House (704 East Gorham Street)

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Introduction

The City of Madison, Wisconsin is seeking proposals to rehabilitate and restore the Collins House, located in James Madison Park at 704 East Gorham Street. A successful proposal will adhere to the criteria laid out in the "Selection Criteria" section of this RFP.

The James Madison Park Disposal Surplus Criteria and Selection Committee (the "Committee") was charged with the creation of this RFP and an initial review of proposals. The Committee will make a recommendation to the City of Madison Common Council, which will then take final action to accept a proposal.

A map of the Collins House (704 East Gorham Street) and environs is shown in Appendix A.

This RFP identifies the scope of the development, the submission requirements, and the process that will be used to select a proposer.

Background

The Collins House, at 704 East Gorham Street, was built in 1911. The Collins House was designed by Claude and Starck, Madison's most well known and prolific practitioners of the Prairie style, and this house is one of the finest examples of their work. It features the hallmarks of the Prairie style, including a strong horizontality created by bands of windows, a beltcourse under the second story windows, wide, overhanging eaves, extra long, narrow bricks, and simple, non-historic details. The house was built for William and Dora Collins. William Collins was his brother's partner in the Collins Brothers, a manufacturer and wholesaler of wood products. His brother, Cornelius, lived in a house just down the street, at 636 E. Gorham Street, built just four years before this house, and his niece Irene, built a house at 640 E. Gorham Street in 1920.

The Collins House is currently owned by the City of Madison and is designated as a City of Madison Landmark. The City of Madison Board of Park Commissioners declared the Collins House surplus on February 8, 2006. It should be noted that the Board of Park Commissioners specifically did NOT declare the land beneath the Collins house as surplus.

Following this declaration, the City of Madison convened the James Madison Park Property Planning Committee to identify a long-term plan for the two houses located at 640 and 646 East Gorham Street, the Collins House (704 East Gorham Street) and the land under Lincoln School. The results of this committee's work can be found at the City's Legistar web page, located at:

<http://legistar.cityofmadison.com/detailreport/?key=15309>

Site and Structure

Address: 704 East Gorham Street

Tax Parcel No.: 0709-132-1501-2

Parcel Size: NA (NOTE: The City is willing to negotiate a long-term ground lease of the property that the structure at 704 East Gorham Street sits upon. The long-term lease will be for a term of 99 years. This long-term lease will include the entire tax parcel at 704 East Gorham Street.)

Structure

The Collins House was designed by renowned Madison architects Claude and Starck in the Prairie Style architecture. The structure is currently vacant.

Access

Access to 704 East Gorham Street is obtained from Blount Street.

Utilities

The Site is served by municipal and public utilities.

Zoning

The Site is currently zoned His-L R5. The complete text of the zoning ordinance can be found at:

<http://www.cityofmadison.com/BI/zoning.html>

Proposals may propose a use that would require a change in the current zoning. Should a proposal that is accepted by the Committee and the City of Madison Common Council require a rezoning, the Committee will provide input to the proposer through the City rezoning process by providing written or verbal comments at applicable meetings. Any questions regarding existing or proposed zoning should be directed to staff in writing:

Dan Rolfs, AICP
Community Development Project Manager
215 Martin Luther King Jr. Blvd.
P.O. Box 2983
Madison, WI 53701
E-mail – drolfs@cityofmadison.com
Phone: 608-267-8722

Comprehensive Plan

Proposers should also consult the City's Comprehensive Plan for guidance on future land use. The plan, and all associated maps, are available at:

<http://www.madisonplan.org/plan.html>

Depending upon the final use that is proposed for the Collins House, an amendment to the City's Comprehensive Plan may be required. Any questions regarding proposed future uses and their compliance with the City's Comprehensive Plan should be directed to Dan Rolfs, AICP in writing at the e-mail address listed above.

Neighborhood Plan

The adopted neighborhood plan is titled "Tenney-Lapham Neighborhood Plan", which can be found at the link:

<http://www.cityofmadison.com/planning/ndp/documents/TenneyPlan.pdf>

Proposers should consult this neighborhood plan when crafting their response.

Project website

The James Madison Park Disposal Surplus Criteria and Selection Committee has set up a website that includes background information, neighborhood input, agendas, minutes, and other information. Proposers are encouraged to review the information at this website as it may provide additional information relevant to their proposal. The website can be found at the link:

<http://www.cityofmadison.com/planning/jmpsurplus.html>

Selection Criteria

The Committee has developed a list of required criteria that all proposers to this RFP must meet. All criteria expressed below are weighted according to their level of importance:

Points	Criteria
10	A commitment to creating an environmentally and historically responsible rehabilitation and adaptive reuse of the structure
25	Integration of public accommodation
5	The proposed use is a permitted or conditional use under the current zoning code
10	Proposed use is compatible with the neighborhood (as identified by the zoning code, neighborhood plan, comprehensive plan, and neighborhood input from this process as identified on the project website)
20	Financially sound proposal that will not require City funding
10	Development schedule that is mindful of the City processes that will be required (referendum)
20	Development team qualifications and experience
100	

Proposal Submission Requirements

In order to be considered responsive to this RFP, proposers shall submit eight (8) copies of the proposal submissions in a sealed box or envelope including a PDF document containing the proposal on a CD. Any graphic images in the response should be included on the CD for reproduction purposes. **THE HARD COPY MUST BE THE SAME AS THE PDF DOCUMENT ON THE CD.**

Proposal submissions should be organized on 8 ½" x 11" format with sections corresponding to the following requirements. Any images, site plans, elevations, sections, etc. should be in scalable format and put on sheets no larger than 11" x 17".

The proposals must be submitted in sealed envelopes or boxes by 2:00 PM on July 7, 2011, to:

Dan Rolfs, AICP
Community Development Project Manager
Department of Planning and Community and Economic Development
Room 312
215 Martin Luther King, Jr. Blvd.
Madison, WI 53701-2985

Late proposals will not be accepted and will be returned unopened. Additional information may be requested in writing following review of the initial submission. Each proposal package shall include, at a minimum, the following:

A. Transmittal / Acknowledgement Letter.

- a. All proposals must be transmitted with an appropriately executed acknowledgement letter. A sample copy of the acknowledgement letter is included in Appendix B.

B. Project Concept Statement

- a. A statement of the project concept is required, to include general design characteristics, and initial details of the proposed rehabilitation and restoration of 704 East Gorham Street. This shall include:
 - i. Type of use proposed and a description thereof;
 - ii. If residential uses are being proposed, total number of units, bedroom count, occupancy type;
 - iii. Amount and type of public access;
 - iv. Total number of parking stalls required for proposed use;
 - v. Commitment to, and timeframe for, rehabilitation of structure to historic standards.

C. Development Team Information

- a. *Organization Form, Team Members, and Personnel:* Provide a complete identification of the proposer and any associated participating firms, the specific legal entity description and the jurisdictions under which the proposer is organized, the principal representatives of each participating firm, and identification of the individual(s) authorized to negotiate and bind the proposer are required. The development team information must

include information adequate to permit a preliminary assessment of the proposer's current financial strength and capacity to successfully undertake the project;

- b. *Relevant Experience:* Proposals shall describe the relevant experience of the proposer in the planning, redevelopment, financing and management of similar projects. Include evidence that the proposer is financially solvent / stable and has a track record of securing financing of a similar magnitude and complexity. Proposals shall also include a minimum of three references who may be contacted regarding each participating firm's role and performance in connection with similar projects, along with the express written permission to contact these references. References shall include name, affiliation, address and telephone number.

D. Costs

- a. An estimate of total costs for rehab and restoration shall be submitted in sufficient detail to permit evaluation.
- b. A successful proposal will also include a qualifications and letter of commitment from bondable general contractor(s) for all construction or rehabilitation that is to be completed.

E. Financial Plan

- a. Provide an in-depth Financial Plan detailing the sources of capital and terms, and describing the financial resources of the proposer and financial capacity to complete the project. The Financial Plan must outline the prospective financing and contain a Sources and Uses section. These shall include but not be limited to equity investment, senior term debt, subordinated debt, tax credits, and grant funds from Federal, State, local, or private sources. The Financial Plan must identify the specific investment to be made by the proposer, as well as any credit enhancements or additional security.
- b. The Financial Plan should include a proposal relating to proposed terms and conditions of a site sale or lease. Any price or rent to be paid to the City for the purchase of the building and lease of the Site should be included.
- c. The proposal should include proposed terms and conditions of a purchase of the structure and ground-lease of the property. For a ground lease structure, include minimum annual rents, plus the term of the ground lease (not to exceed 99 years) and any requested special consideration or conditions.

F. Special Conditions

- a. Any and all special conditions that the proposer may offer or request from the City are required to be listed. The proposer will need to elaborate on costs, terms, payment amounts, conditions, timing and such other pertinent factors, if selected for further negotiations.

The following is the approximate schedule for this RFP:

- RFP Issued April 1, 2011
- Pre-Submission Meeting April 21, 2011
- Proposal Submissions Deadline July 7, 2011
- Proposal Reviews July – September 2011
- Common Council Selects Proposer Late 2011
- Popular Referendum Feb / April 2012

Selection Process

Pre-Submittal Meeting and Tour

A pre-submission meeting will be held on at 10:00 AM April 21, 2011 at 704 East Gorham Street. Attendance at this tour is not required of proposers, but is highly recommended. All questions and answers from this meeting will be distributed in written format following the meeting.

A tour of 640 East Gorham Street, 646 East Gorham Street and 704 East Gorham Street will be held immediately following the pre-submission meeting on April 21, 2011. Attendance at this tour is not required of proposers, but is highly recommended. All questions and answers from this meeting will be distributed in written format following the meeting.

Those participants who choose to take the tour of the house should ensure that they have any engineers, architects or other development team members present so that they may review the existing structural condition to their satisfaction. Additional times to tour the Collins House can be arranged by contacting Dan Rolfs at:

Dan Rolfs, AICP
Community Development Project Manager
215 Martin Luther King Jr. Blvd.
P.O. Box 2983
Madison, WI 53701
E-mail – drolfs@cityofmadison.com
Phone: 608-267-8722

All questions that are raised outside of the pre-submittal meeting should be submitted in writing. No questions will be answered that are not submitted in this format. All questions that are submitted in writing will be answered in writing, with both the question and answer being made available to all parties who have indicated interest in responding to this RFP.

NOTE: All applicable State of Wisconsin Open Records laws apply to any and all written questions or other documents that are submitted.

Proposal Deadline

The proposals must be submitted in sealed envelopes or boxes by 2:00 PM on July 7, 2011, to:

Dan Rolfs, AICP
Community Development Project Manager
Department of Planning and Community and Economic Development
Room 312
215 Martin Luther King, Jr. Blvd.
Madison, WI 53701-2985

After the proposal deadline, City staff will review all submitted proposals to ensure they meet with the Proposal Submission Requirements outlined in this Request for Proposals. Failure to meet with the Submission Requirements may constitute a basis to eliminate that proposal submission from further consideration. However, the City of Madison may at its discretion, waive any non-conformity or take any other action or fail to take any action, as contemplated by the Disclosure and Disclaimer.

Following this review process, all proposals that meet the Submission Requirements will be forwarded to the Committee. The Committee will then review the proposals based upon the Evaluation Criteria identified in this Request for Proposals. If necessary, a short list of submittals will be developed by the Committee. Interviews may be conducted with each Proposer submitting a proposal. During these interviews, the technical and financial aspects of the proposals may be explored. Proposers will have an opportunity to clarify their proposals as well as to advise the Committee of any additional factors, which they may deem as relevant.

Proposers may also be asked to present their proposals at a public meeting. During this presentation, proposers may be asked to respond to questions and concerns from the public, including neighborhood residents.

Following any presentations, interview or other forums for Proposers to present their proposal, the Committee will recommend one proposal to the City of Madison Common Council. If this proposal is approved by the Common Council, City staff will be directed to work with the selected Proposer to draft applicable agreements.

The terms and conditions of any agreement will require Common Council approval. Approval of any agreement is also contingent upon complying with applicable deed restrictions or securing any necessary waivers or consents.

All applicable agreements between the Proposer and the City will be subject to final approval by the Common Council. Agreements are not binding until they are approved by the Common Council and executed by all parties involved. Development teams excluded from further consideration at any time in the evaluation and selection process will be notified in writing.

Submission of Proposals and Deadline

Eight (8) copies of the proposal shall be submitted, along with a complete PDF document containing the proposal on a CD in a sealed box or envelope. All graphic images included in the proposal shall be included on the CD.

Proposal submissions should be organized in an 8 ½" x 11" format with tabled sections corresponding to the Submission Requirements listed in the "Proposal Submission Requirements" Section of this RFP. Any images, site plans, elevations, cross-sections, etc. should be in scalable format and put on sheets no larger than 11" x 17".

Proposals must be submitted as per requirements identified in the "Proposal Selection Requirements" portion of this RFP by 2:00 PM on July 7, 2011, to:

Dan Rolfs, AICP
Department of Planning and Community and Economic Development
City of Madison
Room 312
215 Martin Luther King, Jr. Blvd.
Madison, WI 53701

Late responses will not be accepted and will be returned unopened.

After the submissions have been opened, the evaluation and selection process will begin in accordance with the process contained in this RFP.

Questions or inquires regarding this RFP prior to the submission date, should be directed in writing to:

Dan Rolfs, AICP
E-mail – drolfs@cityofmadison.com

All questions must be put into writing and all answers to pre-submission questions will be answered in writing and circulated to all parties who have previously requested copies of this RFP.

The City reserves the right to reject any or all proposals, to waive any irregularities on the specifications or RFP process, or to cancel in whole or in part this RFP if it is in the best interests of the City to do so.

APPENDICES

Appendix A – Collins House and Surroundings



Appendix B

Transmittal Acknowledgement Letter

Proposers shall incorporate into each copy of their proposal the following letter on their letterhead stationary, with the executed Disclosure and Disclaimer attached.

Subject: City of Madison 704 East Gorham Street Request for Proposals

The undersigned has read the City of Madison's Request for Proposals for the re-use and rehabilitation of 704 East Gorham Street. I agree to and accept the terms, specific limitations, and conditions expressed herein. WE HAVE READ, RELY UPON ACKNOWLEDGE, AND ACCEPT THE CITY OF MADISON'S DISCLOSURE AND DISCLAIMER, AS PROVIDED IN THIS RFP, HERETO FULLY EXECUTED AND FULLY INCORPORATED INTO THIS LETTER.

Sincerely,

(SIGNATURE)

(NAME AND TITLE)

(ORGANIZATION)

(PROPOSER NAME)