



REQUEST FOR PROPOSALS

City of Hampton

ISSUING OFFICE:

Consolidated Procurement Div.
1 Franklin Street, Suite 345
HAMPTON, VA 23669
TELEPHONE: (757) 727-2200
FAX: (757) 727-2207

DATE: October 18, 2011

Attention of Offeror is Directed To Section
2.2-4367 to 2.2-4377 Code of Virginia
(Ethics In Public Contracting)

SEALED PROPOSALS will be received in the Issuing Office above until Closing Date and Closing Time as specified in this solicitation including any addenda issued by this office. The City of Hampton is not responsible for late delivery by U.S. Postal mail or other couriers. All inquiries for information regarding this Request for Proposal are to be directed to the Issuing Office as defined herein.

COMMODITY: Redevelopment of a Historic Building
NIGP CODE: 918-89

PLEASE FILL IN OFFEROR'S NAME & ADDRESS
IN THE SPACES PROVIDED BELOW:

THIS IS NOT AN ORDER

RFP ITEM NO.
12-851/D

PROCUREMENT OFFICER

Doris McRae, CPPB
Senior Buyer

CLOSING DATE

November 18, 2011

CLOSING TIME

3:00 P.M. EST

THE CITY OF HAMPTON, HEREAFTER REFERRED TO AS "THE CITY", RESERVES THE RIGHT TO ACCEPT OR REJECT ANY AND ALL PROPOSALS IN WHOLE OR IN PART.

THE CITY OF HAMPTON DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

The City of Hampton is seeking proposals from qualified Offerors for the Purchase and Re-Use of a Historic Building in Hampton, Virginia

ACKNOWLEDGE RECEIPT OF ADDENDUM: #1____ #2____ #3____ #4____ (Please Initial)

Authorized Agent:

Signature

Type or Print Name

Email Address

Telephone Number

Fax Number

Company FEI/FIN#

ENCLOSURES

ANTI-COLLUSION/NONDISCRIMINATION/DRUG-FREE WORKPLACE REQUIREMENTS

ANTI-COLLUSION CLAUSE:

IN THE PREPARATION AND SUBMISSION OF THIS PROPOSAL, SAID OFFEROR DID NOT EITHER DIRECTLY OR INDIRECTLY ENTER INTO ANY COMBINATION OR ARRANGEMENT WITH ANY PERSON, FIRM OR CORPORATION, OR ENTER INTO ANY AGREEMENT, PARTICIPATE IN ANY COLLUSION, OR OTHERWISE TAKE ANY ACTION IN VIOLATION OF THE SHERMAN ACT (15 U.S.C. SECTION 1), SECTIONS 59.1-9.1 THROUGH 59.1-9.17 OR SECTIONS 59.1-68.6 THROUGH 59.1-68.8 OF THE CODE OF VIRGINIA.

THE UNDERSIGNED OFFEROR HEREBY CERTIFIES THAT THIS AGREEMENT, OR ANY CLAIMS RESULTING THEREFROM, IS NOT THE RESULT OF, OR AFFECTED BY, ANY ACT OF COLLUSION WITH, OR ANY ACT OF, ANOTHER PERSON OR PERSONS, FIRM OR CORPORATION ENGAGED IN THE SAME LINE OF BUSINESS OR COMMERCE; AND, THAT NO PERSON ACTING FOR, OR EMPLOYED BY, CITY HAS AN INTEREST IN, OR IS CONCERNED WITH, THIS PROPOSAL; AND, THAT NO PERSON OR PERSONS, FIRM OR CORPORATION OTHER THAN THE UNDERSIGNED, HAVE, OR ARE, INTERESTED IN THIS PROPOSAL.

DRUG-FREE WORKPLACE:

DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES TO (I) PROVIDE A DRUG-FREE WORKPLACE FOR THE CONTRACTOR'S EMPLOYEES; (II) POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, A STATEMENT NOTIFYING EMPLOYEES THAT THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION, OR USE OF A CONTROLLED SUBSTANCE OR MARIJUANA IS PROHIBITED IN THE CONTRACTOR'S WORKPLACE AND SPECIFYING THE ACTIONS THAT WILL BE TAKEN AGAINST EMPLOYEES FOR VIOLATIONS OF SUCH PROHIBITION; (III) STATE IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR THAT THE CONTRACTOR MAINTAINS A DRUG-FREE WORKPLACE; AND (IV) INCLUDE THE PROVISIONS OF THE FOREGOING CLAUSES IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

FOR THE PURPOSE OF THIS SECTION, "DRUG-FREE WORKPLACE" MEANS A SITE FOR THE PERFORMANCE OR WORK DONE IN CONNECTION WITH A SPECIFIC CONTRACT AWARDED TO A CONTRACTOR IN ACCORDANCE WITH FEDERAL LAW, THE EMPLOYEES OF WHOM ARE PROHIBITED FROM ENGAGING IN THE UNLAWFUL MANUFACTURE, SALE, DISTRIBUTION, DISPENSATION, POSSESSION OR USE OF ANY CONTROLLED SUBSTANCE OR MARIJUANA DURING THE PERFORMANCE OF THE CONTRACT.

EMPLOYMENT DISCRIMINATION BY THE SUCCESSFUL OFFEROR SHALL BE PROHIBITED:

1. DURING THE PERFORMANCE OF THIS CONTRACT, THE CONTRACTOR AGREES AS FOLLOWS:
 - a. THE OFFEROR, SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, RELIGION, COLOR, SEX, NATIONAL ORIGIN, AGE, DISABILITY, OR ANY OTHER BASIS PROHIBITED BY STATE LAW RELATING TO DISCRIMINATION IN EMPLOYMENT, EXCEPT WHERE THERE IS A BONA FIDE OCCUPATIONAL QUALIFICATION REASONABLY NECESSARY TO THE NORMAL OPERATION OF THE CONTRACTOR. THE CONTRACTOR AGREES TO POST IN CONSPICUOUS PLACES, AVAILABLE TO EMPLOYEES AND APPLICANTS FOR EMPLOYMENT, NOTICES SETTING FORTH THE PROVISIONS OF THIS NONDISCRIMINATION CLAUSE.
 - b. THE CONTRACTOR, IN ALL SOLICITATIONS OR ADVERTISEMENTS FOR EMPLOYEES PLACED BY OR ON BEHALF OF THE CONTRACTOR, SHALL STATE THAT SUCH CONTRACTOR IS AN EQUAL OPPORTUNITY EMPLOYER.
 - c. NOTICES, ADVERTISEMENTS, AND SOLICITATIONS PLACED IN ACCORDANCE WITH FEDERAL LAW, RULE OR REGULATION SHALL BE DEEMED SUFFICIENT FOR THE PURPOSE OF MEETING THE REQUIREMENTS OF THIS SECTION.
2. THE CONTRACTOR WILL INCLUDE THE PROVISIONS OF THE FOREGOING PARAGRAPHS A, B, AND C IN EVERY SUBCONTRACT OR PURCHASE ORDER OF OVER \$10,000, SO THAT THE PROVISIONS WILL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

Name and Address of OFFEROR:

Date: _____ Authorized Signature _____

Printed Name: _____ Title: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

Federal Tax Identification Number/Social Security Number: _____

Is Offeror a "minority" business? ☐ Yes ☐ No If yes, please indicate the "minority" classification below:
☐ African American ☐ Hispanic American ☐ American Indian ☐ Eskimo ☐ Asian American ☐ Aleut Other; Please Explain:
Is Offeror Woman Owned? ☐ Yes ☐ No
Is Offeror a Small Business? ☐ Yes ☐ No
Is Offeror a Faith-Based Organization? ☐ Yes ☐ No

PURPOSE

The City of Hampton, VA, is soliciting proposals from interested parties for the purchase and reuse of an early 20th century brick two-story building in the Olde Hampton section of Hampton, Virginia for redevelopment in accordance with the 2004 Downtown Hampton Master Plan, as amended. Desired redevelopment should include a form of neighborhood-serving commercial, residential conversion or any combination thereof. The property is located at located at 334 W. Queen Street adjacent to Downtown Hampton and one block from Settlers Landing Road, the main downtown thoroughfare.

Project Goal

The goal of this project is the adaptive reuse of a former commercial building with historical significance to its surrounding community.

Location

Hampton is located in southeastern Virginia at the mouth of the Chesapeake Bay. It is situated between Williamsburg and Virginia Beach, in the center of the Hampton Roads metropolitan area that contains 1.5 million residents. Hampton Roads is the 31st largest MSA in the country and the largest MSA between Washington, D.C., and Atlanta. The total workforce surpasses 800,000 people. Downtown Hampton is the second exit off I-64 at the Hampton Roads Bridge-Tunnel on the Hampton side of the tunnel. It is just ½ mile from the I-64 on/off ramps and at the beginning of the Hampton Roads beltway which runs through six Hampton Roads communities.

Downtown Hampton

This picturesque urban waterfront community has a rich history dating back to the early 1600s. It offers a pedestrian-friendly environment with a variety of unique owner-operated shops, boutiques, art galleries, restaurants, tourist attractions and a revitalized waterfront and marinas. Attractions include the Virginia Air and Space Center (official NASA visitor center), the Hampton History Museum, a restored antique carousel, and boat tours.

The property is in close proximity to the Downtown Hampton Business Improvement District which is centrally managed and marketed by the Downtown Hampton Development Partnership, (DHDP) a nonprofit corporation funded by downtown property owners and the City of Hampton. The mission of the DHDP is to increase property values and protect private real estate investments in the downtown district.

Olde Hampton

The Olde Hampton neighborhood is bounded generally by Pembroke Avenue to the north, Armistead Avenue and King Street to the east, LaSalle Avenue to the west, and Settlers Landing Road to the south. Olde Hampton is one of the oldest neighborhoods in Hampton. It is rich in history with an important legacy dating from the post Civil War era.

The Downtown Hampton Master Plan, which will be available in the Procurement Department for your **review**, provide redevelopment recommendations and strategies to help steer neighborhood revitalization efforts. Proposed redevelopment activities include the enhancement and beautification of Grant Park and the surrounding greenspace, redesign of current streets, continued property acquisition and redevelopment in conjunction with the Hampton Redevelopment and Housing Authority (HRHA), and the construction of new houses on lots owned by the City and HRHA.

The Property

The subject property consists of a 2-story building, constructed in 1904, situated on a 7,203 square foot (0.1654 acre) lot. The building is a 4,800 square-foot, wood framed building with multi-width brick walls ranging from 17 inches thick on the first floor to 9 inches thick from the roof level up to the parapet walls. The building was most recently used as a feed and hardware store.

The City of Hampton commissioned a January 2006 structural report by the McPherson Design Group for the building as well as a November 2006 Phase One Environmental Site Assessment (ESA) performed by Environmental Specialties Group. These reports are available for review in the Procurement Department, 1 Franklin Street, Hampton, VA. The building is structurally sound but is in need of complete rehabilitation. The building is offered in "as is" condition. The following site information is attached:

- A photo of the building
- A copy of the recorded property plat
- A current floor plan of the building
- An aerial showing the location of the site
- A map showing the location of the site within the region

An Open House will be held on Wednesday, March 2, 2011, from 3:00-5:00 p.m.

Project/Site Information

Location 334 W. Queen Street
 LRSN: 13002628

Parcel Size 7,203 SQ.FT. or 0.1654 Acre

Land Ownership: City of Hampton

Utilities: The site has access to all utilities including, but not limited
 to, water, electric, telephone, sewer and natural gas.

Information	to	be	Submitted	by	Respondent/Developer
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One (1) original and seven (7) copies of the Proposal are required. There is no limit on attachments that may be included; however, elaborate brochures and/or excessive promotional materials are not required or desired. Respondents are responsible for their costs related to the project review, the preparation of response and interviews if selected.

Respondents are required to specifically address the following items with the format clearly identifying each subject area. If submitting a joint venture, include information for each firm. In addition to the proposals, respondents should submit:

1. Name, address, phone number, fax number and e-mail address of firm/s submitting proposal.
2. Full name and title of individual to serve as the main contact for the firm/s submitting proposal.
3. Organizational Information – Include a summary of the organization structure, size of the firm/s, brief history, areas of expertise that qualify the firm/s for this work and the range of services proposed for this project.
4. Development Team – Identify each firm that will participate in this project (development, construction and management) and the role of each including the qualifications of individual(s) to implement renovations and finance them.

5. Provide a list of key individuals who will be assigned to this project, their roles in the project and the resume of each team member.
6. Previous Experience – Provide a description of the previous experience of the firm/s and a detailed list of similar development projects in which the firm/s have participated, including the current status of the firm/s in each of these projects.
7. Minority/Woman Owned Business Experience – Provide a description of previous experience working with minority and woman owned businesses. A subcontracting plan detailing steps to include minority and woman owned businesses in the completion of the contract work
8. References – Provide names addresses and phone numbers for at least two public officials for communities in which the firm/s has completed similar projects and at least one financial reference.
9. Financial capability – Demonstrate corporate financial capabilities to finance and complete this development.
10. Development concept – Describe your concept for the site in keeping with the Downtown Hampton Master Plan. The plan can be found on the City of Hampton website at www.hampton.gov/planning under Strategic Master Plans.
11. Proposed development schedule – Based on your experience, provide an approximate time frame for completing the final elevations, engineering and architectural design, leasing, securing financing, construction etc.

Selection Criteria and Process

Proposals will be evaluated by the following criteria:

Proposed renovation design and construction materials

Building use and occupancy

Impact on the surrounding neighborhood

Proposed project completion date

Track record of the proposed user in similar projects or businesses

The building was purchased with Federal funds from the Community Development block Grant (CDBG)

Program. Depending on the reuse proposed and price offered, proposals will also be evaluated to ensure consistency with the goals of the CDBG program.

Proposals must also demonstrate consistency with the city's long-range economic development objectives which seek to maximize the use of available properties for the creation of tax revenues and jobs and to increase the critical mass of desirable businesses and housing in Downtown.

Proposals should also recognize and address the city's policy of promoting enhanced environmental quality and energy efficiency – Resolution #08-0090 Endorsing General Concept of a Green Community Initiative. Respondents are encouraged to include green design techniques as an integral part of their proposals.

It is the intent of the City of Hampton to review proposals, advance the most qualified respondents to the interview stage, select respondent/developer(s) or development team(s) to work with city staff on specific development concepts, and negotiate an agreement based on an accepted proposal.

The City reserves the right to negotiate with more than one respondent/developer at the same time or to enter into exclusive negotiations.

Proposals will be evaluated by the City based on the respondent/developer's response to the preceding selection criteria.

Respondent/Developers selected for interviews will be required to make an oral presentation of their proposal with participation by the designated key personnel. The City reserves the right to request clarification of information submitted and to request additional information from one or more respondents.

The City reserves the right to reject any and all proposals and to make awards in whole or in part, and to waive any informalities in submittals. If the City does not make a selection, the City may choose to reopen or leave open the selection process until such time as it receives an acceptable proposal.

Minority Business Program

The Hampton City Council adopted a Minority Business Program Plan in April 2009 to increase the utilization of state certified women and minority owned businesses on city contracts. The ultimate goal is to increase and sustain utilization of minority and women owned businesses in an atmosphere of collaboration and support from staff, City leaders, businesses, affiliated agencies and other partners. This effort is envisioned to build a harmonious relationship with the minority/woman owned business community while providing the highest quality of goods and services.

I. Proprietary Information

All respondents are advised that §2.2-4342 of the Code of Virginia (the Virginia Public Procurement Act), shall govern public inspection of all records submitted in response to this RFP. Specifically, if a respondent seeks to protect any trade secrets, proprietary data or confidential materials, pursuant to §2.2-4342.F, the respondent shall **(i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is needed.** Furthermore, the respondent shall submit such information under separate cover, and the City reserves the right to submit such information to the City Attorney for concurrence of the respondent's claim that it is in fact proprietary. References made within the body of the proposal, not labeled proprietary or otherwise not meeting all three of the requirements of §2.2-4342.F shall be deemed public information in accordance with Virginia law.

The entire response shall not be marked confidential. All responses prepared by the respondents under this request will be for the exclusive and deliberate use of the City of Hampton.

II. SPECIAL INSTRUCTIONS TO THE OFFEROR

A. Definitions:

Issuing Office:

Wherever used in this Request for Proposal, Issuing Office will be:

Doris McRae, CPPB
Consolidated Procurement Division
Community, Municipal Services/Education
1 Franklin Street, Suite 345
Hampton, VA 23669
Phone: (757) 727-2200
Fax: (757) 727-2207
Email: dmcrac@hampton.gov

Contract Administrator:

Wherever used in this Request for Proposal and for purposes of any notices under this contract, the City Contract Administrator will be:

CONTACT INFORMATION, DEPARTMENT INFO:

Joel Almquist
Redevelopment Manager
Department of Economic Development
Hampton, VA 23669
757 728-5177 (Phone)
Email: jkalmquist@hampton.gov

B. Contact with City/THE CITY Staff, Representatives, and/or Agents:

Direct contact with City staff, representatives, and/or agents other than Consolidated Procurement Division staff on the subject of this RFP or any subject related to this RFP is expressly prohibited except with the prior knowledge and permission of the Purchasing Agent or designated representative.

C. Offerors of Record:

Offerors receiving a copy of this RFP from a source other than the Issuing Office, must contact the Issuing Office and provide Offeror's name, address, contact person, telephone and fax number, and the RFP Item Number. Offeror will be added to the City's Planholders' list and will receive notification of any addenda to the RFP.

D. Questions:

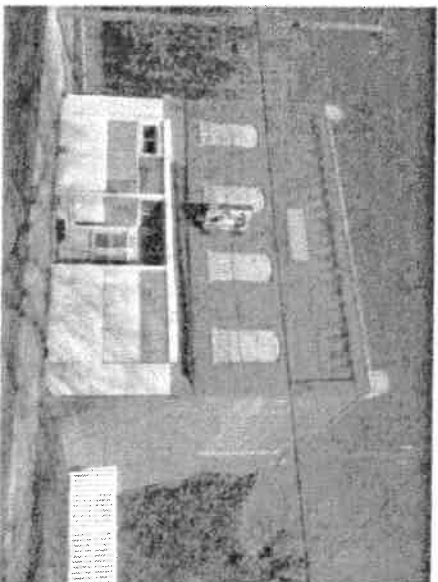
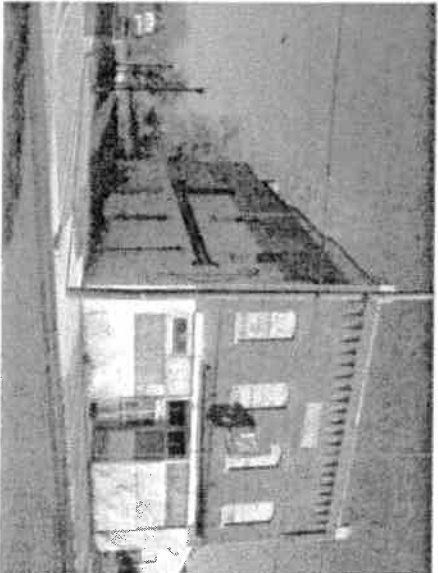
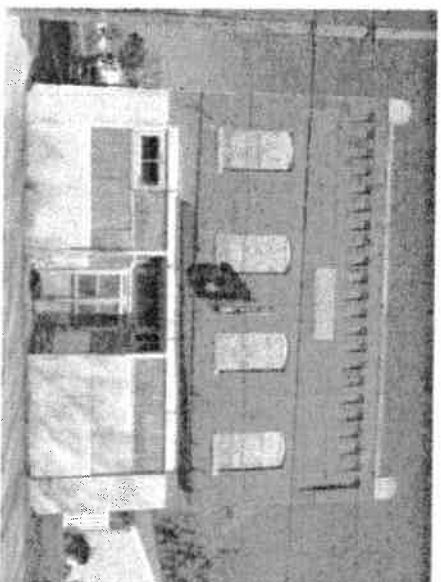
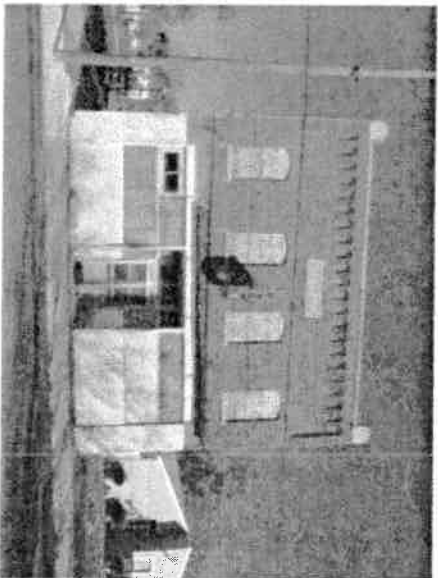
Offerors must submit questions regarding the Request For Proposal in writing to the Issuing Office at (757) 727-2207 or e-mail dmcrae@hampton.gov no later than **4:30 PM EST November 1, 2011**. Necessary replies will be issued to all Offerors of record as addenda that shall become part of the contract documents. Oral instructions do not form a part of the Proposal documents.

Offeror is responsible for checking the [Hampton/bids-contracts](#) web site or contacting the Issuing Office within 48 hours prior to Proposal closing to secure any addenda issued for this RFP.

E. RFP Closing:

Offeror shall ensure its Proposal is time stamped by the Issuing Office no later than the Closing Date and Time shown on the cover page of this Information for Proposal. Proposals received after the specified date and time (time stamped 3:01 P.M. or later) will not be considered and will be returned to the Offeror unopened.

334 W Queen St



Grant Street Variable Width R/W

PG 0298 SEP 30/10

D.B. 528, PG. 274

APPROVED TO RECORD

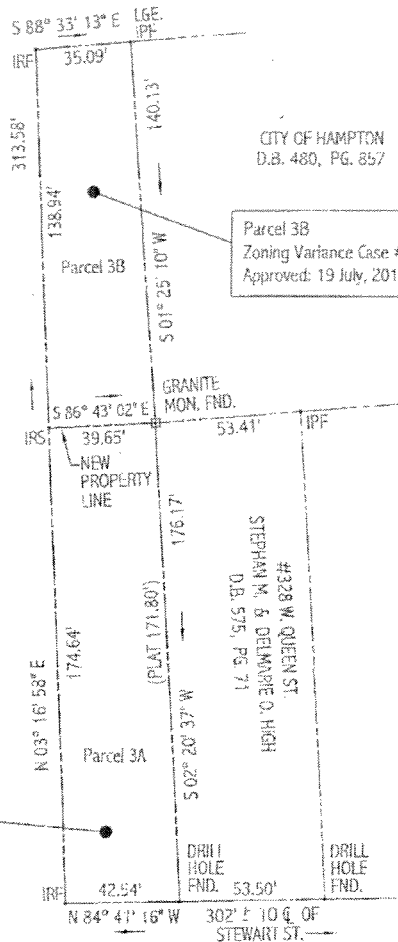
Steven Shapiro
Steven Shapiro, Zoning Administrator
9.13.10

This Original Stamp is Red.

McAllister Street 60' R/W

Parcel 3A
Zoning Variance Case # 10-49
Approved: 19 July, 2010

Parcel 3B
Zoning Variance Case # 10-48
Approved: 19 July, 2010



West Queen Street Variable Width R/W

NOTES:

1. THE LAND BOUNDARY SURVEY SHOWN HEREON IS BASED UPON A CURRENT FIELD SURVEY.
2. A CURRENT TITLE REPORT WAS NOT FURNISHED FOR THIS SURVEY.
3. ALL EXISTING EASEMENTS MAY NOT BE SHOWN ON THIS PLAT.
4. PROPERTY IS SUBJECT TO RIGHTS OF WAY, EASEMENTS, AND ALL MATTERS OF PUBLIC RECORD.
5. LRSN: 13002628

REFERENCES:

P.B. 12, PG. 130 (PLAT)
DOC. NO. 090020637 (PLAT)
DOC. NO. 090019527 (DEED & PLAT)

AREAS:

Parcel 3A = 7,203 SQ. FT. OR 0.1654 ACRE
Parcel 3B = 5,212 SQ. FT. OR 0.1197 ACRE

PLAT SHOWING PROPERTY DIVISION OF
CITY OF HAMPTON PROPERTY
LOCATED AT
#334 W. QUEEN STREET
HAMPTON, VIRGINIA



Walter B. Crockett
CITY SURVEYOR - WALTER B. CROCKETT, L.S.
CITY OF HAMPTON - P.W. ENGINEERING
22 LINCOLN STREET, HAMPTON, VIRGINIA, 23669

AUGUST 11, 2010
DATE:

GRAPHIC SCALE



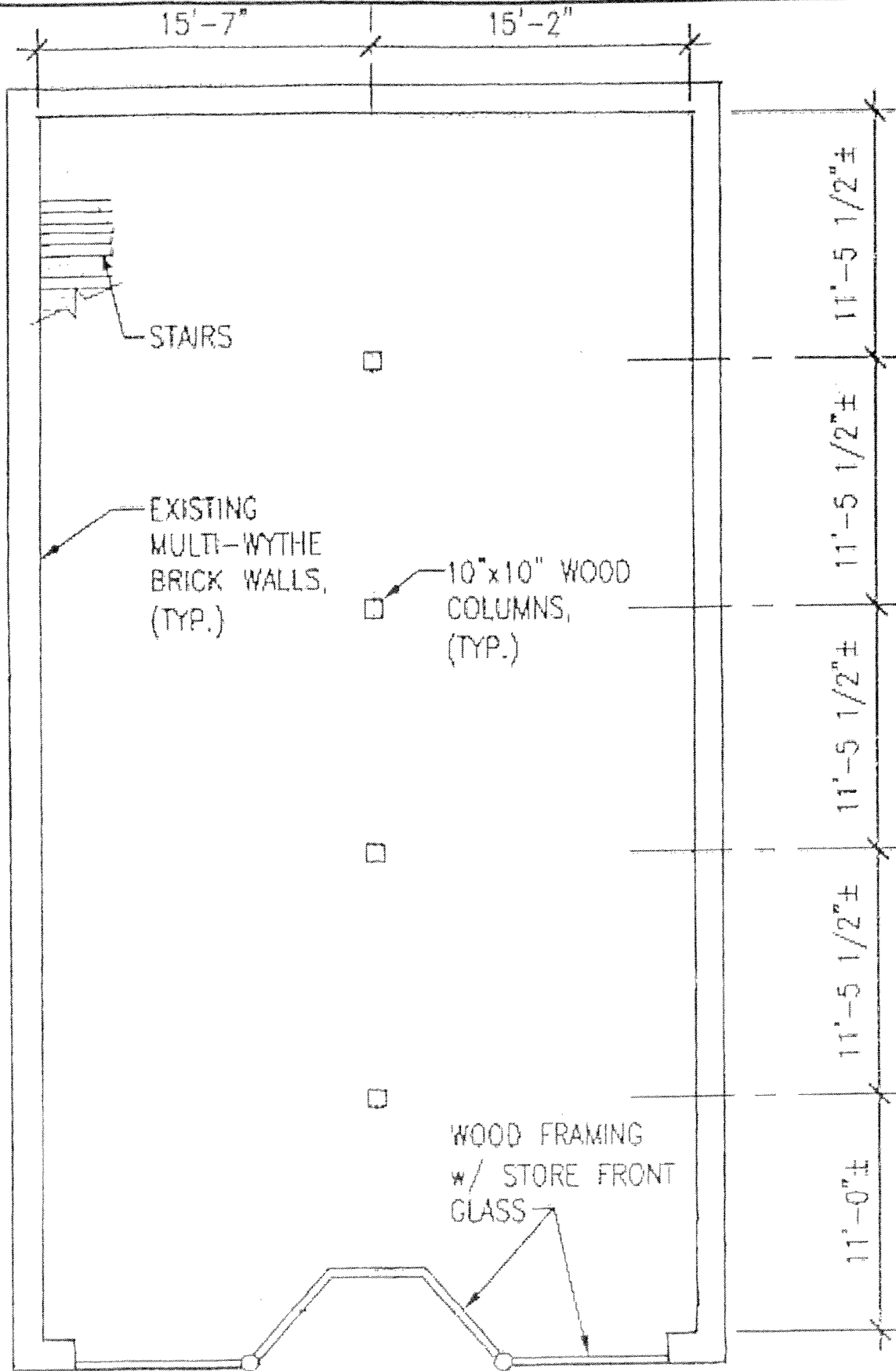
SURVEYED BY: W. CROCKETT
CAL'G BY: L. ROBESON
DRAWN BY: L. ROBESON
CHK'D BY: E. CRISPELL / W. CROCKETT

Date: APRIL 6, 2010
Revised: AUG. 10, 2010

SCALE: 1" = 50'

1st FLOOR

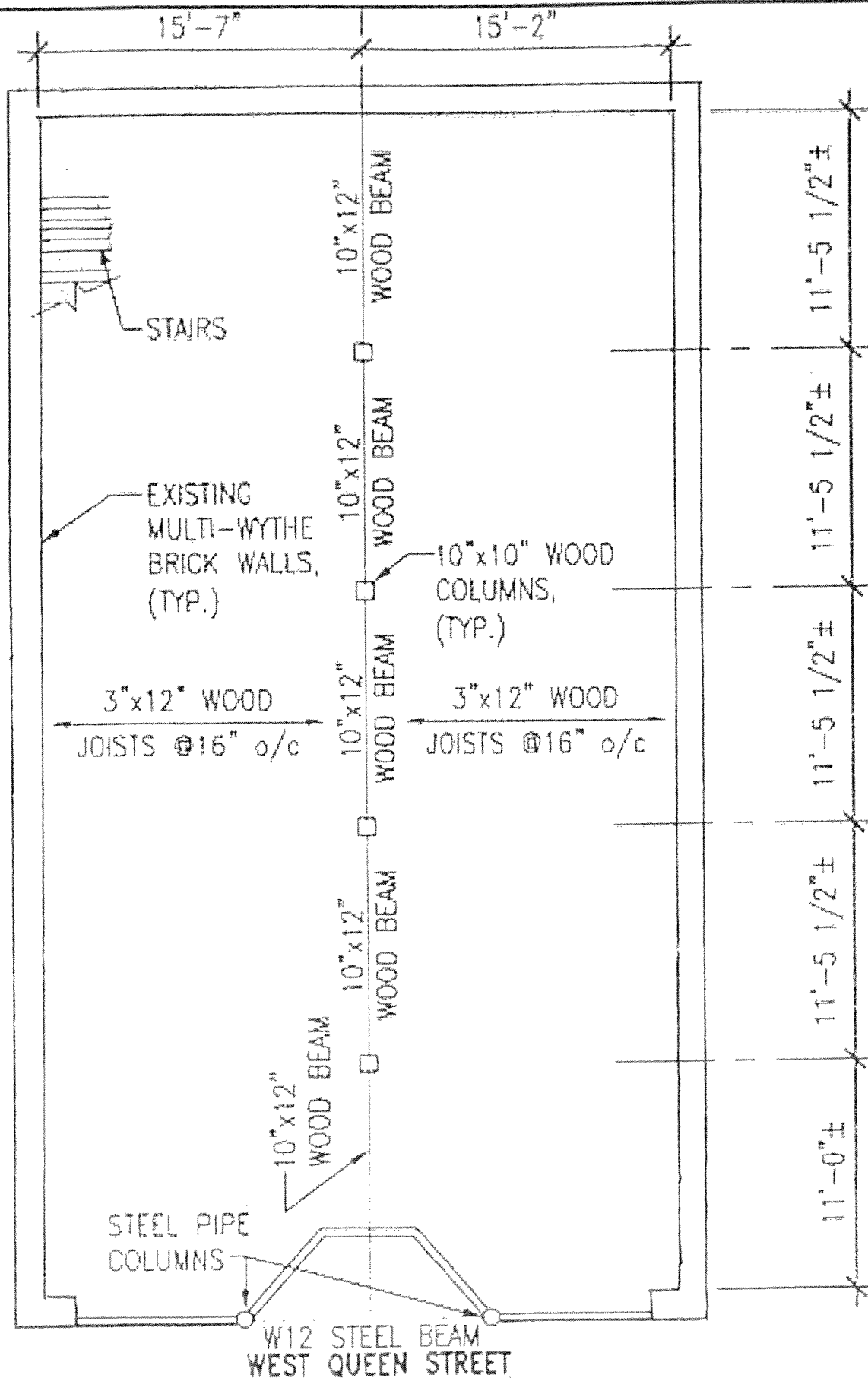
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WEST QUEEN STREET

2nd FLOOR

* NOT TO SCALE





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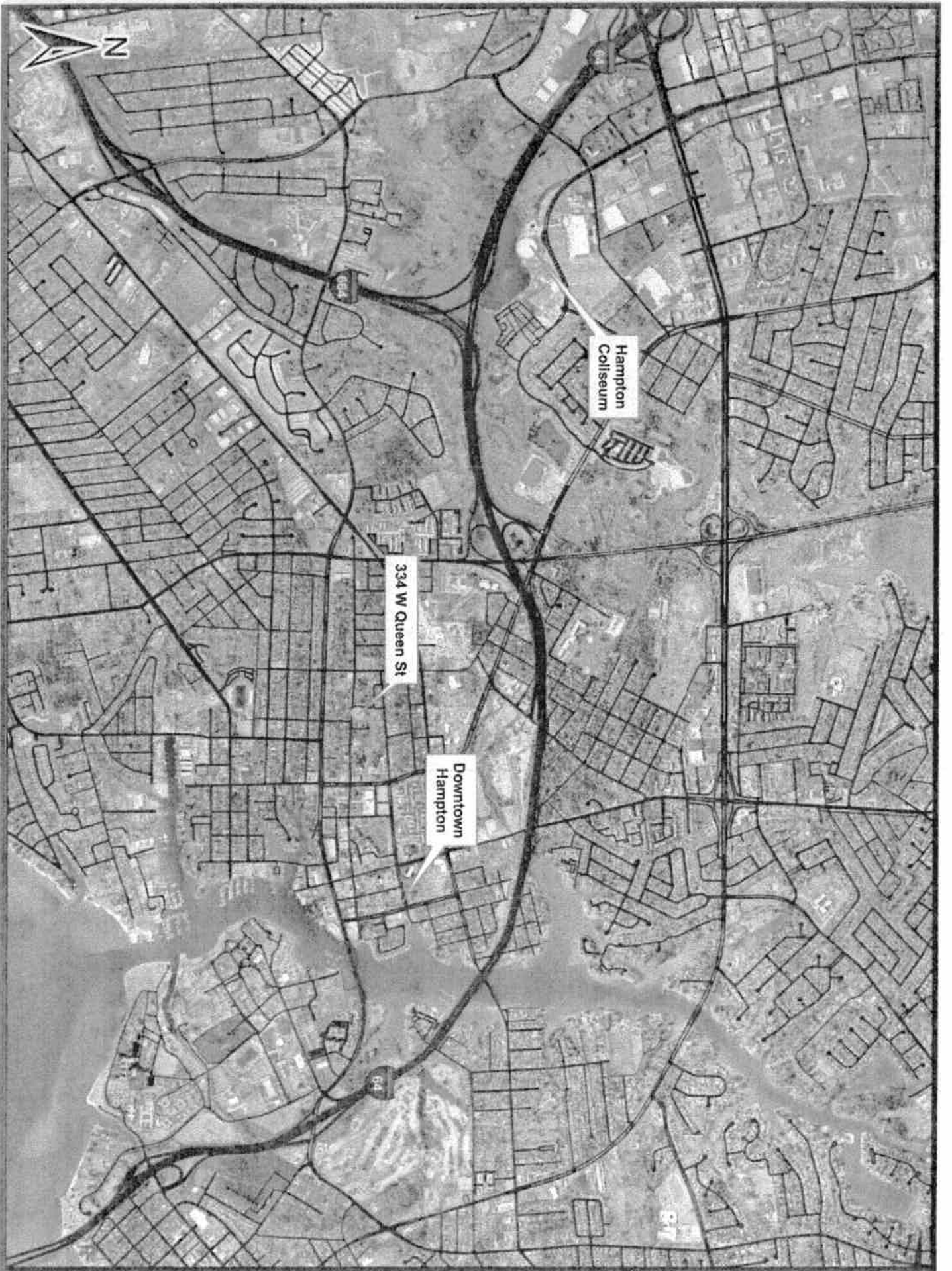
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IS USING M PEE

334 WEST QUEEN ST





334 WEST QUEEN ST

