PURCHASING AUTHORITY
Town of New Milford, Connecticut

**SALE OF TOWN-OWNED PROPERTY**

The Town of New Milford gives notice pursuant to the Town Charter of the request for submission of proposals for the purchase of Town-Owned Real Property. The property is a former school building and current Town administrative offices located at 50 East Street, New Milford, CT.

The Town reserves the right to reject any and all submissions.

All Proposers must submit the Town of New Milford Project Proposal Form and an earnest money deposit by **December 19, 2016, 3:00 p.m.** to the Town of New Milford Purchasing Department, Town of New Milford, 10 Main Street, New Milford, CT 06776. Mark the outside of the sealed envelope "RFP for the purchase of Town-Owned Property Located at: 50 East Street, New Milford, CT 06776.)". Submissions received after that time will be considered informal and rejected.

The proposal package may be obtained online at www.newmilford.org, at the Office of the Director of Finance or by contacting vdouglass@newmilford.org.

David Gronbach, Mayor

An Equal Opportunity/Affirmative Action Employer

Request for Proposals

**Disposition of Town-Owned Real Property**

ADVERTISEMENT

The Town of New Milford ("Town") gives notice pursuant to the Town Charter of the request for submission of proposals for the purchase and development of Town-Owned Real Property.

The property is a former school building and current Town administrative offices located at: 50 East Street, New Milford, CT 06776. The subject property is comprised of a 4.63 acre lot. There are 204.00 feet of frontage on East Street and 415 feet on Elm Street Extension. The site has level topography, with public utilities available. The property is located within the R-20 (Residential) zone. Currently, the site is improved with a 23,604 square foot former school building, presently occupied by the New Milford Board of Education and Town Youth Agency, for administrative offices. The property has been appraised at $1,930,000 (without the building) and $1,630,000 (keep the building) respectively based on a Scenario 1 and Scenario 2 indicated value with the highest and best use identified as an Assisted Living Facility. Bidders are encouraged to offer bids at a dollar amount they feel appropriate for this property.

Evaluation will be based on:

- Proposals that meet the needs and are consistent with the character of the community, including with respect to use, design, anticipated traffic, parking, and landscaping. Preference will be given to proposals that maintain the façade and historical character of the building. Be advised that Federal and State tax credits may be available with regard to preservation of the Building façade.
- Proposals consistent with the highest and best use identified for the property in the Appraisal. However, alternative uses, including those that would be contingent on a change of zone for the Property, will also be considered.
- Price that is offered.
- Bidders' ability to successfully complete the transaction and the contemplated development in a timely manner.
- Bidders' experience and reputation based on prior development projects.

The Real Estate Appraisal Report was completed in accordance with the Uniform Standards of Professional Practice (USPAP) FIRREA regulations and is in compliance with the Appraisal and Interagency Guidelines dated December 2, 2010 and is available to prospective Bidders. The property would be sold on an "As Is" basis. Bidders are required to make a firm offer for the Property, submit an earnest money deposit equaling 2% of the offered purchase price to be held by the Town in escrow pending evaluation of responsive bids, and provide a completed and signed Project Proposal Form on the form provided by the Town.

Upon acceptance of a responsive Proposal, the contemplated transaction would be contingent on (a) negotiation and agreement on an appropriate Contract of Sale, (b) approval of the Contract of Sale and conveyance by the New Milford Town Council, any Board required by statute, and Town Meeting approval. The successful Bidder shall be required to pay the balance of the purchase price at closing as provided in the approved Contract of Sale. If a selected Proposal fails to receive either Town Council or

Special Town Meeting approval, any deposit will be returned to the Bidder. The earnest moneys of any Bidders not selected by the Town will be returned to each such Bidder.

The property will be made available for inspection on:

- By appointment by calling Kevin Bielmeier at 860-355-5001

All Bidders must submit the Town of New Milford Project Proposal Form and earnest money deposit by **December 19, 2016, 3:00 p.m**. to the Town of New Milford Purchasing Department, Town of New Milford, 10 Main Street, New Milford, CT 06776. Mark the outside of the sealed envelope "RFP for the purchase of Town-Owned Property Located at: 50 East Street, New Milford, CT 06776.)".

To obtain a Town of New Milford Project Proposal Form and other information applicable to the Project, you may access the Town website at http://www.newmilford.org. If a Bidder would like a Proposal package to be sent via U.S. mail, the Bidder should contact the Purchasing Specialist by calling (860) 355-6060 Ext. 3.

By making a bid, every Bidder accepts and acknowledges the following terms and conditions:

1. The preference of the Town is that the façade and appearance of the building shall not be changed, although proposals involving the demolition of the building will be considered.
2. Upon completion of the development, the real property will be fully taxable. This means that the property will be sold with an appropriate restriction that requires the contemplated development to be built.
3. A portion of the parking lot is currently being used by Theatre Works New Milford, a local theatre that provides performances at a restored church at 5 Brookside Avenue. The sale will be contingent on the successful Bidder providing a license for up to 45 parking spaces to accommodate performances, or a lesser amount of parking spaces that incorporates a shuttle/valet service through the parking lot to accommodate theatre patrons for less than 100 nights a year on weekends.
4. The Building contains a stained glass panel that shall be preserved. If the stained glass is removed for any reason, it will be offered to the Town first at no cost. This provision will run with the land.
5. Any WPA art projects/murals in the building will be preserved or offered to the Town at no cost. This provision will run with the land.

In selecting a proposal, the Town is not bound to make the award on the basis of the highest monetary offer. It is the Town's goal to strengthen the mission and stability of the community and therefore, shall give preference to Bidders who intend on using the property in a manner consistent with its highest and best use, consistent with the Town's Plan of Conservation and Development and associated planning objectives. The Town reserves the right to accept or reject any and all proposals, either in whole or in part, with or without cause, waive any informality of any proposals, cancel this request for proposals, and to make the award in the best interest of the Town, subject to and contingent upon Town Council approval and the other approvals recited above.

# Town of New Milford Project Proposal Form
# Disposition of Town-Owned Property Located at 50 East Street, New Milford, CT 06776

Instructions: Please complete all sections of this Project Proposal Form. **Return completed form with the required 2% earnest money deposit in a sealed envelope and mark the outside of the sealed envelope "RFP Disposition of Town-Owned Property Located at: 50 East Street, New Milford, CT 06776."**

The envelope should be addressed to:

Attention: Purchasing Department
Town of New Milford
10 Main Street
New Milford, CT 06776

Questions: Kevin Bielmeier
Director of Economic Development
Town of New Milford
10 Main Street
New Milford, CT 06776
(860) 355-5001

All Proposals must be submitted on this Town of New Milford Project Proposal Form with a 2% earnest money deposit by **December 19, 2016, 3:00 p.m.** to the Town of New Milford Purchasing Department, Town of New Milford, 10 Main Street, New Milford, CT 06776. Bidders' submitted Project Proposal Forms will be used by the Town to evaluate responsive Bidders' overall concept, design, uses, and impacts associated with each proposed project, Bidders' financial ability to proceed, Bidders' demonstrated experience in designing and executing similar projects, any contingencies associated with each proposed project, and obtain appropriate professional references from each Bidder. In the event you need more space to answer, submit additional pages.

An earnest money deposit equaling 2% of the proposed purchase price in the form of a locally drawn cashier's check, official bank check or money order made payable to the "Town of New Milford" must accompany the Project Proposal Form at the time the Proposal is submitted. Failure to meet this requirement will eliminate the Proposal. The checks of any Bidders not selected by the Town will be returned to each such Bidder.

## Town-Owned Real Property For Sale:
## 50 East Street, New Milford, CT 06776

**1. Location:**

Proposal is being submitted for the purchase and development of the Town-Owned property located at the following address:

**50 East Street, New Milford, CT 06776**

**2. Name of Bidder:**

List the names, addresses and telephone numbers of the Bidder, along with its principals and any partners or joint venturers involved in Bidder's purchase and development of the property.

| *Name* | *Address* | *Phone* | *Fax* | *Email* |
|---|---|---|---|---|
| (1)_____ | _____ | _____ | _____ | _____ |
| (2)_____ | _____ | _____ | _____ | _____ |
| (3)_____ | _____ | _____ | _____ | _____ |
| (4)_____ | _____ | _____ | _____ | _____ |

**3. Bidder's Prior Experience & Professional References:**

Please identify previous experience, if any, in property development, especially experience in designing and implementing similar projects. If none, indicate it below on the following lines. Please also provide names and telephone numbers for at least three professional references with knowledge of your prior experience in property development.

_____

_____

_____

_____

_____

**4. Proposed Use, Design and Layout of the Property:**

Please describe the proposed use of the property and provide visual depictions of the proposal. This is the Bidder's opportunity to lay out the vision and preliminary design for its development. Please describe proposed schedules for the retrofit or demolition of the Building and completion of the project as well as the Bidder's ability to meet time schedules proposed. Please address any visual, commercial, economic, residential, social, aesthetic, traffic, parking, and streetscape impacts that the proposal will have on the Town. If your proposal would be contingent on

financing, a change of zone for the subject property, or any other factors, explain the nature, amount, and any other available details relating to each such contingency.

## 5. Proposed Purchase Price:

Please indicate the purchase price that you are willing to pay for the property and attach a locally drawn cashier's check, official bank check or money order made payable to "Town of New Milford" equaling 2% of the offered purchase price as an earnest money deposit for the proposed purchase of the property. The balance of the purchase price is due at closing. The earnest money deposit will only be processed if the Town approves the proposal for the purchase of the property as set forth in the Request for Proposals. **If the Town does not approve the proposal for the purchase of the property, the earnest money deposit will be returned to the Bidder**. Upon acceptance of a responsive Proposal, the contemplated transaction would be contingent on (a) negotiation and agreement on an appropriate Contract of Sale, (b) approval of the Contract of Sale and conveyance by the New Milford Town Council, any Board required by statute, and Special Town Meeting approval.

_____

_____

## 6. Closing/ Occupancy Schedule:

The Town anticipates closing within 60 days of approval of the Contract of Sale and conveyance as recited above. Indicate any conditions or special circumstances that would prohibit the Bidder from closing within this timeframe.

_____

_____

_____

_____

By submitting a Proposal, the Bidder waives and releases any claims it may have against the Town of New Milford relating in any manner to the Property, including but not limited to claims relating to alleged representations or oral agreements, except as may be otherwise set forth in an approved, executed Contract of Sale with the successful Bidder..

**Incurring Costs & Site Visits**

The Town of New Milford is not liable for any cost incurred by any Bidder. If Bidders wish to visit the Property for a tour, they should contact the Town's Director of Economic Development. Bidders will not be permitted to conduct any environmental reviews, investigations, or testing prior to submission of Proposals, although such site investigations will be permitted prior to Closing in accordance with the provisions of an approved, executed Contract of Sale.

**Timing and Sequence**
Timing and sequence of events resulting from this Request for Proposals and the transaction anticipated herein will be determined solely by the Town.

**Oral Agreements**
The Town of New Milford shall not be bound by any alleged oral agreements, arrangements, or representations pertaining to the Property made by the Town or any other person or entity.

**Amending or Cancelling Request**
The Town reserves the right to amend or cancel this Request for Proposals prior to the due date and time, if it is determined to be in the best interest of the Town.

**Presentation of Supporting Evidence**
A Bidder, if requested, must be prepared to present evidence of experience, ability, service facilities, and financial standing necessary to satisfactorily meet the requirements set forth or implied in its proposal.

**Changes to Proposal**
No additions or changes to the original proposal will be allowed after submittal. Changes required by any local or state Board or Commission shall be considered as an exception and will require written approval by the Mayor. While changes are generally not permitted, clarifications at the request of the Town may be required.

**Permit Requirements**
It shall be the responsibility of the successful Bidder to obtain at its cost the appropriate permits as required by local and/or state law for proposed work. Local permit costs will not be waived.

**In selecting a proposal, the Town of New Milford ("Town") is not bound to make the award on the basis of the highest monetary offer. It is the Town's goal to strengthen the mission and stability of the community. The Town reserves the right to accept or reject any and all proposals, either in whole or in part, with or without cause, waive any informality of any proposals, cancel this request for proposals, and to make the award in the best interest of the Town, subject to approval of the Town Council, Special Town Meeting, and any other required Board or Commission.**