



REQUEST FOR PROPOSALS

Consultant Services
For a Feasibility Study/Development Plan
For the building and property at 616 Broad Street
Altavista, VA, 24517

MARCH 30, 2016
ALTAVISTA ON TRACK
P.O. Box 283 Altavista, VA, 24517

INVITATION FOR BIDS

Sealed proposals will be received by Altavista On Track, 510 7th Street, Altavista, Virginia, 24517 until 5:00 P.M. EDT Wednesday, April 27th 2016 for professional services. The project entails the completion of a feasibility study to determine the most appropriate uses of the building, property, and realistic financial strategies for the protection, restoration and redevelopment of the historic building. All bids received will be publically read aloud by the Altavista On Track Board of Directors at 5:30 PM, EDT April 28th in the Altavista Town Hall meeting room.

Copies of the Request for Proposal (RFP) will be available at the Altavista Town Hall building during regular business hours, Monday through Friday, between the hours of 9:00 A.M. - 5:00 P.M. EDT. The RFP may be downloaded from the following web sites:

www.altavistava.gov

www.altavistaontrack.net

The proposal must be in the form provided by Altavista On Track and either mailed or hand delivered:

Address: P.O. Box 283 Altavista, Virginia, 24517

Hand delivered: 510 7th Street, Altavista, Virginia, 24517

Proposals must be in a sealed envelope marked with "Request for Proposal – Consultant Services for a Feasibility Study/Development Plan for the building and property at 616 Broad Street, Altavista, VA 24517." This project is funded in part by a grant from Virginia Main Street in partnership with The Virginia Department of Housing and Community Development. As such, the successful bidder will be subject to the terms and conditions of the grant contracts addressed in this RFP.

No bidder may withdraw their bid within sixty (60) days after the date set for receiving and opening bids.

Altavista On Track reserves the right to accept and/or reject any or all bids or parts thereof for any causes whatsoever, and to waive any informalities in the bids as they deem necessary for the best interest of the organization.

By order of Altavista On Track,

Main Street Coordinator,

Emelyn Gwynn



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SECTION I.
REQUEST FOR PROPOSALS
FEASIBILITY STUDY
616 BROAD STREET

A. Introduction

Altavista On Track is seeking the services of a qualified consulting firm to perform a feasibility study of the historic building located at 616 Broad Street, to determine the most appropriate uses of the building, surrounding property, and realistic financial strategies for the protection, restoration and redevelopment of the site.

B. Background Description

Property Description: 616 Broad Street, located within the historic and Virginia Main Street district of the town of Altavista, consists of a two story single unit building that covers approximately 12,000 sq. feet. The ground floor of the building is about 6,500 sq. feet, and has one stairway towards the rear of the building that leads to the second story.

The building is zoned C2 (General Commercial) with an additional layer of zoning called the Downtown Revitalization Overlay District (DRO). While located in a commercial district the upper story of the building could be developed for loft or upper story apartments.

The property was originally built in the 1920's as three separate building parcels that had ground floor retail spaces and businesses such as office space, doctors, and insurance agencies on the second floor.

In 1987, the first story of the building was completely restructured with new interior steel framing and a rear addition. The first story was combined into a one-unit space, while the second story still retains its original layout. The renovated property space served as a locally owned pharmacy for approximately 20 years, following that, the property was leased to Dollar General until 2010. The property has stood vacant since 2010.

Though the first story was completely renovated in 1985, the second story remains in its original 1920's structure, and could potentially be renovated into loft apartments or offices. With its size, 616 Broad Street remains in the center of our downtown district, and occupies 25% of that side of Broad Street. The property also serves on the National Register of Historic Places, as it still incorporates most of the original brick, windows, and doors.

Photos of the building are supplied in Appendix B.

C. Scope of Work and Project Goals

The project will consist of a feasibility study to determine the most appropriate property uses, building uses, and realistic financial strategies for the protection, restoration, and redevelopment of the historic property.

It is expected the following items will be delivered as a result of this study:

General Overview and Introduction, including:

Historic Use and current use

Importance of building to community's economic restructuring strategy

Preliminary Architectural Report

Building description and property context

Preliminary building assessment (exterior and interior)

Cost estimates to stabilize/secure the structure

Rough (As built) drawings

Site and parking assessment

Code analysis

Zoning analysis

Proposed building program

Overview of the proposed plan

Assessment of challenges, obstacles

Case studies of comparable projects

Engineering and Consulting

Structural report

Phase I Environmental site assessment

Other project specific studies/engineering

Consultant input for various operational needs, if applicable

Potential sources of grant/tax credit funding and potential funding gaps

Historic tax credits, including proof of eligibility (Par1, or register listing)

Industrial Revitalization Fund

Enterprise Zone Real Property grant

CDBG

New Market tax credits

VHDA planning grant

Local Government or other sources

The scope of work will as a minimum consider these factors:

- The historical preservation and restoration of 616 Broad Street is an essential goal, and the feasibility study recommendations must respect its historic significance for both the interior and exterior of the property.
- The ultimate ownership/operation of the building may be public, private, or a public/private partnership; some level of public access is desirable.
- There may be mixed use on the property.
- The study of the building should be compliant with the possible use of state historic tax credits.
- Cost estimates- The recommendations of the feasibility study must be practical and realistic both economically and politically. At the same time, creative approaches to achieve the goal are welcomed.
- This project is funded in part by a grant from the Department of Housing and Community Development. As such, the successful bidder will be subject to the terms and conditions of the grant contracts attached to the RFP's.

D. Phases of Work

It is envisioned that this project will have two phases.

Phase 1.

Phase 1 will result in at least three feasibility property uses and development options, which meet the project goals. These recommendations should include probable costs of undertaking each option and an assessment of the challenges and benefits of each option. The project consultants will assist Altavista On Track in the selection of the preferred option, as requested.

Phase 2.

Phase 2 will result in more detailed and refined information for the implementation of the preferred option. Among the recommendations and proposed implementation strategies will be:

- Preferred property use(s) and the approvals- e.g., zoning, and conditions necessary to allow those uses. The recommendations for the preferred property use(s) will be supplemented by market data or reports, or any other relevant information and research, which supports the economic viability, market demand, and political and public support for the preferred use(s).
- Identification of the beneficial property ownership/lease scenarios, including and public/private partnerships.
- Identification of the public benefits.
- Identification of any tax benefits to potential property investors.
- Economic and cost analysis of implementing the preferred option, including capital site improvements; maintenance operating and carrying costs of the property for the proposed use(s); remediation of any hazardous environmental site conditions; compliance with any applicable local, state or federal codes; and income projections for any proposed lease or rental uses of the property.

SECTION II.
INFORMATION TO BIDDERS

1. Form and Submission of Proposals:

Altavista On Track invites proposals in annexed form. Proposals must reach Altavista On Track/Altavista Municipal Building at 510 7th Street, Altavista, VA, 24517 at the given time in the Invitation to Bid. Each bid must be contained in a sealed envelope, addressed to Altavista On Track and conspicuously endorsed with the name of the proposal.

2. Papers Accompanying Proposals

Each proposal must be accompanied by the following papers, which, unless otherwise indicated, should be enclosed with the proposal.

Qualification Statement

- a.) All respondents must address all of the items listed in the Scope of Work. Additionally, submissions will not be reviewed unless they contain all of the informational items and are received prior to the submission deadline. The purpose of this RFP is to obtain concise information regarding the respondent's ability to conduct a comprehensive analysis of the potential redevelopment and use options of the 616 Broad Street property.
- b.) A cover letter shall be included with each copy of the Qualifications Statement. The cover letter shall confirm that the respondent is willing and able to commit all necessary resources and staff as proposed. The cover letter must be signed by an officer of the parent company of lead firm submitting the Qualification's Statement.
- c.) To be considered a qualified consultant, the respondent must demonstrate that his/her organization has the necessary experience, skill, and financial resources to undertake and successfully complete the work services required. The following specific information is required of each respondent:
 1. Name, address and telephone number of the respondent
 2. Identification of the principal contact person
 3. The type of organization (corporation, partnership, joint venture, etc.) including a list of participants and an organizational chart.
 4. If the respondent is a subsidiary of another firm, the above information must be included for the parent company, along with a letter signed by an officer of the parent company supporting the subsidiary submission.
 5. If the respondent is organized as a joint venture of partnership the relationship and responsibilities or the parties must be identified and explained, and shown on an organizational chart.
 6. If there is a potential for subcontracting any portion of expected work elements, the information requested above must be furnished for the subcontractors.

7. Identify the key personal who would be involved in the subject project and include brief resumes.

Experience and Qualifications

1. The respondent must provide a concise statement of the firm's understanding of the intended study and the approach the firm will take to accomplish the protect tasks previously outlined.
 2. Familiarity with the fields of real estate development, historic preservation, building renovations, historic tax credits, and financial market analysis should be provided.
 3. The respondent must provide a list identifying their experience in performing feasibility studies, similar in nature to this RFP. This information shall involve detailed information regarding individual project experience and the role of the respondent and references.
 4. The respondent must provide a brief description of the computer aided drafting and design services which will be utilized by the respondent to accomplish the required tasks.
 5. Information on professional services hourly rates, including overhead and indirect costs must be included, but not limited to travel expenditures, mileage, copying costs, etc.
3. Acceptance of Proposal and its Effect
- Within 10 days after the opening of the proposals, the board will accept one of the proposals, or will reject all bids. The board will make formal acceptance of the proposal by a notice in writing signed by the president of the board of Altavista On Track, and mailed or delivered at the office designated in the proposal. No other act of the owner, its officers, agents, or employees shall constitute the acceptance of a proposal. The acceptance of the proposal shall effect an agreement between the board and the successful bidder, of which time shall be of the essence, for the execution of the Form of Contract and an analysis of the bid prices, and for liquidated damages, all as hereinafter provided. It shall not effect a contract for the doing of the things provided in the Form of Contract, but the rights and obligations therein provided shall become effective and binding upon the parties only with its formal execution. Neither the acceptance of the proposal nor the formal execution of the Form of Contract shall constitute an approval of the bidders proposed plan, equipment, method, and program of work services.

4. Execution of Form of Contract

Within ten days, weekends and holidays excepted, after the acceptance of the proposal, Altavista On Track will present to the successful bidder the Form of Contract, with the blanks filled out in accordance with the proposal. Within ten days, weekends and holidays excepted, the successful bidder shall deliver all copies to Altavista On Track Board of Directors, duly executed by their company as the contactor. Upon their receipt and upon receipt of satisfactory security for the bidder's agreed performance, Altavista On Track will execute all copies and shall return one to the successful bidder.

5. Right to Accept and Reject Proposals

Altavista On Track reserves the unqualified right, as its sole and absolute discretion, to reject any or all proposals and to waive and informalities therein. The award if any, will be made for each contract to the lowest responsible bidder on the basis of the total of the sum of all items making up that particular contract, but Altavista On Track reserves the right to omit any items or items from the contract after the award and prior to the execution of the contract.

In the event that a successful bidder defaults upon the agreement created by the acceptance of the proposal, Altavista On Track reserves the option to accept the proposal of the next lowest bidder within eighteen days from such default, in which case, such acceptance shall have the same effect as to such bidder as though he were the originally successful bidder.

Each bidder must inform themselves fully of the conditions relating to construction and labor under which the work is now or will be performed. In so far as possible, the contactor, in the carrying out of his work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor.

Bids will be compared on the basis of the prices bid for the items in the schedule of items and prices. No bid will be accepted which does not contain a price for each item.

Proposals, which contain any unbalanced bid items, or which are conditioned or obscure, or which contain additions not called for, erasures, omissions, qualifying letters, alterations or irregularities of any kind, may be rejected as informal.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Overall qualifications of the consulting firm
- The respondent's understanding of the goals of the study and the proposed approach in undertaking the project as indicated in the respondent's statement
- The amount of previous related experience
- The respondent's personnel and available resources devoted to the study
- Ability to complete the study in the designated time period
- Project cost

7. Time of Performance & Product Requirements

A. Completion Schedule

- Phase 1 – This work, as outlined in the Scope of Work, should be completed within one and a half months from the date that the contract is executed.
- Phase 2 - It is anticipated that this work should be completed within two months after the completion of Phase 1.
- All work must be completed no later than August 31st 2016 in accordance with the provisions of the DHCD grant.

B. Product Requirements

- Progress reports will need to be provided on the 1st and 15th of each month the contract is in force.
- The consultant will be required to submit copies of the completed studies for each phase comprising the project tasks to Altavista On Track.
- The consultant must also comply with the final report submission requirements.

8. Examination of Site:

The respondent shall, and is hereby directed to inspect the entire site of the proposed work and judge for himself/herself as to all the circumstances affecting the cost and progress of the work and shall assume all patent and latent risks in connection therewith. The pre bid site visit will be conducted on the 13th of April, 2016 between the hours of 2:00 and 5:00 P.M. EDT.

SECTION III
GENERAL CONDITIONS

Definitions

Altavista On Track or Owner -----Altavista On Track Board of Directors
Contractor ----- Successful Bidder

Workman’s Compensation

The contractor must accept, insofar as the work herein provided for their concerned, the provisions of the Workmen’s Compensation Act of 1917, and any supplements and amendments thereto and shall before the contract is signed, submit proof that they have accepted the Workmen’s Compensation Act of 1917.

Insurance

The Contractor shall take out and maintain during the life of this contract such public liability and property damage insurance as shall protect him/her and any subcontractor performing work covered by this contract, from claims for damages for personal injury, including accidental death as well as from claims for property damage which may arise from operations under this contract. The minimum limit for such insurance shall be \$500,000 for damages to any one person and \$1,000,000 for damages for any one accident; property damage minimum limit shall be \$100,000.

Contractor shall Furnish all Materials and Labor

The contractor shall provide and use, at their expense all materials and labor, and all implements and appliances necessary in carrying on, constructing and completing all work set forth hereunder as required by the specifications under this contract.

Local Conditions

It is understood and agreed that the contractor, before executing the contract, has by careful examination, satisfied themselves as to the nature and location of the work, the character, quality and quantity of the materials to be encountered, the character and equipment and facilities needed preliminarily to and during the prosecution of the work, general, and local conditions and all other matters which can in any way affect the work under contract.

Risks, Blame, ETC.

The contractor must assume all risks and bear any loss occasioned by neglect or accident during the progress of the work. The contractor agrees to indemnify, defend and hold harmless Altavista On Track and property owner from all suits and claims for damages, loss or injury to persons or property received or sustained from the contractor or their agents in the performance of the work under their contract. The

contractor must also assume all blame or loss by reason of neglect or violation of local or state laws, ordinances and regulations, encroachments upon neighbors, or from any other cause.

Damage to Property

In case any direct or indirect injury is done to the buildings and existing structures; or to public or private property of any kind, or to any materials or fixtures, or because of the work in consequence of any act of omission on the part of the contractor, their employees, or sub-contractors, the contractor, at his/her own expense shall restore such structures, property, materials, etc., to a condition equal or similar to that existing before such damage or injury was done.

Contractors Liability

The work in every respect shall be under the charge and in care of the contractor and at his risk, He shall properly safeguard against any or all or all injury or damage to the public, to any property, material, or thing, except where stipulated otherwise in the specifications and shall alone be responsible for any damage or injury from his undertaking of this work to any person or persons or thing connected, therewith. The contractor shall indemnify and save harmless Altavista On Track from all suits or actions at law of any kind whatsoever in connection with this work, and shall, if required, show evidence of settlement of any such action before final payment is made by Altavista On Track.

Permits, Licenses and Certificates

The contractor shall procure all permits licenses, pay all charges and fees and give notices necessary and incident to the due and lawful prosecution of the work.

Failure to Expedite Work

If the contractor shall fail to neglect labor, Altavista On Track may engage the necessary labor and deduct the amount of labor neglected from any payment due to the contractor under this contract. If the contractor for any cause shall fail to adequately prosecute the work, Altavista On Track may give the contractor notice that they are not adequately prosecuting the work. If the contractor shall not comply with the said notice within ten days after service of them, Altavista On Track may terminate the employment of the contractor, take possession of the premises and may employ such forces as may be necessary to finish the contract. In such case, the contractor shall receive no future payment until the work shall be finished.

Changes in the Work

Altavista On Track, without invalidating the contract, may order extra work or make changes by altering, adding to or deducting from the work, the contract sum being adjusted accordingly. All such work shall be executed under the conditions of the original contract, except that any claim for extension of time caused thereby shall be adjusted at the time of ordering such change.

In giving instructions, the contractor may have Altavista On Track make minor changes in the work, not involving extra cost, and not inconsistent with the purposes of the contract. No extra work or change shall be made unless in pursuance of a written order from Altavista On Track which has been signed.

Compliance with Grants

This project and the work performed by the consultant is subject to the conditions and requirements of the funding grant contracts issued by the Department of Housing and Community Development, extract found in Appendix A.

IV. FORM OF PROPOSAL FOR THE REQUESTS FOR PROPOSALS
CONSULTANT SERVICES
FOR A
FEASIBILITY STUDY
FOR THE
616 BROAD STREET PROPERTY

ALTAVISTA ON TRACK, ALTAVISTA, VA

To the Board of Directors:
Altavista On Track
P.O. Box 283
Altavista VA, 24517

Members,

The undersigned hereby proposes to furnish all tools, labor, and materials necessary to complete a feasibility study to determine the most appropriate uses, ownership options and financial strategies for the protection, restoration and redevelopment of the historic 616 Broad Street property in strict accordance with this Form of Proposal, Scope of Work, and General Conditions hereto annexed and made a part of this agreement, and all State and Local ordinances relating thereto. Also, including all appurtenant work necessary to complete this project in a first class manner to the satisfaction and approval of Altavista On Track for the following lump sum cost:

SCHEDULE OF ITEMS AND PRICES

<u>Item No.</u>	<u>Description of Services</u>	<u>Lump Sum Price</u>
1.	Feasibility study, pursuant to Scope of Work for Phases 1 & 2	\$ _____
		\$ _____ Price in writing

Witness, the hand and seal of the said Bidder this ___ day of _____ 20_____

Name of consultant: _____

Post Office Address: _____

Phone Number: _____

Fax Number _____

Accepted by: The Board of Directors, Altavista On Track

By: _____
President

Attest: _____
Secretary

Appendix A.

Extract of Department of Housing and Community Development(DHCD) Virginia Main Street (VMS) Memorandum of Understanding

Deliverables:

General Overview and Introduction, including:

Historic Use and current use

Importance of building to community's economic restructuring strategy

Preliminary Architectural Report

Building description and property context

Preliminary building assessment (exterior and interior)

Cost estimates to stabilize/secure the structure

Rough (As built) drawings

Site and parking assessment

Code analysis

Zoning analysis

Proposed building program

Overview of the proposed plan

Assessment of challenges, obstacles

Case studies of comparable projects

Engineering and Consulting

Structural report

Phase I Environmental site assessment

Other project specific studies/engineering

Consultant input for various operational needs, if applicable

Potential sources of grant/tax credit funding and potential funding gaps

Historic tax credits, including proof of eligibility (Par1, or register listing)

Industrial Revitalization Fund

Enterprise Zone Real Property grant

CDBG

New Market tax credits

VHDA planning grant

Local Government or other sources

Final report must include:

Executive Summary Report, including overview of the new proposed plan

Design Schematics

Draft business plan and pro-forma for renovated facility, including

Sources and uses (show all sources of funds, equity and plan of finance

Operational cash flow, ROI – 5 year projection

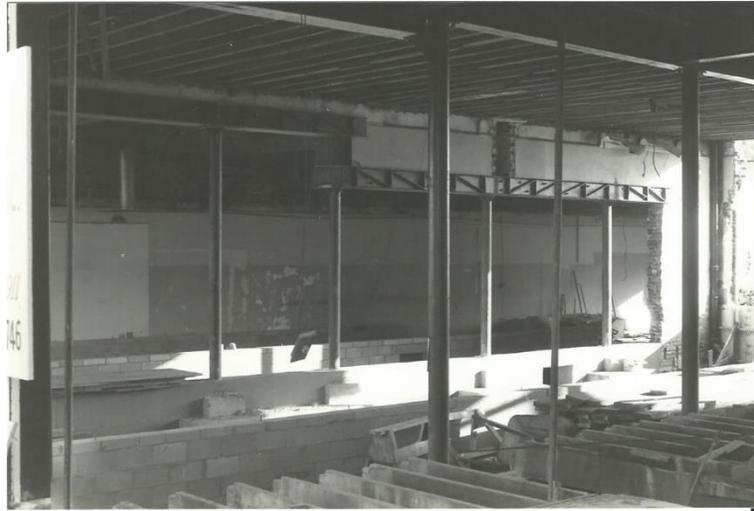
Estimates for construction/demolition/rehab costs and timeline

Note members of ownership or partnership entity

Identify management team and qualifications

Appedix B.

1985 Redevelopment





Present Day



