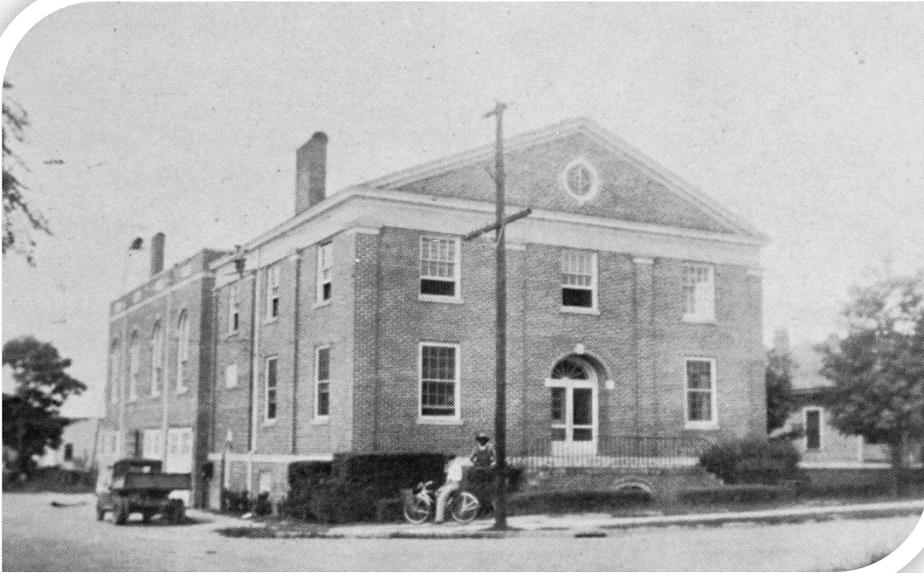


# Request for Bid/Proposal

## 231 E. Second Street



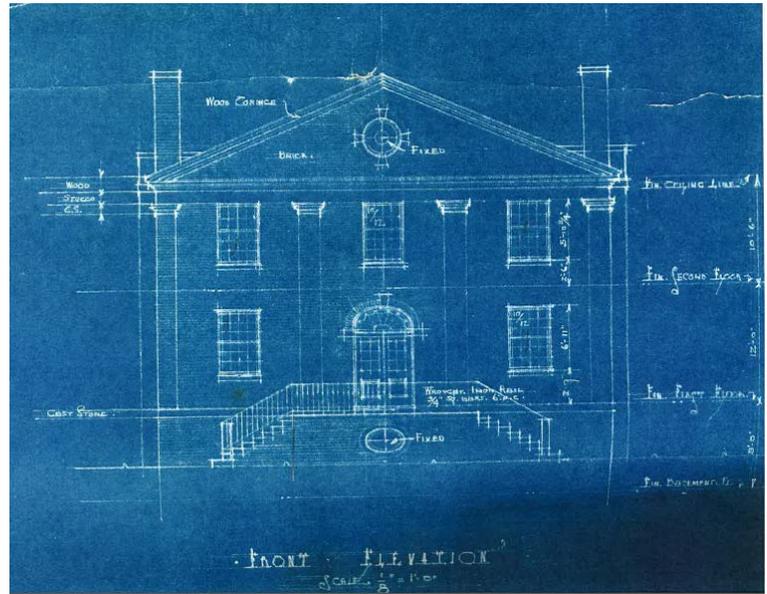
**TOWN OF CLAYTON**  
**NORTH CAROLINA**



## Introduction

Located on the southwest corner of East Second Street and Barbour Street, 231 East Second Street was constructed circa 1927 to house municipal offices. This town hall was home to the police and volunteer fire departments, the courtroom, and the jail. Space was also made for the library, which opened in 1931.

As the Town grew, municipal services moved out and into their own buildings, with the last of the municipal services moving out in 2002. Since then the building has been mostly vacant, being mostly used for storage and temporary office uses which support government functions.



## Status of the Building

Today, 231 East Second Street is in a slightly deteriorated but stable condition and is ideally positioned for an adaptive re-use project in part of the thriving Downtown Clayton economy.



## Request for Bid/Proposal

### Project Goals:

1. Restore 231 E. Second Street to a contributing part of the Downtown Clayton social and economic scene.
2. Attract private investment to Downtown Clayton by means of adaptive reuse and renovation of the former publicly owned and operated historic structure.
3. Establish the site as an economically viable, taxable asset in support of public services and consistent with private sector demand for the assigned use.
4. Projects proposed in conformity with the Department of Interior Standards and Guidelines for Historic Structures (qualifying Historic Preservation Tax Credit Projects) will be given priority over proposed projects not qualifying for preservation tax credits if all other criteria are equal or nearly equal.

### 231 East Second Street Project Requirements

- A. The Town intends for the existing structure at 231 East Second Street to be redeveloped for a use or uses which will positively contribute to the economic and social environment in Downtown Clayton. Zoning and building code issues notwithstanding such uses may include residential, office, or commercial orientation. Lesser value would be placed on governmental or institutional uses unless they are intensive and clearly sustainable. A mix of uses would be acceptable within any applicable Code restrictions.
- B. Bidders will be expected to purchase the structure and proposals should indicate a proposed purchase value. Minimum initial bid shall be no less than \$50,000 and subject to upset in accordance with NCGS. Ten percent of bid amount shall be provided as a bid deposit. Upset bids entered must exceed the standing high bid by at least 10% in order to be accepted.
- C. Bidders shall also propose specific use of the property with a minimum commitment of private new investment in renovation and adaptive reuse of the property. The minimum expected private investment potentially qualifying a proposal will be \$1,000,000. Prior to acceptance of a proposal the Town may require provision of a personal or corporate financial statement as necessary to verify resources are available for the project consistent with the extent of commitment made.
- D. Sale of the property will be subject to execution of a development agreement indicating use of the property, agreed upon sale price, minimum private investment, and project schedule. The development agreement may include requirement for posting of a performance bond in an amount necessary to ensure project completion or restoration of the site to an agreed upon safe and stable condition. The proposed value of private investment shall be specified in the development agreement with a point by point budget. All building elements shown in the budget must be met for the project to be considered complete. The budget of private investment is an OPC for a performance based agreement.

- E. The successful bidder will be expected to submit a schedule at least consistent with the timeline below:
- Close on the property: Within 60 days of execution of the development agreement.
  - Submit building plans, specifications, and a building permit application: Within 180 days of closing.
  - Begin project mobilization and construction: Within 31 days of receiving the building permit.
  - Project completion: Within a schedule mutually adopted by the developer and Town at the time of building permit issuance.
- F. In the event that the successful bidder, its successors, assigns and grantees, should fail to complete redevelopment of the project referenced herein within the time allowed herein, or such additional reasonable period of time as may be permitted by the Town Manager in writing, the 231 East Second Street property may be subject to reversion under terms stipulated in the aforementioned development agreement.
- G. The successful bidder, its successors, assigns and grantees shall at all times in using 231 East Second Street comply with all state and local Zoning and Building codes and comply with the Town of Clayton Code of Ordinances, as amended from time to time. Interested parties should note and take into consideration that no system or structure within the building is warranted as meeting current building code.
- H. The successful bidder, its successors and assigns agree that the Premises is to be conveyed “as is” and subject to existing easements, leases and permits and other matters affecting land titles and without any recourse as against the Town for the environmental or structural condition of the property.
- I. The successful bidder, its successors, assigns and grantees, shall prepare and maintain, or cause to be prepared and maintained, in accordance with generally accepted accounting principles consistently applied, appropriate books and records, reflecting all money received and all money disbursed in connection with the Property. The Town and its duly appointed representatives shall have the right to examine, audit, and copy such books and records during business hours on reasonable notice.

### **Request for Bid/Proposal Process**

Interested proposers shall submit a statement of qualification, purchase and development proposal, and project schedule in accordance with this document.

A pre-proposal site visit for inspection will be held with interested parties upon request, at a mutually convenient time set by both the proposer and the Town.

The best overall proposal will be selected based on all factors including consideration of purchase

price, value of private investment, scope and quality of proposed renovation, use plan, and experience of the developer with like projects. The Town reserves the right to reject any or all of the proposals.

### **Project Team and Experience with Like Projects**

Proposers shall submit a resume or other statement of qualifications for performing the project including an illustrative list of similar projects successfully and recently performed.

The Statement of Qualifications shall include a listing and description of qualifications for each principal team member and affiliated subcontractors and consultants.

### **Project Scope**

Proposers shall provide sufficient detail on the proposed uses and scope of work to be performed so that the Town can determine and evaluate completeness and quality of the project. Exterior renovation scope and methods should be described; window and door treatments specified, structural improvements must be considered and specified, particularly floor supports.

If the proposer intends to pursue Federal and/or State historic preservation tax credits then a statement verifying the intention to comply with the Department of Interior Standards and Guidelines and related reviews and approvals shall be provided.

The proposer should assess use and condition of the second floor as an explicit element of the project description.

### **Town Incentives for Project**

Base building permit fees, but not re-inspection fees, will be reimbursed to the owner upon issuance of a Certificate of Occupancy. (All fees will be charged to applicable contractors and trades but the cost for all Town of Clayton permits will be reimbursed to the owner at Certification of Occupancy.)

The building is eligible, upon receipt and approval of appropriate applications for façade grants for the two façades that face public streets. (Maximum reimbursement of 50% of project cost or up to \$10,000 total for the two façades.)

Town will reimburse water and sewer tap fees if new taps are necessary and installed for service to the site up to the cost of a standard 2" water tap and one standard four inch sewer tap. Water and sewer acreage fees will be waived. Water and sewer capacity fees and nutrient off-set fees will be applicable for daily capacity exceeding the base amount of 50 gpd. See form.

Town will install underground electric service feed to the site without cost. Cost for receiving

structure will be developer's expense but can be counted as an eligible expense under the façade grant program.

Site will be eligible for Clayton Downtown Redevelopment Incentive Grant (CDRIG) on property tax expense post renovation.

If the project redeveloper performs the project consistent with the Dept. of Interior Standards and Guidelines and is successful in acquiring Federal and State Historic Preservation Tax Credits, the Town will reimburse 50% of documented design and application fees up to a maximum of \$10,000.

Proposers should include a statement of any desired special consideration or conditions attached to the purchase cost, private investment, scope of work, expected public investment, or schedule details. The Town will consider stated, desired conditions in the context of the development agreement if the proposer is selected as the preferred project.

### **Submission of Proposals and Additional Information**

Proposals shall be submitted in a sealed envelope to the office of the Town Clerk, 111 E. Second Street, P.O. Box 879, Clayton, North Carolina no later than Friday July 15, 2016 at 4:00 pm. Envelopes must be clearly marked on the outside: 231 East Second Street Proposal with the name and address of the proposer. Electronic submittals will be allowed and must be sent by the deadline to: [kmoffett@townofclaytonnc.org](mailto:kmoffett@townofclaytonnc.org). Electronic submittals should include "231 East Second Street Proposal" in the subject line.

Information regarding the RFP document or process may be requested by contacting:

David DeYoung, Planning Director, Town of Clayton, NC at [ddeyoung@townofclaytonnc.org](mailto:ddeyoung@townofclaytonnc.org) or by phone at 919-359-9347.

Interested proposers should notify the Town of Clayton of their intent to propose in order to receive any supplements or addenda to the RFP. It is the responsibility of proposers to prepare and submit a complete and responsive proposal

## Proposal Statement

It is acceptable to provide attachments to this sheet with "see attachment" as a means to propose.

1. Describe in detail the scope and project approach to the adaptive re-use/renovation of 231 East Second Street. In the event the renovations will be phased a detailed phasing plan should be provided.
  
2. Describe in detail the intended or expected use of 231 East Second Street at project completion and include a project completion date.
  
3. Provide a list of project team members and qualifications including ownership group, consulting architects and/or engineers, and general contractor, if known.
  
4. Provide a resume or other statement of qualifications including an illustrative list of similar projects successfully and recently performed.
  
5. Total Project Budget \$\_\_\_\_\_ (A detailed cost takeoff is preferred and should be attached.)
  
6. Proposed purchase price for 231 East Second Street: \$\_\_\_\_\_.

Note: The Town of Clayton may require the successful proposer to provide a financial statement, proof of financing or other means to demonstrate the capacity to carry out the project renovation in the timeframe and within the scope specified.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Printed: \_\_\_\_\_

For: \_\_\_\_\_