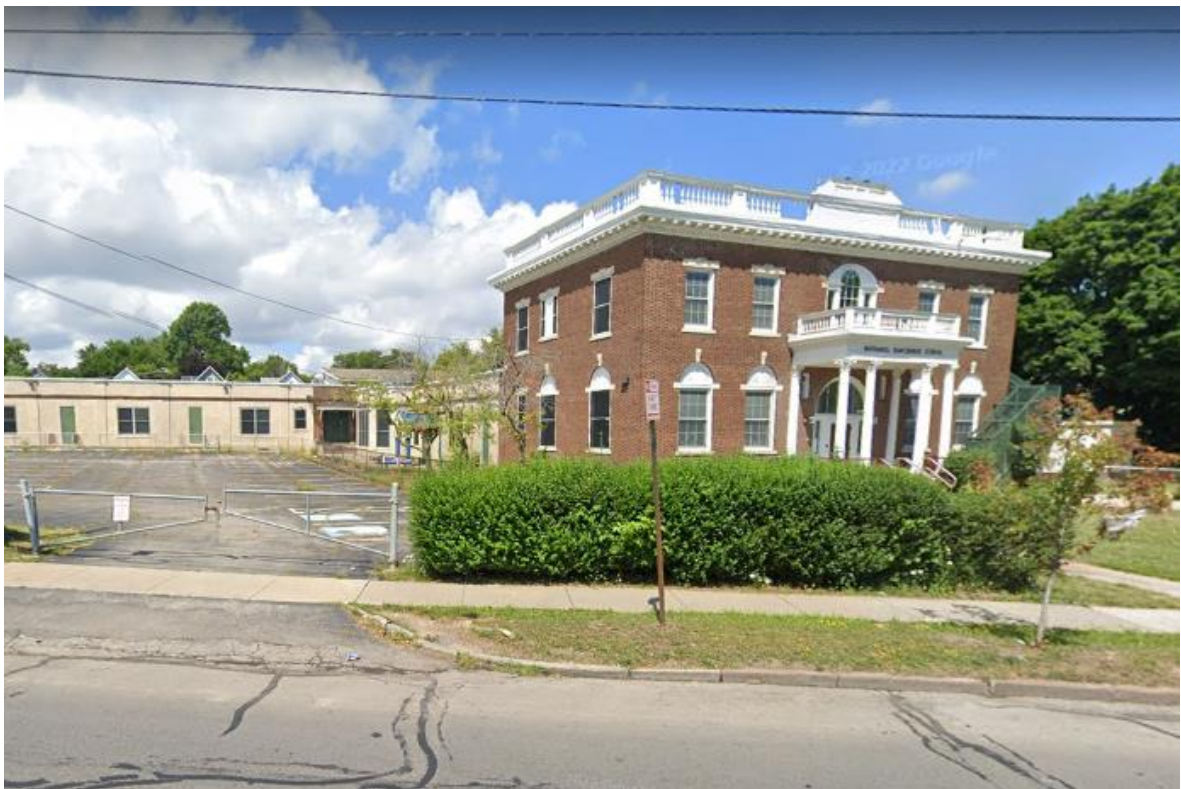




City of Rochester
REQUEST FOR PROPOSAL

Purchase of former school facility
NATHANIEL HAWTHORNE SCHOOL No. 25
965 NORTH GOODMAN STREET
ROCHESTER NY 14609



RFP Release Date: June 4, 2024
RFP Submission Deadline: September 6, 2024 @ 4:00 p.m.
Information Meeting: June 26, 2024 @ 2:00 p.m. via zoom
-Zoom link to be provided-

Scheduled Inspection Dates:

- Thursday, June 20, 2024 @ 10:00 am – 11:00 am
- Monday, July 8, 2024 @ 2:00 pm – 3:00 pm
- Wednesday, July 17, 2024 @ 10:00 am – 11:00 am

Request for Proposals
Purchase of former school facility
Nathaniel Hawthorne School No. 25
Table of Contents

- I. Purpose
- II. RFP Coordinator & Point of Contact
- III. Property Description and Required Approvals
 - A. Property Description
 - B. Zoning
 - C. Permit Requirements
- IV. Purchase Price
- V. Purchaser Eligibility & Sale to Tax Exempt Organizations
- VI. Proposal Submission Requirements
 - A. Development Plan
 - B. Financial Information
 - C. Marketing Plan
 - D. Payment of Purchase Price
 - E. Timetable
 - F. Contingencies
 - G. Development Team and Project Experience
 - H. Community Support
 - I. Property Tax Abatement/Exemptions
 - J. Environmentally Sensitive Building Methods
 - K. Issues and Concerns
- VII. RFP Schedule
- VIII. Evaluation Criteria
- IX. General Terms and Conditions
- X. Exhibits:
 - A. Tax Map
 - B. Aerial/Site Map
 - C. Site Plan Review Documents
 - D. Purchaser Eligibility
 - E. Guidelines for the Sale of City owned Real Estate to Not-for-Profit Organizations
 - F. Building Reports, Site Plan & Floor Plans

I. **PURPOSE:**

The City of Rochester ("City") is seeking proposals from experienced real estate developers for the purchase of Nathaniel Hawthorne School No. 25 on North Goodman Street in the City's Northeast Quadrant. To determine the best possible use as a renovated school or re-use of the property, the City will consider various possible scenarios for adaptive re-use that are presented by the respondents. The former school also had use of the undeveloped site at 576 Bay Street and the City may consider the sale of the Bay Street parcel if the purchaser can demonstrate the need for such additional land.

The City intends to select a developer with a good track record and sound financial backing, whose vision for the renovation and reuse of this property will reposition the former school so that it will once again serve as an asset within the neighborhood and the larger community. The City's objective is to select a redevelopment proposal for the property that will:

- Renovate and reuse the existing structure on the site as well as the associated parking and greenspace;
- Serve an economic development purpose;
- Increase the tax base through a reuse that is not exempt from real estate taxes;
- Include uses that are compatible to and complementary with existing surrounding development;
- Stabilize and preserve the land values in the surrounding neighborhood;
- Encourage environmentally sensitive development and sustainable construction methods.

PLEASE NOTE: The City of Rochester will not consider proposals other than the renovation and reuse of the existing structure on the site.

II. **RFP Coordinator & Point of Contact**

Paul J. Scuderi, Director of Real Estate, will serve as the coordinator and point person of contact during the proposal process. All correspondences, questions, submissions etc, related to this RFP should be addressed to:

City of Rochester
Division of Real Estate
30 Church Street, Room 125B
Rochester, NY 14614
ATTN: Paul J. Scuderi, Director of Real Estate
(585) 428-7527
Email: Paul.Scuderi@cityofrochester.gov

III. Property Description and Required Approvals:

A. Building Description – The site consists of potentially two parcels with a combined land area of approximately 3.38 acres. The school building is located at 965 North Goodman Street. The playground lot containing approximately 0.75 acres is located on the parcel at 576 Bay St. The City will consider the sale of both parcels if the proposer can demonstrate a need for both parcels. In the absence of a demonstrated need, the City may retain the parcel at 576 Bay Street for future development. The sites are level and is serviced by all public utilities. The addresses, tax map numbers and land area of the two parcels are listed below. A copy of the tax map is included as Exhibit A.

965 N Goodman Street	106.44-3-16.002	2.63 Acres
576 Bay Street	107.37-1-31	0.75 Acres

The building served as a public elementary school until March, 2020. The 1 and 2-story masonry building was built in 1914 and contains approximately 38,797 square feet. The majority of the building does not have a second story but the east wing of the original building has second floor level containing classrooms and offices. The school has 22 classrooms, a cafeteria, library, a dual-purpose area that serves as both auditorium and gymnasium, 5 administrative offices, a boiler room, mechanical room and a custodians office. A sprinkler system is present in all of the building. The building floorplans are included as Exhibit F.

Exhibit F includes a building condition survey, record of maintenance and capital improvements, site plan, floor plans and general information of the facility.

Zoning - The development parcel is currently zoned Low Density Residential (R-1). Zoning information is included as a link below. Complete details of the zoning requirements are available from the City of Rochester's website: <http://ecode360.com/8679474> or by contacting the City's Zoning Office at (585) 428-6643. Proposal submission shall assure that development will comply with all applicable zoning regulations.

It is recommended that the following sections of Chapter 120 of the code are also reviewed:

Article III – R-1 Low Density Residential District (965 N Goodman St)
<https://ecode360.com/8679530>

Article XIX – City-Wide Design Guidelines and Standards
<http://ecode360.com/8682522>

Article XX – Requirements Applying to all Districts
<http://ecode360.com/8682601>

Article XII – O-S Open Space District (576 Bay St)
<https://ecode360.com/8681579#8681579>

Please note that the following provision of Section 120-158 shall apply to all redevelopment proposals for the Nathaniel Hawthorn School No. 25:

- C. Designated buildings of historic value:
- (1) Demolition of a designated building of historic value shall be prohibited.
 - (2) Significant architectural features, including but not limited to slate or tile roofing, original cladding, porches, cornices, etc shall be maintained.
 - (3) Replacement windows in a designated building of historic value shall utilize true divided lights or simulated divided lights when matching the original mullion and/or muntin configuration. This would not include interior-only grids or grids between the panes of glass, except where the windows are being replaced in order to abate lead paint hazards.

Permit Requirements – Building permits will be required for general construction work, plumbing and electrical work. Accessibility for the physically challenged will be required as provided for in the New York State Fire Prevention and Building Code.

IV. PURCHASE PRICE:

The purchase price for this offering has 2 tracks that include (1) the utilization of the structure as a school/educational facility and (2) the adaptive re-use as housing, commercial etc.

1. The purchase price for the property for school use will include the parcel at 965 N Goodman Street and the undeveloped lot at 576 Bay Street for the combined price of \$820,000;
2. The purchase price for the property for any adaptive re-use will only include the parcel at 965 N Goodman Street for the purchase price of \$800,000. In this scenario, the City will retain ownership of 576 Bay Street.

The purchase prices were established through an independent appraisal prepared for the City of Rochester by Midland Appraisal Associates, April 2024.

V. PURCHASER ELIGIBILITY AND SALE TO TAX-EXEMPT ORGANIZATIONS

All purchasers must meet the City of Rochester's purchaser eligibility requirements, as defined in Chapter 21 of the City of Rochester Municipal Code. The eligibility requirements are included as Exhibit E.

The City sells real estate with the goal of increasing the tax base. The City therefore gives preference to proposals to transfer property into private ownership for taxable uses. However, given the unique nature of this property and the challenges to accomplish its rehabilitation, the City may consider a tax-exempt use if no suitable proposal for a taxable use is submitted. Be advised that if a tax-exempt organization

submits a proposal and purchase offer, City policy requires the purchaser to waive its tax-exempt status for five years and agree to pay property taxes for that period of time, unless that organization currently owns a tax-exempt property within 500 feet of the Nathaniel Hawthorn School No. 25. The City's policy on sales to tax-exempt purchasers is included as Exhibit E.

VI. PROPOSAL SUBMISSION REQUIREMENTS:

The following items are required to be provided as part of this proposal submission. Responses shall include each item in the order outlined below, with each item numbered to indicate the section.

A. Development Plan:

- (1) A narrative description of the proposed redevelopment plan. Indicate the proposed use(s) for all portions of the property;
- (2) Provide **elevations, floor plans, and site plans** for the proposed redevelopment at a minimum one eighth inch (1/8") scale;
- (3) Parking plan for the intended use and traffic flow;
- (4) Description of common area amenities, shared interior space and use of exterior open space, including landscaping;
- (5) Exterior façade design & other architectural features;
- (6) Security features;
- (7) Preliminary specification list that describes the materials and finishes to be used in any construction;
- (8) Green construction methods employed;
- (9) Your capacity to complete the SEQRA and/or NEPA documentation;
- (10) Demonstrate that your proposed use is in alignment with NYS-SHPO requirements;
- (11) Acknowledgement of the necessity for any variance/relief from the City Zoning Code; rezoning, permits, licenses and other approvals from the appropriate regulatory authorities.

B. Financial Information:

- (1) Cost estimates for all construction and soft costs. Include assumptions;
- (2) Table showing the source of all funds to undertake purchase and development (including bank participation, owner equity, tax credit financing, and any other sources that may be pursued). The proposed financing arrangements should be verified by a letter from the financial source/institution indicating the project has been reviewed and the

source/institution is willing to favorably consider a loan application to finance the project. Respondent must demonstrate access to funds in an amount equal to or greater than their equity contribution. If the Respondent expects to apply for City/State/Federal financial assistance (tax abatement, tax credits etc), please outline this in the response;

- (3) Expected terms for the project financing by source, including loan amounts, interest rates, term length, and any special loan covenants/requirements;
- (4) Minimum of ten-year (10) project pro-forma including all capital costs, operating expenses, income/revenues. Depending on your funding source and project concept a longer pro-forma may be more appropriate. Include all assumptions;
- (5) Timetable for construction and occupancy;
- (6) Contingencies that are necessary in order to make this project feasible, including pre-lease requirements. Indicate the time frame necessary to remove each contingency;
- (7) Acknowledgement that Respondent shall comply with City of Rochester MWSDBE goals and workforce goals related to any public funding associated with this project.

C. Marketing Plan: Include a marketing plan that addresses, at a minimum, the following items:

- Identification of target market;
- How will the redeveloped building be marketed for sale or lease. Include letters of interest from potential tenants, if applicable, or a marketing plan identifying how the developer will attract tenants;
- Promotion schedule;
- Describe previous experience with real estate within the City of Rochester.

D. Payment of Purchase Price: Respondent shall state their willingness to purchase the property at the appraised value noted in Section IV. An offering for less than the noted amount(s) will not be considered.

E. Timetable: Include projected time-table for start of redevelopment to occupancy. Schedule shall include phasing, if applicable, indicating dates for major milestones, such as start of project design, completion of rezoning/contingencies/tax incentives, if applicable, securing financing sources, execution of the purchase and sales agreement, closing, construction bids, start of construction, and date of occupancy.

F. Contingencies: Identify contingencies and indicate the time frame necessary to remove each contingency.

G. Development Team and Project Experience: The following information is required for submission:

1. Primary contact name, address, phone and e-mail;
2. The legal name of the lead entity/agency, mailing address and website. Name and address of authorized official to whom the City would offer an invitation to enter into a Land Disposition Agreement;
3. Indicate whether the ownership of the property will be in an entity other than the Respondent. If so, identify the principals of the owning entity;
4. Detail on the composition of the development team, including an organizational chart listing the team members and affiliates, identifying key personnel and their respective roles and responsibilities. Indicate whether the Respondent is a subsidiary of, or affiliated with, any other corporations or firms. Clearly identify ownership and/or economic interest at each level. Describe any identity of interest relationships which exist among development team members;
5. The full name, telephone numbers, e-mail addresses and mailing addresses of members, participants, key personnel and other parties who will participate in the project as part of the team, including their role and function in the team;
6. For each member and participant, a resumé or short corporate profile describing the business activities and providing information on their experience with projects of similar size and nature;
7. Describe the team methodology for project management through this organizational structure and to monitor quality and timely delivery. If the Respondent represents a joint venture, provide information on the liability of the partners;
8. Provide a description of projects that have been accomplished by the development team which are of similar size and nature. For each project, provide the following information:
 - Project name, type, location, project size, uses, and densities.
 - Development Team members who were involved in the project who will also participate in the Nathaniel Hawthorn School No. 25 project.
 - Name of project manager, and lead construction manager
 - General contractor and subcontractors
 - Provide a description of any unique challenges of each project and how the developer addressed them.
 - Public/private structure, current ownership and final transaction structure.
 - Project cost (budgeted and actual).
 - Capital and financing sources utilized.
 - Economic Performance – Project Profitability.
 - Project commencement and completion date .
 - One client reference per project including contact name, address, telephone number and email address.

- H. Community Support** – Community support is a very important component to significant development projects. Respondents must provide letters of support from the area neighborhood and business groups & leaders in regards to the proposed development plan.
- I. Property Tax Abatement/Exemptions:** Indicate whether development is contingent upon receipt of financial relief through either property tax exemptions or payment-in-lieu-of-tax agreements. The City will give preference to projects which will be fully taxable.
- J. Environmentally Sensitive Building Methods:** The City of Rochester is committed to encourage efforts to increase and enhance building methods that promote sustainability, increase energy efficiency and reduce adverse impacts on the environment. Therefore, preferences will be given to proposal designs that incorporate environmentally sensitive rehabilitation, redevelopment, demolition and new construction standards and methods.

Proposal submissions should indicate how the project will utilize green building methods to address the aspects of development listed below.

- **Integrated Design:** An integrated design process incorporates sustainability up-front, uses a holistic and total-systems approach to the development process, and promotes good health and livability through the building's life cycle. Examples include utilizing a developer, architect, engineer, landscape architect design specialist, contractor who is experienced with green building. The team must be committed to environmentally responsive, resource conserving and healthy building principles and practices.
- **Site, Location and Neighborhood Fabric:** The site provides unique opportunities to create a more walkable, livable community, while helping restore, invigorate and sustain livable development patterns. Examples include making the site safer and more inviting for walkers and bicyclists and making connections to surrounding amenities.
- **Site Improvements:** Sustainable design and site planning integrate design and construction strategies to: minimize environmental site impacts; enhance human health; reduce construction costs; maximize energy, water, and natural resource conservation; improve operational efficiencies, and promote alternative transportation. Examples include appropriate surface water management, use of vegetation to reduce energy use and erosion control.
- **Water Conservation:** Water efficiency conserves finite fresh water resources and reduces utility bills. Examples include specifying and installing water-efficient appliances and plumbing fixtures, implementing low-water landscape and irrigation strategies, and taking advantage of rainwater catchment.
- **Energy Efficiency:** Energy efficiency helps to maximize resident comfort and health, and reduces utility bills. Examples include the installation of high efficiency mechanical and electrical systems.

- **Materials Beneficial to the Environment:** Reducing, reusing and recycling building materials conserve natural resources and reduce emissions associated with manufacturing and transporting raw materials. Examples include the use of recycled building materials, recycling and reuse of existing construction and demolition debris.
- **Healthy Living Environment:** Creating a healthy living environment involves the use of materials that do not cause negative health impacts for residents or workers, especially for more sensitive groups such as children, seniors and individuals with existing respiratory problems and compromised immune systems. Examples include limiting the use of hazardous materials on the job site and reducing the use of volatile organic compounds (VOC) paints and primers.

The criteria above were inspired by the work of Enterprise Community Partners through the Green Communities Initiative. Additional information on this initiative is provided with the RFP and is available at www.greencommunitiesonline.org. This RFP does not establish green community standards for the development. However, the proposals will be evaluated according to the extent that the projects will address the above criteria. This will be included as a consideration during proposal review.

K. Issues & Concerns: The proposal should identify any issues or concerns in relation to the project. Any financial assistance requested from the public sector must be presented in detail with any projected budget gaps clearly calculated and specifically indicated.

VII. RFP SCHEDULE

A. Informational Meeting

City staff will be available to explain/clarify requirements and respond to questions.

DATE: June 26, 2024

TIME: 2:00 PM

PLACE: Via Zoom – Zoom link to be provided

B. Building Walk-Through – the building will be available to view on three (3) separate occasions:

Thursday, June 20, 2024 @ 10:00 am – 11:00 am

Monday, July 8, 2024 @ 2:00 pm – 3:00 pm

Wednesday, July 17, 2024 @ 10:00 am – 11:00 am

LOCATION: 965 North Goodman Street

C. Proposal Submission:

DUE DATE: Three (3) hard copies and 1 digital version of the proposal must be received by 4:00 p.m. on **Friday, September 6, 2024** at the following address:

City of Rochester
Division of Real Estate
30 Church Street, Room 125B
Rochester, NY 14614
ATTN: Paul J. Scuderi, Director of Real Estate

Proposal Acceptance: Recommendation to accept a proposal is expected to be made in December, 2024 and forwarded to City Council for approval prior to February 2025. Every effort will be made to expedite and shorten this schedule where possible. No proposal shall be deemed accepted until: 1) the execution of a land disposition agreement between the City and the Purchaser and; 2) authorization of sale by the Rochester City Council.

VIII. EVALUATION CRITERIA

A project review committee will be formed with members appointed from various City departments. Proposals will be evaluated using the following criteria:

1) Quality of Proposal (25%):

- Strength and compatibility of use and design.
- Quality and compatibility of the proposed development with the existing structures within the surrounding land uses.
- Marketing Plan
- Neighborhood/Business leader support

2) Financing Plan (30%):

- Strength of the financing plan based on specific details in a proposal letter from a financial institution. Information that will be evaluated shall include, but is not limited to:
- Equity requirements request as prescribed by the lender and proof of such equity by the developer.
- Experience of the developer in financing, implementing and constructing projects of similar size and scope.
- Terms and conditions of the construction financing, which includes a marketing plan and number of pre-sales required for construction.

- Public financing expectations, if any, and compliance with MWSDBE and workforce goals.
 - Contingencies.
- 3) Development Team Experience (15%): Experience of the development team with similar projects.
- 4) Project Readiness (20%):
- Expediency of the development and construction timetable.
 - The reasonableness of contingencies.
 - Issues and concerns that will affect project success.
- 5) Use of Sustainable and/or Environmentally Sensitive (“Green”) Construction Standards and Products (10%).

IX. General Terms and Conditions:

The information set forth herein is provided for informational purposes only. The City makes no representation or warranties as to the accuracy or completeness of this information and all developers/users shall at all times remain responsible for verifying any facts or circumstances upon which a proposal is based.

The property is being sold on an “as is-where is” basis. Each respondent is solely responsible, at its own cost and expense, to carry out its own independent research, due diligence or to perform any other investigations, including seeking independent advice, considered necessary by the Respondent to satisfy itself as to all existing conditions affecting the site. The cost of any and all required investigation, remediation and improvements will be borne by the Respondent.

The City reserves the right to extend the Submission Deadline and may do so by posting a notification of the extension on the City’s website. Should it become necessary to revise any section of the RFP, provide additional information necessary to adequately interpret provisions and requirements of this RFP, or respond to written inquiries concerning the RFP, the City reserves the right to post an Addendum to the RFP on the City’s website.

Only proposals that comply with all the objectives, provisions and requirements of this Request for Proposals will be considered for review. The City of Rochester reserves the right to independently investigate or request clarification of the contents of any proposal, including requesting that any prospective purchaser provide additional information, or make a presentation. All materials submitted in response to this Request for Proposals become the property of the City of Rochester, without obligation of the City to return such materials. All determinations of completeness of any submission and compliance with the objectives, provisions and requirements of this Request for Proposals, and the eligibility or qualification of any developer, shall be at the sole and absolute discretion of the City of Rochester.

The City may make such investigation as it deems necessary to determine the ability of a Respondent to successfully carry out the redevelopment project. The Respondent will furnish to the City all such information and data for this purpose as the City may request. The City reserves the right to reject any submission if the evidence submitted by or investigation of such Respondent fails to satisfy the City that such Respondent is properly qualified to carry out the obligations of a Contract.

Subsequent to the submission of the proposals, the City of Rochester, in its sole and absolute discretion, may enter into parallel negotiations with two or more developers, may designate two or more developers for "short list" consideration, may request best and final offers and/or may conduct other additional competitive proceedings with respect to the potential disposition of the property described in this Request for Proposals. The City may, at its option, interview Developers as part of this selection process. However, selection may take place without such interviews. Therefore, proposals should be complete as initially submitted.

The City of Rochester has the right in its sole and absolute discretion to accept any proposal, to reject any and all proposals, to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the qualifications submitted and to elect not to proceed with the process set forth in this Request for Proposals. Additionally, the City may waive any of the provisions, requirements, terms and condition of this RFP. The City has no obligation to discuss its reasoning for selecting, accepting or rejecting any proposal or proposer.

The City is not responsible for reimbursement of any costs incurred by any respondent associated with the development of the RFP submission and those costs are the sole responsibility of the respondent.

Any information submitted with or as part of a proposal in response to this RFP may be subject to public disclosure under the Freedom of Information Act. In addition, any contract entered into as a result of this RFP will be made accessible to the public. If you believe that any information being submitted in response to this RFP should be kept confidential as financial or proprietary information, then you must specifically inform the City of any restrictions on the use of data contained in your response. Respondents are hereby informed that proprietary information will be handled in accordance with applicable law, regulations and policy of the City.

News releases pertaining to this RFP or the services to which it is related will not be issued by a bidder/respondent or the selected respondent without prior written approval of the City. In the event a bidder/respondent issues a news release pertaining to this RFP or the purposes to which it relates without prior written approval of the City, the bidder/respondent may be excluded from consideration.

No brokerage fees, finder's fees, commissions or other compensation will be payable by the City of Rochester in connection with selection of a proposal.

No proposal for the Nathaniel Hawthorn School No. 25 shall be deemed accepted until the closing on the Purchase and Sale Contract has occurred. The contents of the accepted proposal, and any subsequent clarification on the contents submitted by the successful proposer will become part of the contractual obligation and incorporated by reference into the Purchase and Sale Contract between the selected Respondent and the City.

[THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK]