



City of Manchester Economic Development Office



REQUEST FOR PROPOSALS

By

The Manchester Economic Development Office

For

Parties interested in acquisition and development of a parking facility on the so-called “Bedford Street Lot” in the City of Manchester, New Hampshire

FY09-050-7

Proposals due by: 3:00 PM EST on Friday, September 12, 2008

Contact: Jay Minkarah, Economic Development Director at (603) 624-6505 or jminkarah@ManchesterNH.gov for details.

I. Intent

This document is intended to provide interested parties with sufficient information to prepare and submit proposals for the acquisition of Lot 900-7, a City-owned parcel that comprises most of the land area of a 108 space municipal surface parking lot known as the “Bedford Street Lot” for the purpose of developing a private or public/private garage to meet existing and future demand for parking in downtown Manchester and the Millyard. Proposals may include lease of air rights over the portion of Bedford Street on the eastern boundary of the lot as well as over Commercial Street along the western boundary of the lot. Proposals may also include the development of uses other than parking on the site alongside or above a proposed parking structure.

II. Oversight

The RFP process will be administered by the Manchester Economic Development Office (MEDO). A selection committee comprised of the Economic Development Director, the Planning & Community Development Director, the Parking Manager, City Solicitor, Chief Assessor, the Director of Public Works and the Finance Director or their designees and a representative from the Board of Alderman shall make its recommendations to the Board of Mayor & Aldermen for approval at the conclusion of the review process.

III. Site Descriptions

The Bedford Street Lot is located in the Amoskeag Millyard Mixed-Use (AMX) District. A parcel map and aerial image of the lot are attached. The subject parcel, Lot 900-7, consists of .8124 acres (35,390 square feet) located between Bedford and Commercial

Streets. The property is currently assessed at \$219,000. The site is entirely devoted to use as a municipal parking lot. Approximately 79 parking spaces are located entirely on the subject property. An additional 29 spaces are located partially or entirely in public right-of-way under the Notre Dame Bridge or on lot 900-7A; neither of which are offered for sale or included within the scope of this RFP. The existing parking spaces are currently made available to the public on a transient or monthly permit basis as part of the Millyard's "Yellow Zone" parking district. There are no buildings on the site, however, a subsurface sewer line and overflow structure bisect the northern side of the property.

IV. General Requirements

Proposals for the acquisition and redevelopment of the Bedford Street Lot shall, at a minimum, include development of a structured parking facility that would result in the provision of not less than 200 total spaces, of which, not less than 65 spaces shall be made available for transient public parking at market rates Monday through Friday between the hours of 7:00 AM and 7:00 PM as well as during additional days and times at the discretion of the Proponent. Development proposals may span all or portions of Bedford and/or Commercial Street, however, both streets must remain open as public streets. Where proposals include development of structured parking over a public street, the total number of on-street parking spaces within the affected area may not be reduced by more than 20%. The proposal must provide for the relocation of the existing sewer line and overflow structure located on the northern side of the site or include adequate provisions for on-going City access and maintenance.

V. Design Guidelines

Overall layout and design of the proposed parking garage shall be consistent with Amoskeag Millyard Mixed-Use District and Historic District Overlay. Proposals requiring variances may be acceptable providing that the overall scope of the proposal is consistent with the City's Master Plan and development goals. Zoning Code requirements can be found on the City's website: www.manchesternh.gov, at City Hall, or the Manchester Public Library. Proposals should be aesthetically appealing to the extent practical, and compatible with the existing character of the Amoskeag Millyard in terms of building height, massing, exterior finishing materials and other factors.

VI. Submission Guidelines

A. General instructions

The evaluation of a developer or development team will be based on the information submitted in the responses to this RFP and any associated background or reference checks. The Selection Committee may require interviews with Proponents to clarify certain aspects of any proposal if necessary. Proponents should present all information necessary for the Selection Committee to choose a proposal for recommendation to the Board of Mayor & Aldermen.

B. Submitting the proposal

Proponents shall submit an original proposal along with ten (10) copies of all materials required for acceptance of their proposal in sealed envelopes by 3:00 PM, September 12, 2008 to:

Jay Minkarah, Economic Development Director
City of Manchester
Economic Development Office
One City Hall Plaza
Manchester, NH 03101

An electronic version of the proposal shall be provided upon request. Proposals must be received in the above office by the specified time stated above. All proposals will be time-stamped when accepted. E-mail responses and faxes will not be accepted. Proposals received after the deadline will be returned unopened.

VII. Proposal Content

Proponents shall provide an executive summary of the essential elements of the proposal identifying the ways in which it addresses the general requirements of the RFP followed by a detailed description of the proposal accompanied by any plans, diagrams, charts pictures and other information and materials necessary to fully describe the proposal in as succinct a manner as possible. Each proposal shall, at a minimum, contain:

A. Proponent Information

1. Provide the legal name, mailing address, telephone number, e-mail address and fax number of the Proponent and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other legal entity. A proposal by a corporation shall also give the state of incorporation, identify the principal place of business and any local office including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Proponent. Proposals should also identify any partners, persons or firms who will participate in or are parties to the development proposal and any other parties who may act on behalf of the Proponent or who have the authority to legally bind the Proponent.
2. Describe the Proponent's experience and capabilities in developing similar projects.
3. Provide resumes describing the educational, work experiences and specific development project experience for each of the key staff who would be assigned to the project. Explain each key staff's role and expected time commitment to the project.

4. Purchase price offer and any proposed contingencies or conditions of sale.

B. Project Description

1. Provide a general overview of the proposed development plan and explanation of how it will meet the requirements as outlined.
2. Describe the number of parking spaces to be provided and the ways in which the proposed parking will be owned, managed and maintained including provisions for required public parking spaces.
3. Identify any spaces to be conveyed to parties other than the Proponent and the form of ownership proposed.
4. Provide conceptual site plans, floor plans, diagrams and narrative descriptions of the proposed garage and any other proposed uses.
5. Provide conceptual building elevations and artistic renderings or computer generated images to articulate the ways in which the proposed structure would be integrated into the Millyard and meet the City's aesthetic goals.
6. Provide a preliminary development pro forma showing estimated development costs and proposed sources and uses of funds for the project. Along with a general overview of the financial strategy and a demonstration of project feasibility.
7. A description of local planning and zoning approvals required along with any necessary state or federal approvals, permits or licenses required.
8. A proposed schedule for the project, including phasing if applicable.

C. Past, Present or Pending Legal Claims, Actions or Suits

Describe in detail any court proceedings to which the Proponent has been a party in the past ten (10) years including any determination by an arbitration panel, federal, state or local regulatory body or court of law that any Proponent member has been found in breach or default under any agreement or contract. Identify by name, location, caption, docket number, or other form of identification, the proceedings in which such determinations were made.

1. Describe any and all indictments and criminal investigations, regulatory actions, completed or pending, within the past ten (10) years, in any venue involving any member of the Proponent team. Identify by name, location, caption, docket number, or other form of identification, of all such criminal proceedings.
2. Identify any present or anticipated facts known to the Proponent that might reasonably be expected to adversely affect its ability to perform the services identified in the RFP.

D. Financial Qualifications and Condition

Interested Proponents must provide sufficient information and materials to demonstrate their financial ability to successfully complete the Project. If any financial information provided is not intended for public viewing, please provide such information in separate sealed envelopes marked "confidential." Acceptable support materials include the following:

1. Federal Income Tax returns for the past three (3) years.
2. Audited financial information, including balance sheets, statements of income and cash flow, and related footnotes for the previous three (3) fiscal years and unaudited information for the current interim period.
3. 10K filings and any other additional Securities and Exchange Commission filings for the previous three (3) years.
4. Annual reports for the past three (3) years.
5. Prospectus for any equity or debt financing in the past three (3) years.
6. Credit reports and ratings for equity or debt financing in the past three (3) years.
7. Confirmation of assets to be used to support guarantees and legal recourse of the City in the event of a breach of obligation.
8. Confirmation of the Proponent's access to bank lines of credit, revolving credit agreements, and other sources of liquidity.

VIII. Evaluation Criteria

The Selection Committee will evaluate proposals with consideration for the degree to which each proposal advances the City's goals of increasing parking capacity in the Millyard and stimulating economic development as well as the extent to which Proponents have the financial and technical ability to implement the proposal selected.

Specific factors to be considered include the following:

1. experience in executing projects of similar size and scope;
2. ability to implement the project expeditiously;
3. ability to secure necessary financing;
4. number of total parking spaces to be provided;
5. number of public parking spaces to be provided;
6. ways in which the parking spaces will be owned and managed;
7. compatibility of design features to the character of the Millyard;

8. timing and phasing of proposed development; compatibility of proposed uses with surrounding area;
9. degree to which the proposal contributes to or facilitates the development or redevelopment of commercial, residential or other non-parking uses on site or in buildings and sites located elsewhere in the Millyard or Central Business District;
10. projected valuation upon completion;
11. willingness to provide adequate security to the City of Manchester in the event of breach of commitments, through performance bonding, insurance or other performance guarantees, and
12. offer price.

IX. The Developer Selection Process

A. Inquiries

Any questions or concerns regarding the RFP must be submitted in writing (email preferred) to:

Jay Minkarah, Economic Development Director
City of Manchester
Economic Development Office
One City Hall Plaza
Manchester, NH 03101
jminkarah@manchesternh.gov

Proponents are expected to raise any questions, exceptions, or additions they have concerning the RFP document prior to the submittal deadline. All questions submitted and any answers provided will be made available to all other interested parties. If a Proponent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proponent should notify the above named individual and request modification or clarification of the RFP.

B. Proponent Interviews

Proponents may be asked to participate in interviews with the Selection Committee to further explain or clarify their proposals. Every reasonable attempt will be made to schedule each interview at a time and location that is agreeable to all parties. Failure to interview on the date scheduled may result in rejection of the proposal.

C. Proposal Withdrawal

Proponents may withdraw a proposal in writing at any time up to the proposal closing date and time. If a proposal is withdrawn before the proposal due date, the Proponent may submit modifications or another proposal at any time up to the proposal closing date and time.

All proposals shall become the property of the City

X. City Reservation of Rights

1. The City reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the City at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the City to do so.
2. Negotiation if undertaken by the City is intended to result in a contract which is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Consultant.
3. The City reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources; and additional work which may be identified subsequent to the starting date of the contract.
4. The City reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.
5. Any and all expenses incurred by the selected firm shall be the Proponent's responsibility.

XI. Calendar of Events

Listed below are key dates and times of actions related to this Request for Proposals.

<u>DATE</u>	<u>EVENT</u>
July 3, 2008	RFP issued.
September 12, 2008 (3:00 PM)	Proposals due.
September 15 – 26, 2008	Staff and Committee Review.
September 29, 2008	Committee Recommendation forwarded to Lands & Buildings Committee.
October 7, 2008	Presentation to Lands & Buildings Committee with request for recommendation to full board (target date).
October 21, 2008	Board of Mayor & Aldermen confirm recommendation of Lands & Buildings Committee & authorize preparation of Purchase & Sales agreement (target date).
By November 18, 2008	Purchase & Sales Agreement approved (target date).