



**CITY OF EAST PROVIDENCE**

**BID FORM**

**SALE OF UNION PRIMARY SCHOOL**

**REQUEST FOR PROPOSALS**

**RFP EP20/21-03**

**BID OPENING ON FRIDAY, DECEMBER 18, 2020 AT 11AM**

**SUBMISSION REQUIREMENTS**

All proposals must be in narrative format and must clearly illustrate the potential reuse of the property. For a proposal to be deemed complete, it must contain the following items:

**1. AGENCY INFORMATION**

- Name of firm;
- Business address, including city, state, zip code and phone number;
- Contact person phone and e-mail who can respond to detailed questions regarding their firm's proposal;
- Indicate whether or not incorporated and if so, when;
- If not incorporated, name of owner(s);
- Indicate if you ever defaulted on a contract and if so, when and why.

**2. DEVELOPMENT CONCEPT**

**Development Options:** Identify the proposed re-use of the structure and describe why the specific development options were chosen over others such as townhouses, condos, apartments, senior living, mixed-use, live/work, artist studios, etc. Provide supporting information & data justifying why the proposed re-use option will be successfully occupied.

**Property Description:** Describe in detail the proposed re-use of the structure including but not limited to interior and exterior alterations, building layout, number of units, parking needs and consistency with the Secretary of the Interior Standards for Rehabilitation.

Development Benefit: Describe the benefits to the City such as green building design, sustainable energy, preservation of a historically significant structure, job creation or providing a social service to the community.

Neighborhood Impact: Describe the impact that the proposed re-use of the site will have on the adjacent residential neighborhood such as expected occupancy (day, evening, night), time of deliveries, noise levels, parking needs, and other possible impacts to the adjacent church and abutting residential properties;

Time-Line: Provide a time line of all major components of the redevelopment of the property.

Fee: An acquisition fee.

### 3. PROJECT TEAM

- Describe the background and relevant experience of the firm along with any sub-consultants to be employed on this project. Describe the background and experience of the designated project manager and other personnel who will participate in the project design and implementation, including a description of the function of each designated participant;
- Describe the relationship or role the firm will have with the City and other stakeholders of the project.

### 4. FINANCIAL FEASIBILITY & LEGAL STRUCTURE

- Preliminary development budget detailing Sources & Uses, Income Budget, Operating Budget and Cash Flow Analysis. It must be demonstrated that the proposed re-use is financially feasible;
- Describe the legal relationship anticipated with the City in terms of site development, financing, project implementation, ownership, and final disposition/property management.

Respondents may be asked to provide additional information, as needed to assist the City in the decision making process.

- The City reserves the right to reject any and all proposals, to waive any informality, and to select and negotiate services in the best interest of the City;
- The respondent will abide by all applicable Federal, State and City regulations in the performance of their redevelopment of this property;
- The City reserves the right to accept all or part of any proposal, and to negotiate a contract for services and cost with the selected respondent.

Bid Offer In Numbers \$\_\_\_\_\_

Bid Offer Written In Words:

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BIDDING FIRM: \_\_\_\_\_

NUMBER & STREET: \_\_\_\_\_

CITY/STATE/ZIP: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

PHONE NO: (\_\_\_\_) \_\_\_\_\_ FAX NO: (\_\_\_\_) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_