

Garver Feed Mill Re-Use and Rehabilitation



**City of Madison, Wisconsin
Request for Proposals
April 2007**

NOTICE of REQUEST for PROPSALS

Dear Prospective Developer:

The City of Madison is seeking proposals from developers with demonstrated experience in the rehabilitation, development, management and adaptive reuse of historic properties. The criteria for reviewing proposals include:

- A focus on public use, and preservation of the Garver Feed Mill structure and access to the site;
- A proposal that is responsive to neighborhood concerns;
- A commitment to creating an environmentally responsible rehabilitation and adaptive reuse of the structure;
- A financially sound proposal that will not require City funding, and;
- An end use and program structure that is compatible with Olbrich Botanical Gardens (OBG) and the existing deed restrictions.

All responses to this RFP should be directed to:

Mr. Mark A. Olinger, Director
Department of Planning and Community and Economic Development
City of Madison
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635 (phone)
(608) 267-8739 (fax)

The proposals must be submitted in sealed envelopes or boxes by 1:00 PM on September 14, 2007, to:

Mark A. Olinger
Director, Department of Planning and Community and Economic Development
Room LL-100
215 Martin Luther King, Jr. Blvd.
Madison, WI 53701-2985

A pre-submittal meeting will be held on 10:00 AM, June 13, 2007, at OBG. Attendance at this meeting is not required of respondents, but is highly recommended, as both staff and committee members will be present. All questions and answers from this meeting will be distributed in written format following the meeting. A tour of the Garver Feed Mill structure will also take place at 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. Developers 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,

Mark A. Olinger, Director
Director, 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 awards or failure or refusal to make any award pursuant to such submissions, or in any cancellation of awards, or in any withdrawal or cancellation of this RFP, either before or after issuance of an awards, 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 developers and their design teams 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 developer will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Common Council of the City of Madison and then only pursuant to the terms of the definitive agreements 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.

Request for Proposals
Garver Feed Mill

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Introduction



Introduction

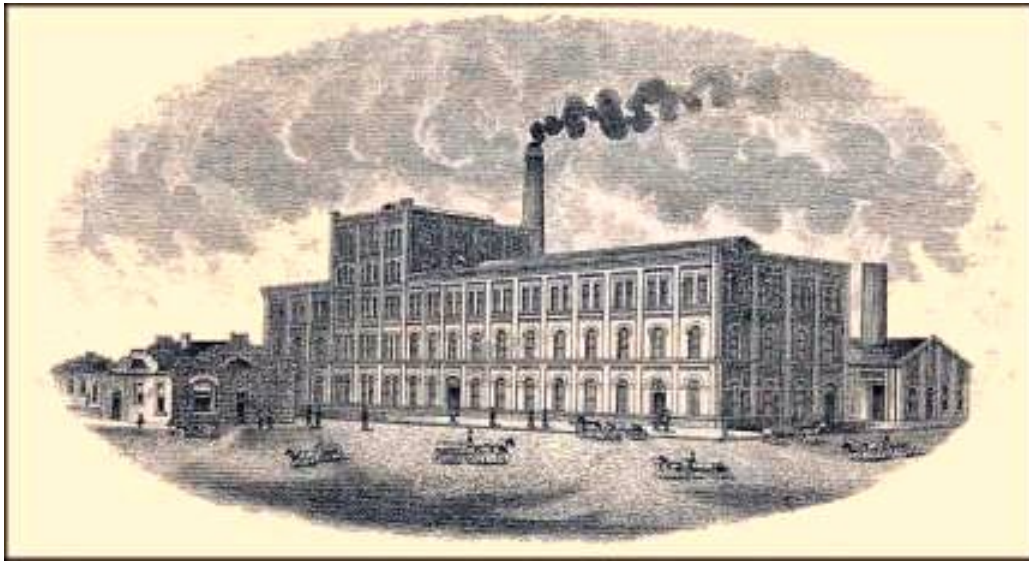
The City of Madison, Wisconsin is seeking a developer to rehabilitate, restore, make available for occupancy, and manage the Garver Feed Mill structure, located at 109 South Fair Oaks Avenue. A successful proposal will adhere to the criteria laid out in the “Selection Criteria” section of this Request for Proposals (RFP).

The Garver Feed Mill Reuse Committee (the “Committee”) was charged with the creation of this RFP, as well as initial review of proposals. The Committee will make a recommendation to the City of Madison Common Council, who will then take final action to accept a proposal.

A map of the Garver Feed Mill and environs is shown in Appendix A.

The RFP identifies the scope of the development, the submission requirements, and the process that will be used to select a developer and design team.

Background



Background

The Garver Feed Mill is a part of the property owned by the City of Madison Parks Division as a part of Olbrich Botanical Gardens (OBG).

Olbrich Park was named for Michael B. Olbrich who acquired the property along Lake Monona on Madison's East Side prior to 1921. Olbrich sold the land to the city of Madison in 1921, at cost, for the creation of much-needed gardens and parklands on Madison's East Side. The gardens, which were part of Olbrich's original vision, came to fruition in 1952 with the establishment of Olbrich Botanical Gardens (OBG). OBG has grown with the addition of a Garden Center in 1978 and the opening in 1991 of the tropical Bolz Conservatory and expanded Garden Center. Nearly 250,000 people visit OBG annually. Olbrich Park continues to serve the community with its boat launches, beach, softball diamonds, ice rink and play area.

The Garver Feed Mill, excluding the Garver Cottage, is located on land owned by the City of Madison Parks Division and operated jointly by the City of Madison Parks Division. The United States Sugar Beet Company originally built the structure in July 1905. The property and structure were sold to James Russell Garver in May of 1929 who converted the site to the Wisconsin Sales and Storage Company, offering general storage and dairy and poultry feeds.

OBG's non-profit partner, Olbrich Botanical Society ("OBS"), purchased the site and structure on November 11, 1996 using contributions from private donors and a Stewardship Grant from the Wisconsin Department of Natural Resources ("WDNR"). OBS donated the property and structure to the City of Madison subject to a deed restriction that specified that "the property be used, in perpetuity, as parklands devoted primarily to botanical gardens, except that the City may use the buildings now located on the property for storage, offices and other municipal uses, on a temporary interim basis.

The WDNR grant contract is available for review, should a respondent to this proposal deem it necessary. This document can be obtained by visiting the Garver Feed Mill Reuse Project website (<http://www.cityofmadison.com/planning/garver.html>) and clicking on the link for "Purchase Agreement". The grant contract is found on page 130 of this document.

After OBS purchased the Garver site, it recorded a deed restriction similar to the restrictions that were attached to the funds from the WDNR. OBS then deeded the land and structure to the City of Madison. The resolution that the City of Madison Common Council passed accepting the Garver structure and lands contained a similar restriction as the deed restriction recorded by OBS and the grant from the WDNR. The deed from OBS to the City of Madison can be obtained by visiting the Garver Feed Mill Reuse Project website (<http://www.cityofmadison.com/planning/garver.html>) and clicking on the link for "Purchase Agreement". The deed is found on page 67 of this document.

The City resolution authorizing the acquisition of the Garver property from OBS is also found on the Garver Feed Mill Reuse Project website (<http://www.cityofmadison.com/planning/garver.html>). This is found under the link for “City Resolution Authorizing Acceptance of Garver Property”.

In 2001, a fire broke out in the rear portion of the building. While fire fighters were able to save the majority of the building, the rear portion was destroyed. However, volunteers from surrounding neighborhoods salvaged many of the bricks from this fire. These bricks could be used, depending on their condition, in the rehabilitation of the remainder of the Garver structure.

The City of Madison commissioned Hasbrouck, Peterson, Zimoch, and Sirirattumrong (HPZS) to complete a Feasibility Study for the Rehabilitation and Adaptive Reuse of the Garver Feed Mill. This study was completed on April 21, 2005 and is provided on the City website: <http://www.cityofmadison.com/planning/garver.html> under the heading “Feasibility Study for the Rehabilitation and Reuse of the Garver Feed Mill”.

This study provides background on the structure, as well as a condition report that could be referred to during rehabilitation efforts.

Neighborhood Input

On November 5, 2006, a neighborhood meeting was held to obtain initial public input into the future of the Garver Feed Mill and lands in the surrounding North Plat. The location of the North Plat is shown on the map on the first page of the “Site and Structure” section of this RFP (see page 11). This meeting was held at Olbrich Botanical Gardens, and included a visioning session and an opportunity for a large amount of public input. The neighborhood input that was gathered at this meeting is summarized at the Garver Feed Mill Reuse Project website (<http://www.cityofmadison.com/planning/garver.html>) under the heading “Neighborhood Workshop Results”.

Respondents to this proposal are strongly encouraged to carefully consider the input of the neighborhood as they develop their proposals.

Site and Structure



Site and Structure

The Site identified on the previous page as the “Garver Feed Mill” is located behind the Olbrich Botanical Gardens, off of Atwood Avenue and Fair Oaks Avenue.

Address: 109 South Fair Oaks Avenue

Parcel No.: 0710-054-0096-7

Parcel Size: 217,832 SF (5.00 acres)

Structure

The firm Law, Law, and Potter, the forerunner of the firm Potter Lawson, Inc, designed the 1929 renovation of the sugar beet factory when it became the Garver Feed Mill. All available documents from the Potter Lawson, Inc. archives are available by contacting Dan Rolfs, AICP. Contact information is provided on the following page.

Access

Access to the Site for motor vehicles is currently via Sugar Avenue, which intersects Atwood Avenue. This roadway is minimally improved. It should also be noted that this roadway cuts directly through the parking lot of Olbrich Botanical Gardens.

Respondents should plan for the primary access for motor vehicles to the site to be located off Fair Oaks Avenue. It should be noted that this access would require obtaining access through a parcel of land currently owned by the City of Madison Parks Division. Also, this access would require the construction of a new road / driveway extension.

The Union Pacific Railroad and a bike path form the southern boundary of this site. The Union Pacific Railroad line is directly south of the site, while the City bike path is immediately south of the railroad line. Any end use of this site should minimize any effect on these two transportation routes. Multi-modal access should be emphasized throughout this project.

Utilities

The Site currently has utilities extended to it. However, any rehabilitation or remodeling of the Garver Feed Mill would most likely require reconstruction of these utilities within the Site’s boundaries.

Electric service is available on the Site. Fiber optic lines also run along the edge of the Site, along the railroad right of way.

Zoning

The Site is currently zoned His-L M1. 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 Garver Feed Mill Re-Use Committee will provide input to the developer 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

Respondents to this proposal 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 Garver building, 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 address listed above.

Neighborhood Plan

There is currently a neighborhood plan in place titled "Schenk – Atwood - Starkweather - Worthington Park Neighborhood Plan", which can be found at the link: <http://www.cityofmadison.com/planning/ndp/schenk.pdf> . Respondents should consult this neighborhood plan when crafting their proposal.

Selection Criteria



Selection Criteria

The Garver Feed Mill Re-Use Committee has developed a list of required criteria that all respondents to this RFP must meet. All criteria expressed below are equally important. These include the following:

Public Use:

1. Some level of public use of the building, beyond its role in supporting the work of Olbrich Botanical Gardens (OBG), will be a feature of any successful proposal. Examples of possible public uses are gallery or performance space, gift shops / light retail, library or lecture / demonstration / education space, museums, conference center. The emphasis of this requirement is public access to the Garver building.
 - a. A successful proposal will include a public education function in their end use.
 - b. A successful proposal may be mixed-use in nature.
2. A successful proposal will preserve -- to the greatest extent possible -- the look and architectural style of the existing building. While the intent is to preserve, restore, and use the building, it may be necessary for a successful proposal to include partial demolition depending on the characteristics of the project and the existing condition of the building. Any proposed modifications to the building require approval of the City Landmarks Commission.
3. A successful proposal will create an inclusive and fully accessible space that reaches out to all members of the community.
4. A successful proposal will include a primary use(s) and may have mixed uses that are incidental to the primary use. Examples of incidental uses are:
 - a. Housing
 - b. Office space
 - c. Light manufacturing
 - d. Retail

Neighborhood:

1. A successful proposal must minimize their impacts on the surrounding gardens and the North Plat (as shown in the "Site and Structure" section of this RFP) by:
 - a. Limiting non-park or non-garden use of outdoor space
 - b. Only requiring the land within the building's existing footprint, and necessary space surrounding the building for walkways, landscaping, additional architectural requirements, etc..
2. A successful proposal will have minimal adverse impact on the immediate surrounding neighborhood, e.g. limited festival noise/special event activities.
3. A successful proposal will be responsive to the neighborhood concerns as articulated in the minutes of public forums (available at <http://www.cityofmadison.com/planning/garver.html>).

Environmental:

1. A successful proposal will be environmentally responsible (i.e. utilize green building techniques, green roof, storm water runoff control, rain gardens, etc.).

Financial:

1. A successful proposal will demonstrate long-term financial viability.
2. A successful proposal will demonstrate relevant experience and a history of success by the development team in projects of similar scope and size.

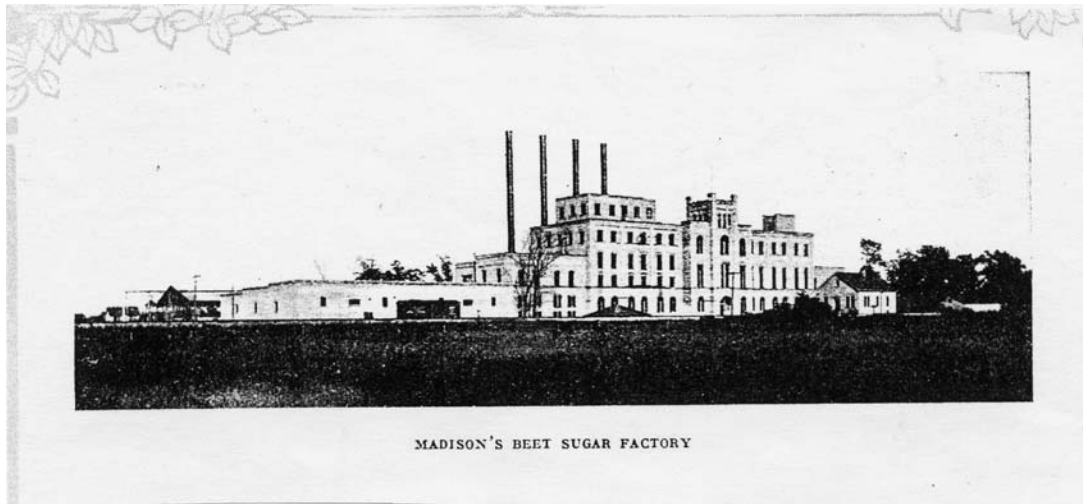
Compatible with Olbrich Gardens:

1. Multi-modal access is required. One means of access to the building will not be emphasized over another. Shared parking strategies must be incorporated into successful proposals.
2. Functional collaboration with OBG is required. This collaboration must be consistent with the gift from the Olbrich Botanical Society (OBS) and accompanying deed restrictions, as well as Olbrich Garden's space needs. Developers are encouraged to contact the Executive Director of OBG, Roberta Sladky (608-246-4586) to further develop this collaborative relationship.
 - a. OBG is in need of additional classroom space. Proposals can help satisfy some of that additional need by making classroom space available when not in use by the final user of the building. It is not anticipated that a proposal could satisfy all of the additional classroom needs of OBG.
 - b. OBG is in need of the following additional SF (14,200 SF total)
 - i. 1,000 SF of clean, dry, heated storage space for archival purposes
 - ii. 10,000 SF of heated space for equipment storage / equipment
 - iii. 200 SF for a 150 SF walk in bulb cooler
 - iv. 3,000 SF suitable to create office space for horticultural and maintenance staff
 - v. Access to restrooms in the renovated Garver building.
3. A successful proposal will recognize the City's desire to maintain long-term control / ownership of the Garver building. A long-term lease may be considered.

Access:

1. The primary auto / motor vehicle access for the Garver structure will be off Fair Oaks Avenue. However, the Sugar Ave. connection should be recognized as the primary pedestrian, bicycle and OBG maintenance access to the structure and link to Olbrich Botanical Gardens.
2. A successful proposal will make improvements to the safety and usability of the Sugar Ave. access.

Proposal Submission Requirements



Proposal Submission Requirements

In order to be considered responsive to this RFP, developer teams shall submit twenty (20) copies of the proposal submissions in a sealed box or envelope including a Word or 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 WORD OR PDF DOCUMENT ON A CD.**

Proposal submissions should be organized on 8 ½" x 11" format with tabbed 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 1:00 PM on September 14, 2007, to:

Mark A. Olinger
Director, Department of Planning and Community and Economic Development
Room LL-100
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 C.

B. Garver Feed Mill Re-Use Conceptual Plan / Design

- a. A statement of the physical project concept is required, to include general design characteristics, and initial details of the proposed redevelopment of the Garver Feed Mill. This design shall include:
 - i. Total number of parking stalls required for the proposed use(s);
 - ii. Existing and proposed access points to the Garver Feed Mill parcel;
 - iii. Total final square footage, by use (commercial, residential, public space, etc.) of the rehabilitated Garver Feed Mill;
 - iv. If residential uses are being proposed, total number of units, bedroom count, occupancy type;

C. Development Team Information

- a. *Organization Form, Team Members, Personnel:* Provide a complete identification of the developer and all associated team members (participating firms), the specific legal entity description and the jurisdictions under which the developer is organized, the principal representatives of each participating firm, evidence of management continuity within each major participating firm, and identification of the individual(s) authorized to negotiate and bind the developer are required. The development team information must include information adequate to permit a preliminary assessment of the developer's current financial strength and capacity to successfully undertake the project for each member of the development team;
- b. *Relevant Experience:* Proposals shall describe the relevant experience of each participating firm in the planning, redevelopment, financing and management of similar projects. Include evidence that the developer 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. Management Team

- a. Describe the proposed Management Team that will be responsible for managing the day-to-day activities of the Garver Feed Mill, once it is redeveloped. Specifically list and detail the roles and responsibilities of each individual. List all principals, firm background, and experience and provide examples of comparable projects that have been undertaken. Enclose current resumes for all members of the Management Team.

E. Project Management Plan

- a. A description of the project management plan addressing the issues set forth below is required.
 - i. Technical services to be provided by the developer and each member of the development team;
 - ii. Organization of the development team, responsibilities for project management, the specific experience of each team member; and
 - iii. Description of management, coordination and scheduling of required City agency reviews / approvals.

F. Development Costs

- a. An estimate of total costs for redevelopment shall be submitted in sufficient detail to permit evaluation. Development costs shall identify major line items, including but not limited to:
 - i. Architectural, engineering, interior design and other third-party soft costs;
 - ii. Project overhead and management;
 - iii. Initial rehabilitation costs, identified in the “Feasibility Study for the Rehabilitation and Adaptive Reuse of the Garver Feed Mill, Madison, WI”, (prepared by Hasbrouck, Peterson, Zimich, Sirirattumrong – April 21, 2005);
 - iv. Direct construction costs for interior build out (tenant improvements);
 - v. Financing fees and construction loan costs, as applicable;
 - vi. Development fees.
- b. A successful proposal will also include, as available, a qualifications and letter of commitment from bondable general contractor(s) for all construction or rehabilitation that is to be completed.

G. Financial Plan

- a. Provide an in-depth Financial Plan detailing the sources of capital and terms, and describing the financial resources of the development team 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 developer, as well as any credit enhancements or additional security. The Financial Plan must also present a budget for the ongoing maintenance and management of the rehabilitated Garver Feed Mill.
- 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 or lease of the Site should be included.
- c. The City of Madison will provide no funding for the rehabilitation of the Garver Feed Mill. TIF funds may be available for non-assessable public infrastructure improvements, but by State Statute, TIF funds cannot be utilized in the rehabilitation of public structures or facilities.
- d. The submission should include proposed terms and conditions of a sale or lease. For a lease structure, include minimum annual rents, any contingent

rent, plus the term of the lease (not to exceed 99 years) and any requested special consideration or conditions.

- e. The submission should include a disclosure of competitive projects, that the developer is involved in, as well as any previous or ongoing bankruptcy or litigation.
- f. Respondents should provide a list of banking references for previous projects that are similar in nature.

H. Schedule

- a. A GANTT chart schedule delineating the pre-design, design, design review, land use and historic approvals, rehabilitation and interior build out, operation, and management phases of the development is required. Included in this schedule should be a delineation of the public participation that will be used by the developer to solicit input.

I. Special Conditions

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

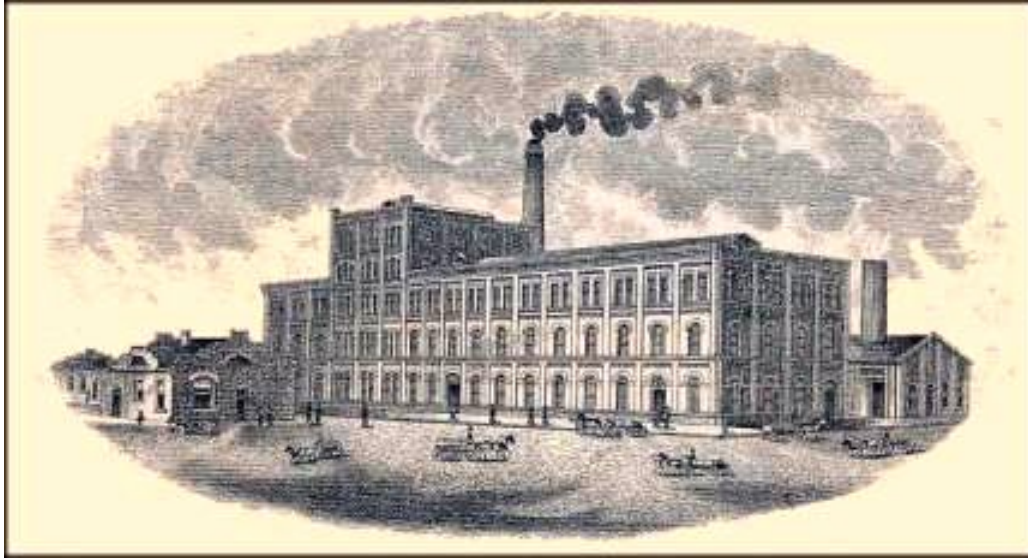
J. Checklist

- a. The Checklist in Appendix F should be included in the response to the RFP, identifying that each of the items listed in the checklist have been addressed.

The following is the approximate schedule for this RFP:

- RFP Issued June 2007
- Pre-Submission Meeting June 13, 2007
- Proposal Submissions Deadline September 14, 2007
- Proposal Reviews September – October 2007
- Common Council Selects Developer Late 2007

Selection Process



Selection Process

Pre-Submittal Meeting and Garver Feed Mill Structure Tour

A pre-submission meeting will be held on at 10:00 AM June 13, 2007 at Olbrich Gardens. Attendance at this meeting is not required of respondents, but is highly recommended. All questions and answers from this meeting will be distributed in written format following the meeting.

This meeting will be held at Olbrich Botanical Gardens, and will provide an opportunity for those present to tour the Garver Feed Mill. **Those who choose to tour the Garver Feed Mill do so at their own risk.** Participants in the tour should wear sturdy shoes and a hardhat and bring a flashlight.

Those participants who choose to take the tour of the structure should ensure that they have any engineers, structural engineers or other development team members present so that they may review the existing structural condition to their satisfaction. Additional times to tour the Garver Feed Mill 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 written format. 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 that are submitted to staff.

Proposal Deadline

The proposals must be submitted in sealed envelopes or boxes by 1:00 PM on September 14, 2007, to:

Mark A. Olinger
Director, Department of Planning and Community and Economic Development
Room LL-100
215 Martin Luther King, Jr. Blvd.
Madison, WI 53701-2985

After the proposal deadline, Planning Department 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.

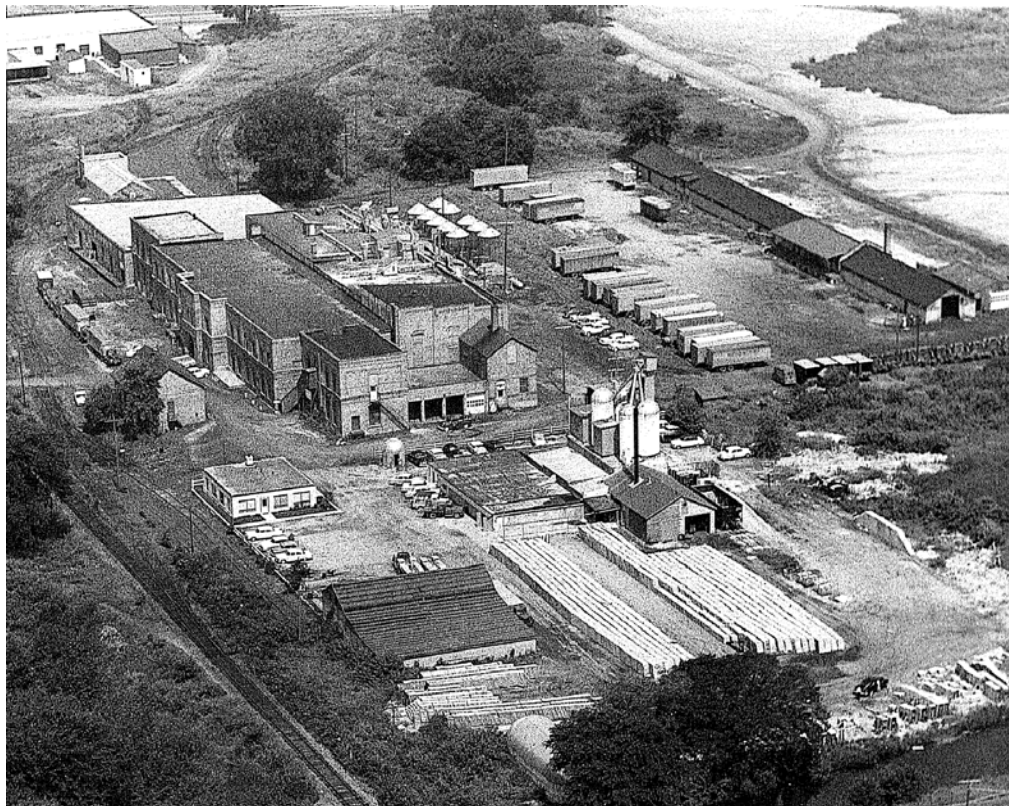
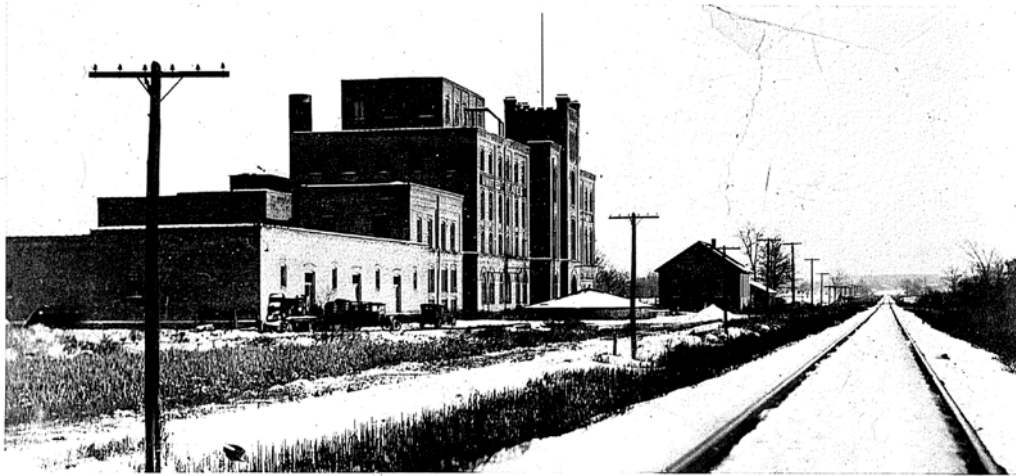
Following this review process, all proposals that meet the Submission Requirements will be forwarded to the Garver Feed Mill Re-Use Committee. The Garver Feed Mill Re-Use Committee will then review the proposals based upon the Evaluation Criteria identified in this Request for Proposals. If necessary,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

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

The Development Agreement terms and conditions will be negotiated with the selected developer. The terms and conditions of any Development Agreement will require Common Council approval. Approval of any Development Agreement is also contingent upon complying with applicable deed restrictions or securing any necessary waivers or consents.

All Development Agreements between the developer and the City will be subject to a vote for final approval by the Common Council. Development 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



Submission of Proposals and Deadline

Twenty (20) copies of the proposal shall be submitted, along with a complete Word or PDF document containing the response on a CD in a sealed box or envelope. All graphic images included in the response 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 1:00 PM on September 14, 2007, to:

Mr. Mark A. Olinger, Director
Department of Planning and Community and Economic Development
City of Madison
215 Martin Luther King, Jr. Blvd., Suite LL-100
Madison, WI 53703

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
Community Development Project Manager
215 Martin Luther King Jr. Blvd.
P.O. Box 2983
Madison, WI 53701
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. Responses to questions will also be posted to the project website, shown below.

This RFP, along with the Appendices, and other information of interest can be found at the following website:

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

The City reserves the right to reject any or all responses, to waive any informalities 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 – Garver Feed Mill and Surroundings



Appendix B
Feasibility Study for the Rehabilitation and Adaptive Reuse of the
Garver Feed Mill

The full text and attachments for the “Feasibility Study for the Rehabilitation and Adaptive Reuse of the Garver Feed Mill” can be located at the official website below:

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

Appendix C

Transmittal Acknowledgement Letter

Developers 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 Garver Feed Mill Re-Use Request for Proposals

The undersigned has read the City of Madison’s Request for Proposals for the re-use and rehabilitation of the Garver Feed Mill. On behalf of our development team, we 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 ON IN THIS RFP, HERETO FULLY EXECUTED AND FULLY INCORPORATED INTO THIS LETTER.

Also attached herewith is a checklist of the submission requirements of the City of Madison Request for Proposals for the re-use and rehabilitation of the Garver Feed Mill.

Sincerely,

(SIGNATURE)

(NAME AND TITLE)

(ORGANIZATION)

(DEVELOPER NAME)

**Appendix D
Request for Proposals Response Checklist**

- Transmittal / Acknowledgement Letter with executed Disclosure and Disclaimer
- Description of Organization Form, Team Member, Personnel
- Summary of Qualifications of Developer / Team
- Description of Relevant Experience of Developer / Team
- Disclosure of Competitive Projects, Bankruptcy, and Litigation
- List of Current Financial Banking References
- Description of Qualifications of Architect / Design Team
- Qualifications and Letter of Commitment from Bondable General Contractor(s)
- Statement of Garver Feed Mill Design Concept
- Development Project Management Plan
- Estimate of Total Costs
- Financial Plan / Structure
- Special Conditions
- Twenty (20) sealed copies of submission,
- CD containing the submission in Word or PDF format