

REQUEST FOR PROPOSALS
GARFIELD SQUARE REDEVELOPMENT PROJECT 402-406
WEST MARKET STREET
POTTSVILLE, PENNSYLVANIA
ISSUED BY THE POTTSVILLE REDEVELOPMENT AUTHORITY
March 2023



PART A: INTRODUCTION AND BACKGROUND

The City of Pottsville Redevelopment Authority is seeking bids for the acquisition and redevelopment of the vacant commercial and residential property located 402-406 West Market Street, Pottsville PA.

The objective of this Request for Proposal is to provide potential developers with sufficient information to facilitate the preparation and submission of bid proposals that will rehabilitate the target properties and advance the goals of the City of Pottsville and the Redevelopment Authority. The date of issuance of this Request for Proposals is March 22, 2023, as expressly authorized by the Redevelopment Authority by action taken at a public meeting of the Authority on Wednesday March 22, 2023.

This project is located in Garfield Square, a historic section in the central business district of the City of Pottsville. The center piece of the square is the Soldiers and Sailors Monument, which was dedicated in 1891 to honor the 8,000 Pottsville residents who served in the Civil War. The majority of buildings in the square are in good condition and have been maintained and restored to best reflect the historic architecture in that area. One exception to the period architecture is the Garfield Diner. Built in the 1950's this iconic diner is best known as the location of visits from Presidents John F. Kennedy and Richard Nixon. The City of Pottsville Redevelopment Authority has initiated this process to combat blight, preserve history and our tax base, while protecting the aesthetic features of Garfield Square. The Authority has possession of the focus properties through the Pennsylvania Conservatorship Act of 2006 pursuant to an Order of Court dated January 30, 2023. The selected project will be a component of the Conservatorship process.

When the Request for Proposal process is complete, the selected developer will be required to enter into a legal contract with the Redevelopment Authority, which is subject to court approval before becoming final. That contract will identify requirements of the Conservatorship process and procedures accepted by the Pottsville Redevelopment Authority. The developer will be required to take possession of the property in a timely manner, maintain ownership and insurance for a specified period of time, implement the Development Plan that has been selected, and pay to the Authority all court costs, costs and expenses of sale, costs incurred by the Redevelopment Authority in preparing and filing the petition in accordance with the requirements of the Abandoned and Blighted Property Conservatorship Act, 68 P.S. § 1101, et seq., and any fees and expenses incurred by conservator in connection with the sale or safeguarding the property. That amount will include, but not be limited to, legal fees incurred by the Redevelopment Authority to file a petition under the Abandoned and Blighted Property Conservatorship Act, 68 P.S. § 1101, et seq., as well as any expenses incurred in connection with the sale and safeguarding the property.

The Redevelopment Authority makes no warranties or other representations as to the title or condition of the Property. Developers must carefully assess the structural condition of each structure. The Property will be sold free of all mortgages, judgments or other monetary liens. The successful bidder shall take the Property under and subject to all restrictions and agreements of record and all existing easements, and rights of way and such restrictive covenants as shall be imposed at the time of transfer.

PART B. PROPERTY BACKGROUND INFORMATION

The properties are located at 402 West Market Street and 404-406 West Market Street (parcel number 68-27-0204.001), see tab 1. The property is located within the Redevelopment Area, as identified in tab 2.

The properties are located in a C 1, Neighborhood Commercial District.

The project parcel includes two (2) separate buildings.

402 West Market Street, "The Garfield Diner" Property is approximately 1700 square feet. It was constructed for use as a diner and continued in that use until 2019.

404-406 West Market Street is an apartment building consisting of a three-story building in the front and a two-story addition on the rear of the building. The original three-story building is approximately 2400 sf and the two-story addition is approximately 1650 sf.

The building also has a full basement that runs the entire length of the building.

The structure was originally built as a residential structure and most recently has maintained that usage as a multi-family rental structure.

- A building Inspection Report was completed by the City Code Officials. That report is available as tab 3
- A Building Condition Summary assembled by City staff. That summary is available as tab 4.

PART C. ADMINISTRATIVE AND CONTRACTUAL INFORMATION

1. A pre-proposal conference will be held on April 25, 2023, beginning at 10:00 AM in the City Council Chambers at City Hall located at 401 North Centre Street, Pottsville, 17901. Although, not mandatory, attendance is encouraged. The meeting will be followed by a walk-through of the properties.
2. It is noted that information presented may be valuable in the preparation of proposals and all interested Respondents are urged to attend.
3. If you plan to attend, please notify the Office of the City Administrator at (570) 628-4417 or by email at cityadministrator@pottsvillepa.gov on or before 12:00 pm (noon) April 19, 2023.
4. Questions and inquires, both verbal and written, will be accepted from potential Respondents attending the pre-proposal conference. A summary of all substantive

questions and answers will be distributed to all potential Respondents receiving this Request for Proposal and will be posted on the City of Pottsville website (pottsvillepa.gov)

5. Questions and inquiries should be directed in writing. The closing date for submitting preproposal conference written questions is 12:00 PM on April 19, 2023. Responses to all written questions received will be distributed to all recipients of the Request for Proposal at the Pre-proposal Conference. Any questions apart from the pre-proposal conference must be in writing and should be submitted to the Office of the City Administrator at City of Pottsville, PO Box 50, 401 North Centre Street, Pottsville, PA 17901 or at cityadministrator@pottsvillepa.gov.
6. Access to the building can be coordinated by Code Officer Justin Trefsgger by calling or by email. Anyone who enters the building must also first fill out an Acknowledgement and Release **from Liability** form.

PART D. SUBMISSION OF BID PROPOSALS

In accordance with the Notice for Requests for Proposals which was advertised in The Republican Herald newspaper April 7, 8, & 9, 2023 and published on the City of Pottsville website (pottsvillepa.gov), the bid proposal submissions are due by 12:00 PM (Noon) on May 16, 2023.

1. All Proposals shall be bound.
2. All Respondents must submit seven (7) copies of the proposal plus one copy in PDF format on a flash drive to the attention of Tom Palamar, Executive Director, Pottsville Redevelopment Authority, PO Box 50, 401 North Centre Street, Pottsville, PA 17901. Submissions should be clearly marked Garfield Square Redevelopment.
3. Proposals submitted in response to this request are to be valid and irrevocable for a period of one hundred twenty (120) days following the final date for the submission of proposals. An extension of this time period may be granted by written mutual agreement between the Redevelopment Authority and developer.
4. The Authority is not responsible for any costs incurred by the developer in preparing and submitting a proposal in response to this RFP
5. Proposals must include a concept plan of facade and streetscape improvements that are inviting to pedestrians and blend in with surrounding architecture and design features.
6. Proposals must address the requirements and objectives of this Request for Proposals.
7. Proposals should be practical, concise and prepared in a professional manner.
8. Proposals may include any background information necessary
9. The Redevelopment Authority will not be limited solely to the information provided by the Respondent. Additional information may be obtained by the Redevelopment Authority regarding the developers and the proposed project.
10. It is incumbent upon the developer to submit comprehensive information in sufficient detail to enable the Authority to give proper consideration to the proposal.

11. All documents submitted in accordance with this Request for Proposal shall be incorporated into a negotiated Redevelopment Contract and shall be deemed binding representations, warranties, and covenants of the developer.
12. A bidder qualification list must also be complete and included in the RFP. Included as tab 5.
13. At a minimum, proposals must include:

Table of Contents.

- The proposal must include a table of contents referencing each of the sections listed below.

Project Narrative

Briefly, but completely describe the desired development and intended use of 402 and 404-406 West market Street. Include the following:

1. Conceptual plans, including a site plan showing the location of the structures, public use space, ingress and egress, parking, service area, etc. floor plans and elevations.
2. Details on how the structures will be rehabilitated or razed in compliance with all applicable codes and construction remediation practices for restoration which, when completed to the satisfaction of the Code Officials, will allow occupancy of the structure as a residential unit or a commercial building.
3. Parking plan for the project that addresses the needs of each identified use
4. Extent of repairs
5. Proposed usage and any changes proposed. The proposal shall include a detailed description of the uses intended for the proposed development, including a plan for any commercial, office or residential space intended for lease
6. Project Task Assignment
 - a. Identify who will prepare stamped drawings, oversee the project, complete construction (developer crew or contractor)

Timeline,

- The schedule should address, planning, design, engineering, demo, and construction. The possibility of phased completion and occupancy should also be included as appropriate

Identification of Ownership Structure and References.

1. Names of project team members, including the developer, architect, engineers, include appropriate disciplines, general contractor and construction manager; real estate professionals, environmental consultants and other professional consultants.

2. List relevant projects undertaken and references. Include a description of the project, the dollar value of the development and, the name, address and telephone number of the client who can be contacted by the Authority.

Budget.

1. The proposal shall include a practical and clear synopsis of the financial structure of the project. Include an estimate of construction costs and development costs, including all soft costs; including fees paid to the developer.
2. Include the cost of engineering studies, environmental studies, environmental remediation and demolition, where appropriate.
3. Each proposal must include an estimated sources and uses statement clearly identifying all financing by funding source and a statement disclosing terms and sources for all project funding.
4. Include requests and uses of public funds including assistance requested under the Pottsville Redevelopment Authority funding. The Authority may provide funding to the proposed project. Eligible activities may include; acquisition, demolition, engineering and design. If funding from the Authority is included in the budget, an application for Assistance from the Pottsville Redevelopment Authority must be completed and included. (tab 6) That request will be reviewed with the entire proposal. Funding from the Authority requires a Mortgage to be filed on the property.
5. A commitment letter or letter of interest from a lending institution
6. A statement of project feasibility and economic benefits explaining why the proposed use is economically feasible, including the market assumptions that support such revenue projections. The statement must delineate how the proposed use is compatible with the existing businesses in the immediate area where the Property is located.
7. Each proposal shall be signed by an officer authorized to make a binding contractual commitment for those submitting Proposals

Part E: SCOPE OF WORK and GENERAL CONSIDERATIONS

1. Through submission of this proposal, the developer, if selected, agrees that it will comply with all federal, state and city laws, rules, regulations and ordinances applicable to its activities and obligations under this Request for Proposals.
2. The selected developer will be responsible for obtaining all permits, zoning appeals, subdivision approvals, and any engineering and environmental studies required to support the project, including any studies necessary to demonstrate project feasibility.
3. The structures' current use may be continued or may be converted to an appropriate usage, but a strong preference will be given for proposals that include saving and renovating the buildings to a viable commercial and market rate residential project.

4. If the selected proposal involves converting the structure to a commercial building, the developer will take action to comply with zoning requirements.
5. If the developer identifies that some or all demolition is needed, the razing process must be in compliance with all applicable codes and demolition practices to the satisfaction of the Building Inspector.
6. The buyer has the ability to add new development as appropriate and in compliance with applicable regulation.
7. All new development must meet compliance with all applicable codes and construction practices to the satisfaction of the Building Inspector.
8. The developer shall ensure that all building, electrical, plumbing, heating, and demolition contractors meet all City of Pottsville and State of Pennsylvania requirements for obtaining permits.
9. All required permits, plans and inspections must be obtained and submitted to the City Code Office for review.
10. For specific permit and inspection requirements or questions, please contact Justin Trefsgger at (570) 622-1234 ext. 1374 or via email at jtrefsgger@pottsvillepa.gov
11. The City of Pottsville has no specific knowledge regarding the environmental condition of this property. Any investigation and remediation is the sole responsibility of the developer.
12. Proposals may be rejected for any party (as an individual or part of an entity) who:
 - Is delinquent in the payment of any property tax, fee, lien or has outstanding judgements from the City of Pottsville.
 - Has outstanding code violations that are not being actively addressed
 - Has been issued citations leading to a verdict that has caused neighborhood or community concern with respect to neighborhood stability, health, safety or welfare.
13. The Authority reserves the right to select a developer/builder which, in its option, is best qualified to accomplish the proposed project. The Redevelopment Authority may designate a review panel to evaluate the Proposals received. If deemed necessary, developers may be required to make oral presentations to the review panel prior to final selection. The selected developer shall make presentations of the development proposal to the Redevelopment Authority or other groups as requested.
14. The Redevelopment Authority reserves the right to extend the due date by reasonable time and to recommend the award of a contract related to this RFP based upon the written proposals received by the Redevelopment Authority without proper discussion or negotiation with respect to those Proposals.
15. All portions of the Request for Proposals as set forth above will be considered to be part of the Redevelopment Contract and will be incorporated by reference.
16. The Redevelopment Authority reserves the right to accept or reject any and all Proposals, at its sole discretion, to waive minor irregularities, and to conduct discussions with all responsible respondents. Further, the Redevelopment Authority reserves the right to

request additional information from any and all perspective Respondents, if necessary, to clarify that which is contained in the Proposal.

17. The submission shall include signed acknowledgements to all addenda issued by the Redevelopment Authority.
18. References. The proposal must include a minimum of three project references, including the name of each organization, contact person and telephone number. Those references should be contacted prior to the submission of this proposal to assure that they will give full and adequate disclosure of information to the Redevelopment Authority.
19. Failure of a reference to provide any information shall make the proposal not responsive to this request for proposal.
20. Proposals may include any background or other supporting information that the respondent feels necessary, but must include at a minimum the response requirements listed above. It should be noted that the financial ability of the Respondent to complete the project is of utmost importance to the Redevelopment Authority.

F. SCHEDULE OF EVENTS

1. Date of Issuance	March 22, 2023
2. Advertise RFP in Herald and website	April 7,8,9
3. RSVP for Pre-Proposal Conference	April 19 th
4. Deadline for Re-Proposal questions	April 19 th
5. Pre-proposal conference	April 25 th
6. Proposals Due Date	May 16 th
7. review period begins	May 17 th
8. Presentations (if required)	May 22 nd – June 2 nd
9. Estimated proposal selection date	July 19 th
10. Court Approval	August 31 st
11. Settlement with Buyer	September 30 th

G. EVALUATION CRITERIA

Following is a list of the criteria that will be used to review and select the successful developer:

1. Quality of Proposal - Complete including all necessary items
2. Project narrative that clearly indicates the plan for development
3. Complete budget including sources of use of funds with documentation
4. Qualifications and experience of the Developer
5. Financial qualifications and ability of developer to complete the project
6. Describe community and economic development benefits to the city and compatibility with the Pottsville Redevelopment Plan
7. Clear and attainable timeline