



JIM WINGFIELD
Mayor

Town of Hotchkiss
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GINGER R REDDEN
Town Clerk

REQUEST FOR PROPOSALS

for

Purchase and Redevelopment of 222 Bridge Street

I. Invitation to Bid & Instructions

- a. **Description of Property** – Town of Hotchkiss is seeking proposals from qualified developers to purchase and redevelop the property at 222 Bridge Street, Hotchkiss, CO 81419. The property is approximately a half-acre commercial property containing an approximately 6,200 square foot building.
- b. **Disposal** – The Town intends to sell the property to a qualified developer whose proposal meets the intent of the community vision for the property.
- c. **Site Tour and Briefing** – The Town will conduct a site tour and briefing at 10:00 am on September 7, 2022. Interested parties should register at least one day in advance by emailing clerk@townofhotchkiss.com.
- d. **Deadline for Proposals** – All proposals must be received by the Town no later than 3:00 pm on October 5, 2022. See Section V, Proposal Submission, for additional direction and specific requirements.
- e. **Contact Information** – All inquiries should be directed to clerk@townofhotchkiss.com.

II. Property Description

- a. **Location and Site Attributes** – The subject site is in Downtown Hotchkiss, on a corner lot at the intersection of Bridge Street and Oak Drive. Bridge Street serves as Hotchkiss' main street. The half-acre lot is rectangular, at approximately 175 feet wide by approximately 127 feet deep. Constructed in the 1950's, the building was used for the Town's Public Works offices, Town Shop, and a garage for large vehicles from 1985-2019. See Links for the Vicinity Map and Site Plan.
- b. **Buildings and Improvements** – The property contains an approximately 6,200 square foot building acquired by the Town in 1985 that was used as the Town's Public Works Building. In front of the building is an improved concrete pad. The rear of the building is a level, gravel parking area. See Links for images of 222 Bridge St.

TRUSTEES

John Marta, Tricia McFarland, Patrick Webb, Patricia Medina, Custer Mcleod, Sven Edstrom

- c. **Utilities** – The site is served by all major utilities. Utility providers are indicated below for convenience.
 - i. Water/Sewer/Trash Pickup – Town of Hotchkiss
 - ii. Electric – Delta Montrose Electric Association
 - iii. Natural Gas – Black Hills Energy
 - iv. Telephone/Cable/Broadband – TDS Telecom or Elevate Internet
- d. **Due Diligence** – The bidder is responsible for their own due diligence review and analysis related to project feasibility and financing.
- e. **Zoning Context** – The site is zoned C-2 for commercial use. Many desired uses in the Community Vision for the Public Works Building, linked below, are permitted by right. Some uses may need variance approval by the Town.

III. **Development Objectives and Guidelines**

- a. **About Hotchkiss** - The Town of Hotchkiss is in the heart of the North Fork Valley, a hub for all those winter and summer activities that the wonderful Western Slope of Colorado has to offer. Hotchkiss offers a place for folks to come and meet from all over the County at Memorial Hall and the County Fairgrounds. As every year passes, the Town becomes more and more of a location where people travel to hunt, fish, and take in the local atmosphere. Fresh fruits from our local orchards, tasty wines from our local vineyards and fresh vegetables from our local farms offer some of the most sought-after flavors. Our small Town of 950 persons has become the home of the Hotchkiss Sheep Camp Stock Dog Trials, the Delta County Fair, and some of the best Champion Fly Fishing on the nearby Gunnison River. Through local ingenuity fueled by increasing numbers of visitors, Downtown Hotchkiss is seeing new businesses that serve both the community and tourists.
- b. **Community Vision and Goals** – The Town conducted extensive public participation and established a community vision for the 222 Bridge Street property. Additional Town plans and policies align to the Vision and provide guidance to proposers. Proposers are advised to strive for consistency with the Community Vision for the Public Works Building and additional Town documents listed below.
 - i. **Community Vision for the Public Works Building** lays out desired program of uses and overall intention to activate the property.
 - ii. **Downtown Guiding Principles** provide guidance for the desired character of the area.
 - iii. **Hotchkiss Prosperity Plan** (Workplan Objectives #1 and #4) strive for maker space and downtown lighting and streetscape enhancement.
 - iv. **Downtown Hotchkiss Improvement Projects** envisions wayfinding signage and lighting enhancement at the site.

- v. **Downtown Hotchkiss Improvement Plan (University Technical Assistance Plan)** depicts potential façade and exterior enhancements for 222 Bridge St.
 - vi. **Additional notes on desired uses and market compatibility:**
 - 1. The Town’s priority is for an attractive, activated retail/commercial use at this site. An innovative concept that diverges from the described use but activates the site and engages with the community will be given full consideration.
 - 2. Retail analysis conducted in 2019 by the Town supported retail and dining use on the site. A respondent may provide supporting market data if proposing an alternative use program. The Town will incorporate such data in evaluating the fit of the proposal with achieving the community vision.
- IV. **Public Participation and Financial Assistance** – The sale of Town property was authorized under RESOLUTION No 2018-17, A RESOLUTION OF THE BOARD OF TRUSTEES OF THE TOWN OF HOTCHKISS, COLORADO, AUTHORIZING THE SUBMISSION OF A BALLOT QUESTION TO THE VOTERS OF THE TOWN OF HOTCHKISS CONCERNING THE SALE OF REAL PROPERTY. The Town is prepared to offer financial and regulatory assistance, subject to a development agreement, to a developer who will achieve the community vision for the property.
- a. **Town of Hotchkiss Participation and Incentives** – Depending on the extent to which the development proposal conforms to the Community Vision and related Town policies, the Town Trustees will consider participation and financial incentives as indicated below in subsections (i) and (ii) below.
 - i. **Project Participation**
 - 1. The Town may elect to undertake additional remediation of the property prior to the transfer of ownership
 - 2. Reduce or eliminate off-street parking requirements
 - 3. Expedite processing for the development application and development agreement, such as by holding special meetings.
 - ii. **Financial Incentives**
 - 1. Reimburse a portion of installed, permanent site and streetscape enhancements that are consistent with the Community Vision for the Public Works Building and the Hotchkiss Prosperity Plan 4.1.3 and 4.1.4. Examples include masonry walls, planter boxes, exterior art, distinctive business lighting and other plaza enhancements.
 - 2. Structure payments for the sale of the property to reduce the financial burden on the buyer during the Town’s development proposal application decision process.

3. Waive development application fees or credit payments toward future municipal service fees.
- b. **State and County Business Assistance** – Hotchkiss is in Delta County and within a State of Colorado Enterprise Zone. Businesses that create new jobs in Hotchkiss may be eligible for state or regional incentives and assistance programs such as the following:
- i. Businesses that create jobs in Delta County are eligible for tax incentives through the Enhanced Enterprise Zone and Rural Jumpstart Zone programs administered by the Colorado Office of Economic Development and Information Technology (OEDIT).
 - ii. Small businesses in rural Colorado and Enterprise Zones are eligible for the Colorado Cash Collateral and Colorado Credit Reserve programs administered by OEDIT.
 - iii. For more information about these programs, contact One Delta County Economic Alliance at 970-874-2188 or OneDeltaCounty.org.

V. **Proposal Submission**

- a. **Project Timeline** – The solicitation and selection process include the following steps. The anticipated schedule is indicated; the Town reserves the right to modify the schedule as needed.

Publication and Distribution of RFP	August 24, 2022
Site Tour	September 7, 2022 at 10:00 AM
Proposal Submission	October 5, 2022 at 3:00 PM
Review & Developer Selection	November 10, 2022
Complete draft Purchase and Sales Agreement	November 23, 2022
Development Proposal Review and Development Agreement (anticipated)	January 18, 2023
Project Completion (anticipated)	October 18, 2023

b. **Submission Checklist**

- i. **Development Concept** – Narrative describing the anticipated use program and site improvements, and how the development concept is compatible with the Community Vision for the Public Works Building and other Town documents. Indicate what percentage of the project is anticipated by use type (retail shops/dining/makerspace). Indicate parking reductions and any other zoning modifications that will be requested. Total of two pages suggested.
- ii. **Conceptual Design** – Submit conceptual elevations or rendering(s) showing exterior building and site enhancements, a conceptual floor plan, and a conceptual site plan depicting proposed site and building enhancements.

- iii. **Implementation Plan** – Include a development schedule including key milestones, financing benchmarks, securing approvals, and projected completion, and any intention to transfer ownership or management. The proposed development should be completed within 6-12 months of the execution of the Development Agreement, to be finalized in the development agreement negotiation.
- iv. **Developer/Development Team** – The proposal must include a description of the individuals and organizations to be involved in the development (“development team”) and their experience. Background information including firm or individual resumes should be provided. Identification of all principals, partners, co-venturers, or sub-developers participating in the transaction and the nature and share of the participants’ ownership in and compensation from the project. Include a summary of the development team’s experience collectively/individually with similar projects. List current projects under development and at what stage these projects are in (pre-development, pending funding, construction, etc.) Include all the following to establish adherence to the minimum criteria:
 - 1. Information regarding any legal or administrative actions past, pending or threatened that could relate to the conduct of the Proposer, its principals, or any affiliates.
 - 2. Confirmation that no local, state, or federal taxes are due and outstanding for the development team or any constituent thereof.
 - 3. Confirmation that no member of the development team has declared bankruptcy within the past 10 years.
 - 4. Provide three (3) references with contact names, title and current telephone numbers and email addresses, who can provide information regarding the developer’s experience or qualifications to undertake the project
- v. **Project Financing Information** – Submit a development budget of project costs and anticipated financing sources. Financial information from private individuals will be treated as private, confidential information with access limited to essential individuals in accordance with the Fair Information Practices Act (“FIPA”), M.G.L. c. 66A.
- c. **Form of Submittal** – Proposals shall be submitted in hard copy. Three copies of the proposal materials shall be delivered in a sealed envelope or box with the outside clearly marked: “ATTN: RFP Response: 222 Bridge St”
 - i. **Physical Address:** 276 W Main St, Hotchkiss, CO 81419
 - ii. **Mailing Address:** Town of Hotchkiss, PO Box 369, Hotchkiss, CO 81419

Any proposal received after 3:00 pm on October 5, 2022, will not be considered. At the first public meeting of the Board of Trustees following the submittal deadline 3:00 pm on October 5, 2022, the names of all proposers will be read into the minutes as part of the public record.

- VI. **Evaluation of Proposals** – Proposals will be evaluated against the minimum criteria; those that meet the minimum criteria will be further evaluated based on purchase price and Comparative Evaluation Criteria.
- a. **Minimum Evaluation Criteria** – The following are the **minimum** proposal criteria:
 - i. Complete conformance with all submission requirements.
 - ii. Certification of compliance on all state and local taxes.
 - iii. Developer availability to commence negotiation and initiate a formal development review application within one month of selection.
 - iv. Development team has no local, state, or federal taxes due or outstanding.
 - v. No bankruptcy within the past ten years by any member of the development team.
 - b. **Price Criteria** – Maximizing the public purpose (compatibility with community vision and other community benefits) is more important than securing the highest price for the property. However, the purchase price offer will be a factor in evaluation of proposals.
 - i. For informational purposes only, pursuant to a May 6, 2022, Broker’s Price Opinion, a value of \$535,000.00 based on comps and a recommended selling price of \$400,000.00 based on building condition was attributed to the Property. Pursuant to the evaluation criteria, price is one factor in the evaluation of proposals.
 - c. **Comparative Evaluation Criteria** – Projects meeting the **minimum** criteria will then be judged on the following additional **comparative** evaluation criteria, on a scale of unacceptable, acceptable, advantageous, or highly advantageous.
 - i. **Compatibility with Community Vision** – Extent to which the project meets the desired use program or other uses that achieve street activation, community gathering, and tax generation intentions of the Community Vision for the Public Works Building.
 - ii. **Additional Community Benefits** – Extent to which the site and building design and other features of the development will advance community goals and provide desired public benefits as indicated in Town Documents listed in Section III.
 - iii. **Project Feasibility & Financing** – Analysis of development budget: sources and uses are reasonable and attainable.
 - iv. **Developer Experience** – Extent to which the development team has successfully completed similar development and tenanting projects in the past.

- v. **Commitment to Hotchkiss** – Demonstration of commitment to the Hotchkiss community, such as through local residence, business or property ownership and other civic engagement.
- vi. **Developer Financial Capacity** – Review of financial statements to ensure the proposer has the financial strength to complete the proposed development. Demonstration of ability to secure financing evidenced by history of successful projects with similar financing. Developer has no legal or administrative actions past, pending or threatened that could impinge on the ability or capacity to undertake the project.

d. **Selection Process**

- i. **Evaluation** – Proposals received by the deadline will be reviewed and scored by the Town Board of Trustees based on Minimum, Price, and Comparative Evaluation criteria. The Town Board of Trustees shall have discretion to determine the preferred proposal.
- ii. **Interview(s)** – An invitation to be interviewed may be extended to a limited number of Proposers based on review of the written Proposals. Any Proposer invited to conduct an interview who is unable to attend an interview during the period provided in the RFP Schedule will waive their right to the interview and presentation. The Town reserves the right to modify the schedule for interviewing at its sole discretion. The Town may adjust Proposal scoring based on additional information and/or clarification provided during interviews, if conducted. The Town reserves all rights to select a Proposal and begin negotiations without conducting any interviews
- iii. **Negotiation and Development Agreement** – The Town will negotiate with the Proposer any incentives or participation as part of a Development Agreement. The development agreement approval will be processed concurrently with the development and site plan review. If the Proposer is unwilling or unable to honor the requirements of this RFP or its Proposal, or negotiations otherwise fail, the Town retains the right to suspend or cancel negotiations with the selected Proposer and proceed to negotiations with another Proposer.

The development agreement will include binding timeframes in which the Town and Proposer will execute all additional necessary agreements and documentation, construct the project, and complete the sale.

- VII. **Town Rights and Procurement Conditions** – The Town reserves, holds without limitation, and may exercise, at its sole discretion, all rights available to it under applicable law, including without limitation, the following, with or without cause and

with or without notice. By responding to the RFP, Proposers acknowledge and consent to the following Town rights and conditions:

- a. To cancel, withdraw, postpone, or extend the RFP in whole or in part at any time without incurring any obligations of liabilities and to terminate the RFP process or decide not to select a Proposer for any reason whatsoever.
- b. To issue a new RFP.
- c. To reject all submittals, responses and proposals received at any time and to eliminate any Proposer that submits an incomplete or inadequate response or is not responsive to the requirements of this RFP or is otherwise deemed to be unqualified during any stage of the RFP process.
- d. To modify all schedule dates set or projected in this RFP.
- e. To terminate evaluations of the proposals received at any time.
- f. To suspend and terminate the RFP process at any time.
- g. To revise and modify, at any time prior to the Proposal submittal date, factors it will consider in evaluating responses to this RFP and to otherwise revise its evaluation methodology.
- h. To issue addenda, supplements, and modifications to this RFP, including but not limited to modifications of evaluation criteria or methodology and weighting of evaluation criteria and to without prior notice, supplement, amend or otherwise modify this RFP or otherwise request additional information.
- i. To hold meetings and conduct discussions and correspondence with one or more of the Proposers responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- j. To seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFP, including the right to seek clarifications from Proposers
- k. To add or delete Proposer responsibilities from the information contained in this RFP.
- l. The right to use assistance of outside technical and legal experts and consultants in the evaluation process.
- m. To waive deficiencies, informalities, and irregularities in a Proposal, accept and review a non-conforming Proposal or seek clarifications or supplements to a Proposal and to waive any defect, technicality or any other informality or irregularity in any Proposal, or any other response from RFP Proposers.
- n. In the event the Town receives questions concerning this RFP from potential Proposers prior to the deadline for response, the Town reserves the right to provide such questions, and the Town's responses, if any, to all potential Proposers.
- o. To conduct investigations with respect to the qualifications and experience of each Proposer or Proposal and to request additional evidence to support any claim made in a Proposal.

- p. To take any action affecting the RFP process, or the Property that is determined to be in the Town's best interest.

All information provided by Proposer to the Town pursuant to this RFP, including the Proposal, are, upon their receipt, deemed the property of the Town, will not be returned to the submitting Proposer and are subject to the Colorado Public Records Act. In no event shall the Town, or any of its agents, representatives, employees, or consultants, be liable to a Proposer as the result of the disclosure of all or a portion of a Proposal submitted under this RFP.