

**REQUEST FOR PROPOSALS (RFP)**  
**FOR THE REDEVELOPMENT**  
**OF**  
**St. Joseph Manor**

**INTRODUCTION**

The City of Florence (“City”) is seeking development proposals for certain property owned by the City and located at the site known as St. Joseph Manor (“Manor”), 600 West Third Street, Florence, Colorado. The property is located in central Florence along Highway 115, a 10-minute drive from Cañon City and 35 miles from Pueblo and 40 miles from Colorado Springs.

Florence has a population of approximately 3,800 people and is experiencing a resurgence of downtown development and dining. Known as the Antique Capital of Colorado, in recent years numerous eateries have opened including a brewery and several ethnic food restaurants. A portion of the downtown was added to the National Register of Historic Places in 2017, and the City is working on numerous trails, recreation, and beautification projects. The City of Florence provides all municipal services including police, fire, through a protection district, and has our own water department with senior rights on the Arkansas River.

**SITE FACTS**

The redevelopment site is currently a vacant building owned by the City of Florence. Originally erected in 1932 and converted to a hospital in 1948, the building has 9,800 sq. ft. on the upper level and 3,000 sq. ft. on the lower level. The Manor was last utilized as a community hospital from 1948 until it was closed in 2001. The site is one block from the elementary school as well as the library. The Manor sits on a large lot and is connected to the Florence Municipal Center via a breezeway. The building boasts fine terrazzo floors in common areas and high ceilings.

This site is subject to policies in the City of Florence building code and the Florence Master Plan. This site could be annexed into the Florence Urban Renewal District to be eligible for benefits and TIFF. Other resources could be available. A list is included in Exhibit C.

The City is willing to assist with the subdividing and re-zoning processes of the parcel.

If you have specific questions about the subdividing or rezoning requirements or restrictions, or the Master Plan, please call Wade Broadhead, Planning Director 719-784-4848 x227 or 719-371-5914.

## DISCLOSURES

The City commissioned a detailed structural assessment in 2013 that has relatively recent information about all of the mechanical, structural, and other systems in the building and available by contacting the contact person listed below.

The parcel is partially located in a flood plain; a recent elevation certificate is available by contacting the contact person listed below.

The property does have lead and asbestos contamination; results of recent testing are available by contacting the contact person listed below. The contamination is mostly limited to the mastic in the floor tiles and some painted surfaces.

The property is eligible for, but not listed on a local, state or national historic register. A recent (2013) Historic Structure Assessment is available by contacting the contact person listed below with detailed floorplan and history of the property.

The property is located in an Opportunity and Enterprise Zone.

## ESTIMATED FAIR REUSE VALUE OR ASKING PRICE

An estimated fair reuse value of the site has been determined, estimating the minimum value at \$100,000 or approximately \$7.81 per square foot. The City reserves the right to re-value the site based on responses to the RFP and the specific proposals submitted.

## DEVELOPMENT GOALS

The development objectives for the area are attached as Exhibit A to this document. The City is interested in pursuing a creative adaptive reuse project at this location that will help diversify the City housing market, increase housing density, and attract stable commercial and retail investments.

Florence City Council is seeking a housing and/or commercial project with desirable amenities that will help build and diversify the Florence housing market, create employment opportunities, compliment the other development activities in the area and meet both the City goals and the interests of the community. A map of the immediate area is attached as Exhibit B.

## PROPOSAL DEADLINE

### Proposal submission

Proposers must submit copies of their proposals as follows: one unbound copy, seven bound copies and one electronic version in Microsoft compatible or PDF format emailed to [wade@florencecolorado.org](mailto:wade@florencecolorado.org). Proposals must be on standard 8 ½" by 11" paper. All supporting documentation must be on paper no larger than 8 ½" by 14". Proposals and supporting documentation must be submitted in a sealed envelope labeled "St. Joseph Manor". **Telefaxed proposals will not be accepted.** Proposers may choose to provide

additional sets if and when invited to do so for presentation purposes. **Submissions will not be returned and will become the property of the City. The submissions may be subject to the Colorado Open Records Act and/or other applicable laws.**

Proposals shall be delivered to the City on or before:  
**4:00 p.m. on Friday, July 19, 2019**

To:  
**Wade Broadhead  
City of Florence Planning Department  
600 W. Third  
Florence, CO 81226**

**Proposals received after the deadline will not be accepted.** It is neither the City of Florence's responsibility nor practice to acknowledge receipt of any proposal. It is the responder's responsibility to assure that a proposal is received in a timely manner.

#### **RFP INQUIRIES**

Prospective responders may only direct questions in writing to the department contact person:

Wade Broadhead  
City of Florence Planning Department  
600 W. Third  
Florence, CO 81226  
Email: wade@florencecolorado.org  
Fax: 719-784-0228

All questions are due no later than **Friday, June 7, 2019**. The department contact person is the only individual who can be contacted about the project by proposers before the proposal deadline. The department contact cannot vary the terms of the RFP. If you would like to tour the property, contact the department contact person in writing to schedule a tour.

**PROPOSAL CONTENTS** Proposals must include the following:

- 1. A cover page that includes the following information:**
  - a. Developer's name and mailing address
  - b. Developer's current legal status: corporation, partnership, sole proprietor, etc. and supporting evidence/documentation
  - c. Federal ID number or Social Security number
  - d. DUNS Number if applicable
  - d. State ID number
  - e. Contact person's name, title, phone number, fax number and e-mail address
  - f. Signature of authorized corporate officer for each entity proposing as a partnership or team

- g. At least four professional references that can provide support that developer can complete project on time and under or on budget.

**2. Development Proposal Package with All Required Attachments, including:**

- a. A **market study** or other information documenting the demand for the proposed development.

- b. A **description of the public benefits** that will result from the development, e.g., the number and types of housing units, the creation and/or retention of jobs (including the estimated number, type and wage levels), tax base enhancement, the provision of retail goods and services, the incorporation of public art and/or cultural elements, etc. This should include an estimate of the taxable value upon completion and annual real estate taxes.

- c. A **proposed timeframe** for the development, including identification of any conditions that must be met before the proposal can become a reality. The schedule should include the time needed to obtain financing, complete design and secure permits and approvals, prepare the site, start and complete construction, and start and complete lease-up and/or sellout.

- e. A completed 20-Year **Operating Pro-Forma** Form

- f. Plans, Elevations and Site Plan(s)

- h. Any **other information** that would help City staff understand and evaluate the development proposal.

- i. Proposed planning and/or zoning approvals (i.e. alley or street vacations, conditional use permits, variances, etc.)

The contents of the proposal and any clarification to the contents submitted by the successful proposer may become part of the contractual obligation and be incorporated by reference into the redevelopment contract between the selected developer and the City.

Developers responding to this RFP are not required to provide a deposit on the land with their proposals. However, the developer whose proposal is ultimately selected by the City Council must make a good faith deposit equal to 10% of the fair reuse value of the property at the time of redevelopment contract execution.

## **EVALUATION CRITERIA**

In reviewing potential development concepts, the following criteria are among those that will be considered:

1. The extent to which the proposal adheres to and/or compliments the neighborhood development objectives and guidelines in this RFP (*Exhibit A*).
2. The extent to which the proposed development is in compliance with the City of Florence Zoning Code, master plan, and other relevant planning documents for the area.
3. The extent to which the project can move forward on a timetable that will coordinate with the other development in the area.
4. The market and financial feasibility of the project.
5. The anticipated ability of the project to secure necessary public and private funds.
6. The public benefits that would be provided by the project, including the incorporation of public art and pedestrian-oriented design elements.
7. Overall quality of the submission.
8. Consistency with the City's Master Plan.
9. The experience and the financial and organizational capacity of the developer in successfully planning and completing development projects of similar type and scale, on time and within budget.
10. The extent to which the proposal complements other development in the area.

The City may, in its sole discretion, expand or reduce the criteria upon which it bases its final decisions regarding selection of the developer for this parcel.

## **REVIEW/SELECTION PROCESS**

City staff will review proposals received by the due date. Input will also be sought from the Urban Renewal District board. Some or all of the proposers may be requested to present their proposals to the staff. It is hoped that this review process will be completed within 90 days of the proposal submission deadline.

The review staff will then make a recommendation as to the developer that best meets the evaluation criteria. This recommendation will be forwarded to the City Council for action. The review staff reserves the right to reject any and all proposals.

If the City Council selects a development proposal that does not entail any additional public investment, staff will proceed to negotiate with the selected developer the terms of the proposed land sale. If the selected proposal requests additional public investment, staff will determine what types of further analysis, underwriting and/or other processes are required. Unless further analysis indicates that the selected proposal is infeasible, staff will negotiate the terms of the proposed transaction during this period.

Once redevelopment contract terms have been negotiated and any further analysis completed, staff will return to the City Council for a land sale public hearing and consideration of approval of the land sale and related terms.

**The City reserves the right to reject any or all proposals or parts of proposals, to negotiate modifications of proposals submitted, and to negotiate specific work elements with any proposer into a project of lesser or greater magnitude than described in this RFP or the proposer's reply.**

### **TIMING**

It is the City's desire that a redevelopment contract be executed with the selected proposer within twenty-four (24) months of selection and that construction of the project would begin within 30 days thereafter.

Following is the anticipated timeline but may be amended by the City:

Proposal Questions Due:	June 7, 2019
Submission deadline for proposals:	July 19, 2019
Completion of review/evaluation of proposals:	Sept 3, 2019
Recommendation to City Council Committee on the selected developer:	Sept 2019
Final action by City Council:	Oct 2019

### **CITY CONTRACTING REQUIREMENTS**

The selected developer will be required to enter into a redevelopment contract with the City that will contain standard City requirements such as insurance and indemnification and provisions to ensure redevelopment of the Property, e.g., construction and financing plan approval prior to commencement of construction, transfer and encumbrance limitations prior to completion, and reversionary rights. Other requirements vary depending upon the type of development and the source and amount of public investment, if any. The City reserves the right to add or change any requirement during negotiations with any Developer. The City reserves the right to negotiate with as many Developers as it deems necessary in its sole discretion. By submitting a proposal to this RFP, the Developer acknowledges and agrees that the City will not be liable for any claims, losses, damages, or otherwise for any action in connection in any manner with this RFP. The City reserves the right to waive or extend any deadlines as it deems necessary in its sole discretion.

The following list is not exhaustive. Proposers unfamiliar with these standard requirements are urged to seek further information from City staff.

1. *Uniform Federal Accessibility Standards.* The development must be in conformance with the Uniform Federal Accessibility Standards as published on April 1, 1988. Developers must describe the accessibility design for people with disabilities of each of the code-required handicapped units, any proposed housing development (e.g., roll in showers), the mix of accessible units in the project and where they are located, and any appropriate safety features for vision- and hearing-impaired people.
2. *Soil Conditions.* The Site will be sold "as is" and it will be the developer's responsibility to correct and pay for all costs associated with environmental or geotechnical soil problems. Any environmental reports in the City's possession regarding the property may be reviewed during normal business hours at the City offices by making

arrangements with the department contact person. Any potential proposer may also reasonably conduct its own environmental testing of the property by contacting the department contact person, entering into a right of entry agreement with the City and providing the requisite insurance coverage.

3. *Subdividing Responsibility.* It is the selected developer's responsibility to undertake and finance any subdividing necessary for the proposed development. The City will be willing to assist with the expense, application and planning for necessary subdividing of the project depending on the scope of the project.
4. *Rezoning Responsibility.* It is the selected developer's responsibility to undertake and finance any rezoning, variance and use permits necessary for approval of the proposed development. The City will be willing to assist with the expense, application and planning for necessary rezoning of the project depending on the scope of the project.
5. *Utilities.* It is the selected developer's responsibility to identify the locations of and provide for the installation of electricity, gas, water, sewer service and other utilities servicing the site from the public mains to the individual units.
6. *Construction Standards.* Development must meet all City of Florence codes, and projects will be reviewed for energy efficiency.
7. *Hold Harmless.* The selected developer shall agree to defend, indemnify and hold the City harmless from any and all claims or lawsuits that may arise from the developer's activities under the provisions of the redevelopment contract, that are attributable to the acts or omissions, including breach of specific contractual duties of the developer or the developer's independent contractors, agents, employees or officers.
8. *Performance Bond.* The selected developer shall agree to obtain a performance bond at execution of the redevelopment contract.

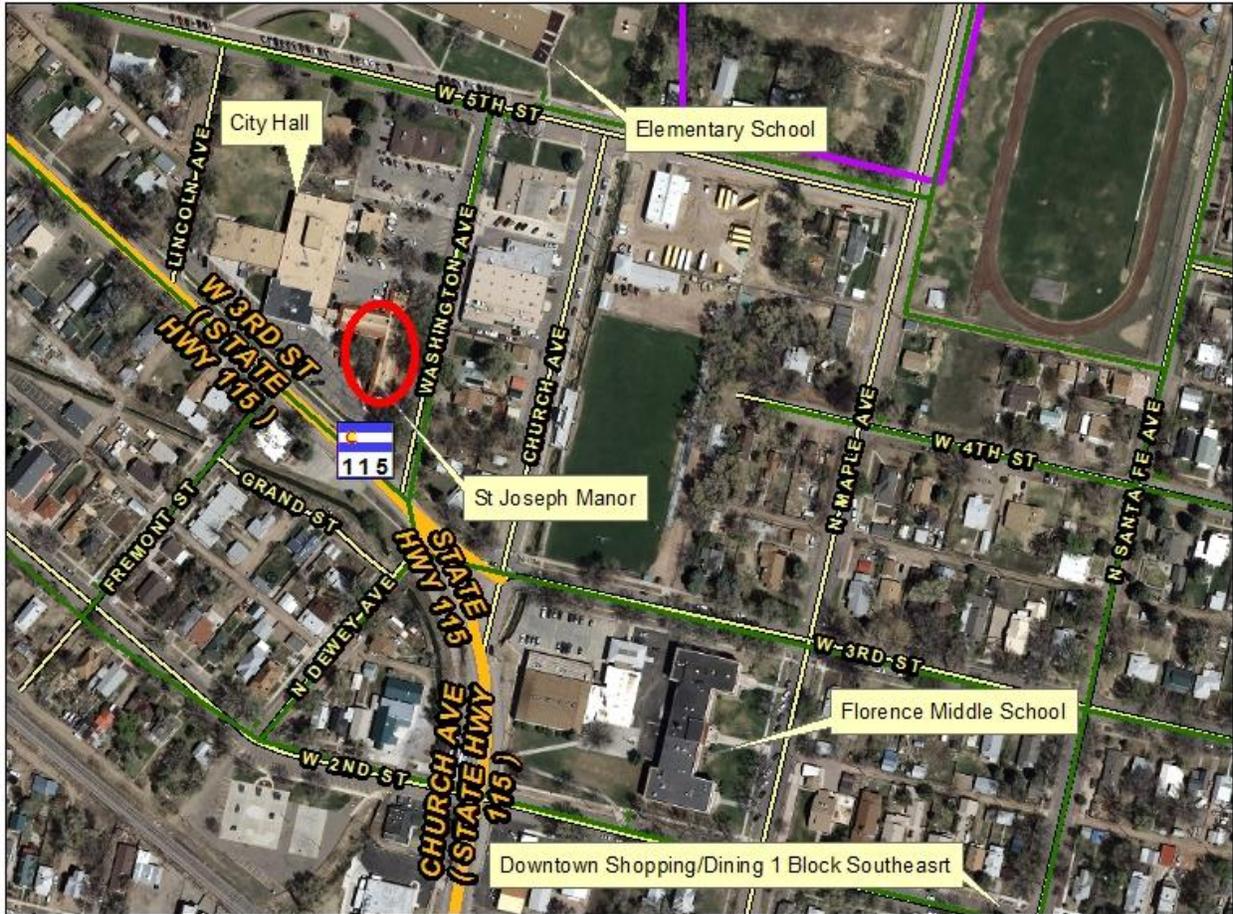
## **St. Joseph Manor Development Objectives**

1. The development should preserve the unique historic character of St. Joseph Manor and its role in Florence's history.
2. The development should build on and complement the character of the surrounding neighborhoods. Please consider inclusion of public art, complementing color, façade design and quality building materials.
3. The project should be mindful of the need to build the housing market, preserve the housing styles and increase the sense of community and connectedness.
4. The development can be ownership or rental housing. A mix of ownership and rental will be considered with an emphasis on market rate housing.
5. Any proposed development use must be compatible with and not hinder the continued use of the Florence Municipal Center adjacent to the Manor.
6. Amenities are highly desirable. These include, but are not limited to parking, outdoor bicycle racks and indoor bicycle parking, public art and gardens or gathering spaces to take advantage of the recreational aspect of the region.
7. The development should incorporate Crime Prevention through Environmental Design (CPTED) principles where feasible including large front windows, exterior lighting and the minimizing of surface parking lots.
8. Innovative and sustainable design is encouraged. Consider elements such as geo-thermal heating and/or cooling, storm water management with bio retention, tree box filters, permeable pavers and native plant landscaping design.
9. Please reference the following for site and building design guidance and regulations:  
<https://www.colorado.gov/pacific/florencecolorado/planning-documents-and-applications>  
<https://www.colorado.gov/pacific/florencecolorado/building-department-6>

Or Contact:  
Wade Broadhead  
Planning Director  
719-784-4848 x227

Richard Thomas  
Building Inspector  
719-784-4848 x242

# St. Joseph Manor Area Map



## **EXHIBIT C**

### **Resources the City of Florence May Contribute**

- Historic Designation and Grant Writing assistance
- Discounts of Building Permit Fees
- Assistance re-subdividing and rezoning the property
- Creation and use of Urban Renewal District or TIFF
- Recent (2018) Lead and Asbestos Test Results Conducted by the State of Colorado
- Partnerships with the State of Colorado to remediate/encapsulate Lead and Asbestos Contamination
- Sidewalk adjacent to the Manor will be installed via a Safe Routes to School grant in 2019
- Assistance with parking lot creation or leasing for the proposed development
- Leasing some unused space in the municipal center building next door that is not being utilized
- Access to any and all other state and federal programs to assist with redevelopment of buildings
- Partnerships with Department of Local Affairs for various housing grants and programs
- Assistance working with Upper Arkansas Area Council of Governments – Regional Housing Development Director for additional grants and programs
- A positive energetic and creative City Manager, Planning Director, Building Official, and City Council who will work with the development team to create a successful project