



City of Manchester Economic Development



REQUEST FOR PROPOSALS

By
The Manchester, New Hampshire Economic Development Office

For
**Parties interested in acquisition of the 1.4 acre (+/-)
“Seal Tanning Lot” and the .66 acre (+/-) “Granite Street Lot.”**

Proposals due by: 3:00 PM EST, on Friday, January 25, 2007

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 and further development of two municipally-owned surface parking lots: the so-called “Seal Tanning Lot” and the “Granite Street Lot” for the purpose of developing additional parking capacity to meet exiting demand and to support the further rehabilitation and occupancy of existing buildings in Manchester’s historic Millyard. Proposals may be submitted for one lot but not the other, both lots individually or for both lots together under a single proposal.

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, the Director of Public Works and the Finance Director or their designees, a representative from the Mayor’s office and from the Board of Alderman shall make its recommendations to the Board of Mayor & Aldermen for approval at the conclusion of the project selection and review process.

III. Site Descriptions

Both the Seal Tanning and Granite Street lots are located in the Amoskeag Millyard Mixed-Use (AMX) District and in the Amoskeag Millyard Historic District Overlay. Parcel maps and aerial images of the Seal Tanning Lot are attached in Appendix A.

Appendix B includes plans and images of the Granite Street Lot. Additional descriptions of each of the parcels are provided below.

A. Seal Tanning Lot

The Seal Tanning Lot consists of 1.413 acres (61,552 square feet) located on Commercial Street between Phillippe Cote Street and Textile Court. The property is currently assessed at \$241,200. The parcel is entirely devoted to use as a municipal parking lot containing 142 permit parking spaces leased on a month-to-month basis, all of which are used by tenants in nearby or adjacent commercial buildings. There are no buildings on the site.

B. Granite Street Lot

Until recently, the Granite Street Lot consisted of 1.1708 acres (51,000 square feet) located on Phillippe Cote Street with additional frontage (but no access) on Commercial and Granite Streets. The parcel was primarily devoted to use as a municipal parking lot that contained 66 permit parking spaces leased on a month-to-month basis. Along the western edge of the property, a walkway provided access to the Merrimack Riverfront. Currently, the property is being used as a construction staging area for improvements to the FE Everett Turnpike Granite Street Exit (Exit 5). Once construction is complete in the spring of 2008, the size of the parcel will be reduced. A further subdivision of the property will be required to maintain public access to the riverfront area. After subdivision, the lot area will be reduced to 28,900 square feet. The property is currently assessed at \$234,100; however, the assessment does not reflect the reduction in lot size. There are no buildings on the site.

IV. General Requirements

A. Seal Tanning Lot

Proposals for the acquisition of the Seal Tanning Lot shall, at a minimum, include development of an on-site structured parking facility that would result in the provision of not less than 240 total spaces (98 additional spaces) and shall provide for the substantial rehabilitation of not less than 100,000 sq. ft. of building area (gross) within one or more historic or potentially historic buildings⁽¹⁾ located within one-quarter mile of the site suitable for residential, Class A office, research & development, light industrial, hotel, or other appropriate commercial use and occupancy.

B. Granite Street Lot

Proposals for the acquisition of the Granite Lot shall, at a minimum, include development of an on-site structured parking facility or the regrading and redevelopment of the property in manner that would maximize parking opportunities

on the site (a goal 70 spaces is desired) and shall provide for the substantial rehabilitation of not less than 50,000 sq. ft. of building area (gross) within one or more historic or potentially historic buildings⁽¹⁾ located within one-quarter mile of the site suitable for residential, Class A office, research & development, light industrial, hotel, or other appropriate commercial use and occupancy. Proposals for the Granite Street Lot shall reflect the planned subdivision of the lot as depicted in Appendix B.

C. Seal Tanning & Granite Street Lots – Joint Proposals

Proposals for the acquisition of both the Seal Tanning and Granite Street lots together, shall provide for the substantial rehabilitation of a minimum of 120,000 sq. ft. of building area (gross) within one or more historic or potentially historic buildings⁽¹⁾ located within one-quarter mile of the site suitable for residential, Class A office, research & development, light industrial, hotel, or other appropriate commercial use and occupancy.

Proposals for the Seal Tanning and Granite Street lots may include components involving the use, acquisition or redevelopment of all or portions of Phillippe Cote Street and Textile Court if necessary as well any other adjacent properties under the ownership or control of the Proponents.

V. Design Guidelines

Overall layout and design of proposed parking areas and building improvements shall be consistent with Amoskeag Millyard Mixed-Use District, Central Business District and Historic District Overlay districts where applicable. 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. To the extent practical, proposed building and parking improvements shall be designed to be "pedestrian friendly," aesthetically appealing and compatible with the existing character of the Amoskeag Millyard.

VI. Submission Guidelines

A. General instructions

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

B. Submitting the proposal

Proponents shall submit an original proposal along with seven (7) copies and an electronic version of all materials required for acceptance of their proposal by 3:00 PM, January 25, 2008 to:

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

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.

VII. Proposal Content

Proponents shall provide a brief 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 maps, 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 other persons and firms who will act on behalf of the Proponent and who have the authority to legally bind the Proponent.
2. Describe the Proponent's experience and capabilities in developing similar projects with a particular emphasis on Manchester area experience.
3. List and describe any properties owned by the Proponent in the Amoskeag Millyard, Manchester's Central Business District and other nearby or related areas.
4. List and describe businesses owned or operated by the Proponent in the Amoskeag Millyard, Manchester's Central Business District and other nearby or related areas.

5. 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.
6. 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. Identify the historic or potentially historic buildings to be partially or fully rehabilitated and describe each building's age, building type, condition, history, former uses and current uses if any.
3. Describe the number of parking spaces to be provided, the ways in which the proposed parking will support the existing or proposed uses identified within the proposal, the degree to which parking will be shared with other uses, property owners or the public if at all, and the ways in which proposed parking will be owned, maintained and managed.
4. Provide conceptual site plans, floor plans, diagrams and narrative descriptions of the proposed project detailing proposed uses along with the building area to be devoted to each use.
5. Provide conceptual building elevations and artistic renderings or computer generated images to articulate the ways in which any proposed structures would be integrated into the Millyard and meet the City's Historic District guidelines and 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 determination in the past ten (10) years 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, stimulating economic development and preserving historic or potentially buildings and structures 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. number of parking spaces to be provided;
2. historic value of buildings proposed for restoration or rehabilitation;
3. condition, use and occupancy levels of buildings or spaces proposed for rehabilitation;
4. compatibility of design features to the character of the Millyard;
5. timing and phasing of proposed development;
6. potential value of proposed uses;
7. compatibility of proposed uses with surrounding area;
8. the degree to which proposed uses contribute toward the area's social and economic mix, and
9. offer price.

Further, proposals will be evaluated based on demonstration of the Proponent's:

1. experience in executing projects of similar size and scope;
2. ability to implement the project expeditiously;
3. ability to secure necessary financing, and
4. 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.

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. 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 remain 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

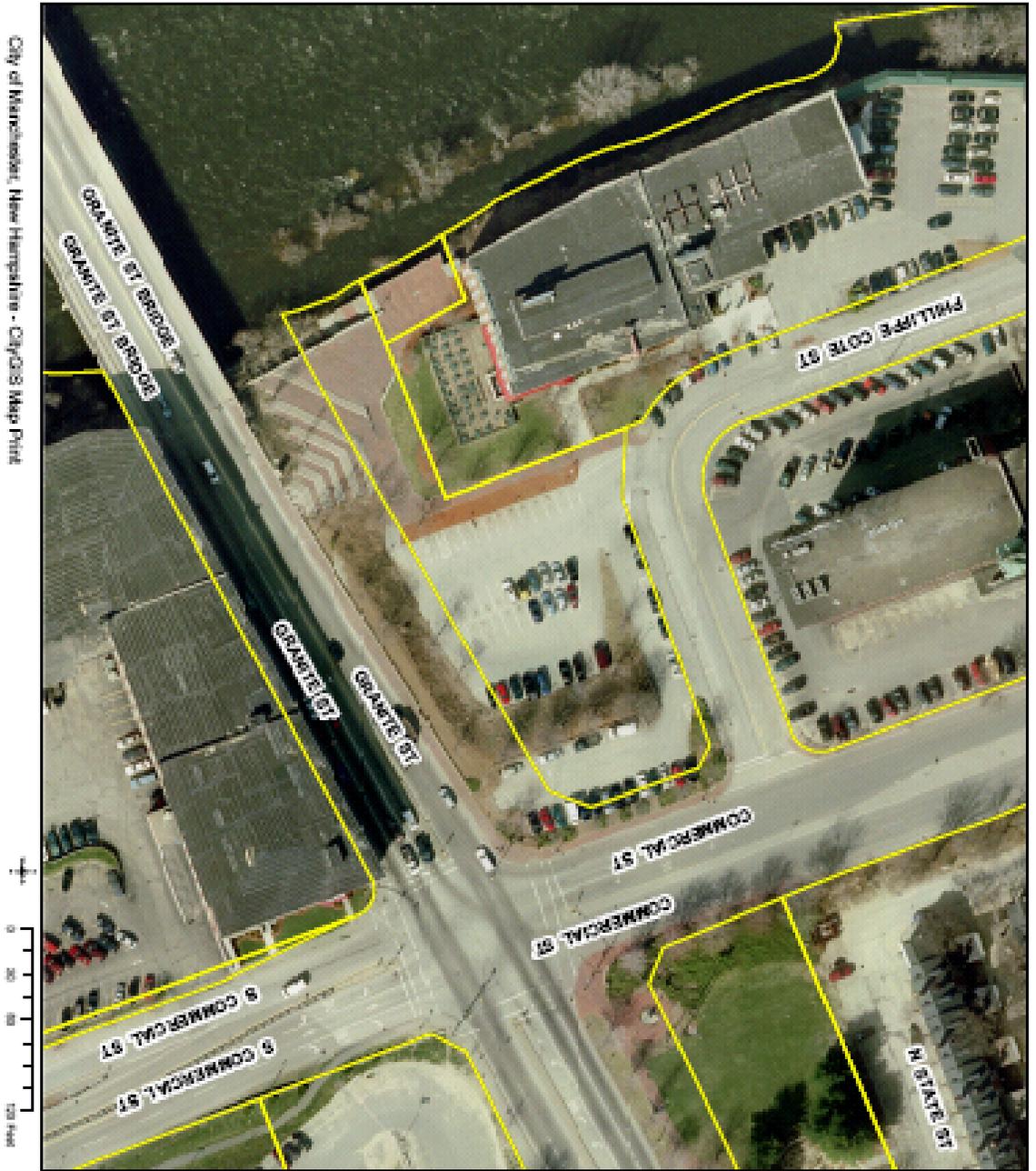
Listed below are key dates and times of actions related to this Request for Proposals.

<u>DATE</u>	<u>EVENT</u>
December 07, 2007	RFP issued.
January 25, 2008 (3:00 PM)	Proposals due.
Jan. 28 – Feb 8, 2008	Staff and Committee Review.
February 11, 2008	Committee Recommendation forwarded to Lands & Buildings Committee.
February 19, 2008	Presentation to Lands & Buildings Committee with request for recommendation to full board (target date).
March 4, 2008	Board of Mayor & Aldermen confirm recommendation of Lands & Buildings Committee & authorize preparation of Purchase & Sales agreement (target date).
By April 15, 2008	Purchase & Sales Agreement finalized (target date).

Notes:

- (1) An historic or potentially historic building is one that is individually listed on the national or state register of historic places, is located within a national, state or locally designated historic district or is at least 50 years old and eligible for individual listing.

Appendix B Granite Street Aerial



City of Watrous, NE - CityGIS Map Print



The information appearing on this map is the property of the City of Watrous, Nebraska, and is provided for your information only. It is not intended to be used for any other purpose. The City of Watrous, Nebraska, is not responsible for any errors or omissions on this map. The City of Watrous, Nebraska, is not responsible for any damages or losses resulting from the use of this map. The City of Watrous, Nebraska, is not responsible for any damages or losses resulting from the use of this map. The City of Watrous, Nebraska, is not responsible for any damages or losses resulting from the use of this map.

Appendix B Granite Street Per Contract

