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

Instructions: Please complete all sections of this Proposal Form. **Return completed form in a sealed envelope 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

All Proposals must be submitted on the Town of New Milford Project Proposal Form with an earnest money deposit to the Town of New Milford Purchasing Department, Town of New Milford, 10 Main Street, New Milford, CT 06776. The Proposal Form is used to establish financial ability to proceed, to disclose the intended use of the real estate, and to establish the overall parameters of the project. In the event you need more space to answer, submit additional pages.

An earnest money deposit equaling 2% of the proposed purchase price must accompany the Project Proposal Form at the time the Proposal is submitted. Failure to meet this requirement will eliminate the Proposal.

Town-Owned Real Property For Sale:

50 East Street, New Milford, CT 06776

Project

1. Location:

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

50 East Street, New Milford, CT 06776

2. Name of Proposer:

List the names, addresses and telephone numbers of all parties germane to the purchase and development of the property.

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

3. Proposer's Prior Experience:

Please identify previous experience, if any, in property development. If none, indicate it below on the following lines.

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4. Proposed Use and Layout of the Property:

Please describe the proposed use of the property and provide visual depictions of the proposal. This is the Proposer's opportunity to lay out the vision for its development. Please describe proposed schedules for the retrofit of the Building as well as the bidder's ability to meet time schedules proposed. Please address any visual, commercial, economic, residential, and social impacts that the proposal will have on the Town.

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 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 Proposer**.

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6. Closing/ Occupancy Schedule:

The Town desires to close within 30 days of approval of the sale of the property by the Town of New Milford via Town Meeting and the execution of the Town Property Sales Agreement and Quit-Claim Deed by the Mayor of the Town. Indicate any conditions or special circumstances that would prohibit the Proposer from closing within this timeframe.

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The Proposer shall hold the Town of New Milford, its officers, agents, servants, and employees, harmless from liability of any nature or kind because of information, other than printed literature furnished by an authorized agent of the Town of New Milford.

Incurring Costs
The Town of New Milford is not liable for any cost incurred by any Proposer.

Timing and Sequence
Timing and sequence of events resulting from this Request for Proposals will ultimately be determined by the Town.

Oral Agreements
Any alleged oral agreements or arrangement made by Proposer with the Town or any employee will be superseded by the written agreement.

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 Proposer, 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, clarification at the request of the Town may be required.

Permit Requirements
It shall be the responsibility of the successful Proposer to obtain 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 Town Council approval.