

## REQUEST FOR PROPOSALS ITEM # - RFP20100701-124



124 S. HOPE STREET AND 35/37 HOWARD STREET,  
HISTORIC PHOEBUS - HAMPTON, HAMPTON, VA

### INTRODUCTION

The Hampton Redevelopment and Housing Authority (HRHA) is offering one (1) Site for acquisition and renovation by qualified individuals, builders or developers. Proposals for demolition and new construction on the Site will **not** be considered at this time. The property is located in Historic Phoebus and consists of an existing structure situated on a 2,520 sq ft lot on Hope Street and lots 35/37 on Howard Street have a total 4,140 sq ft. This makes the Site a total of 6,660 sq ft.

It is anticipated that the Site will be sold at a price no lower than \$73,500 which is the current appraised value of the property, with the expectation that the improvements will be brought into conformance with current City of Hampton building codes. Offers less than the appraised value may still be considered provided there is sufficient justification for the proposed amount. Funding for the acquisition and restoration of this property may be subsidized by state and/or federal Historic Tax Credits. For more information, contact the Virginia Department of Historic Resources at (757) 886-2818.

To view the property, a pre-submission conference will be held at the site. The Site may be visited by interested parties on July 16, 2010, from 9:00 am until 12:00 noon or, at any time, provided that an Inspection Right of Entry agreement has been submitted to HRHA prior to entering on the Site. Should you have any questions concerning this offering, contact Peggy Todd at (757) 869-9069.

To submit an offer on the property you must complete the RFP Submission Packet which can be obtained from the agent listed above or the HRHA website. Completed applications must be in the form described herein and delivered by hand to the designated agent for this property, no later than 2:00 PM, on Friday, August 6, 2010.

## **Estimated Timetable**

<b>RFP Issuance:</b>	Thursday, July 1, 2010
<b>Conference:</b>	Friday, July 16, 2010 (9:00 AM-12:00 PM)
<b>Proposals Due:</b>	Friday, August 6, 2010 (2:00 PM)

**Please note above dates and times are subject to change.**

### **Issued by**

**Hampton Redevelopment and Housing Authority**

### **For Information Contact:**

PEGGY TODD – (757) 869-9069 CELL (757)240-2622 FAX (757) 873-2707OFFICE PEGGYTODD@LIZMOORE.COM

LIZ MOORE AND ASSOCIATES

11801 CANON BLVD.

NEWPORT NEWS, VA 23606

## I. NEIGHBORHOOD AND ASSEMBLED SITE

### A. Site

The Site, all properties, and property information are listed in Appendix A. The property is currently owned by Hampton Redevelopment and Housing Authority.

Site	
124 South Hope Street	LOT AREA = 2,520 SQ FT
35/37 Howard Street	LOT AREA = 4,140 SQ FT
TOTAL LOT AREA = 6,660 SQ FT	

### B. Neighborhood

Phoebus has its roots in a seventeenth century settlement along the navigable waterway of Mill Creek, but it was not formally incorporated until 1874 when it was named Chesapeake City. In 1900, the name was changed to Phoebus, in honor of Harrison Phoebus, who developed the well-known Hygeia Hotel as a resort adjacent to the town. The settlement originally developed as a stopover between Hampton and Norfolk, as it was perfectly situated adjacent to Old Point Comfort and the ferry crossing for the Hampton Roads waterway. The current gridiron pattern was laid out in 1874.

Today, Phoebus is a small section of Hampton with a commercial corridor and accompanying residential neighborhood seeing early signs of revitalization. The town is defined by a variety of building types and architectural styles ranging in construction date from the late-nineteenth century to the present, and in style from Late Victorian to the Modern Movement. The historic district consists of 317 primary resources including commercial, institutional, governmental, and residential building types. Although the railroad bed no longer remains, the community retains its original plan and numerous architectural resources dating to its heyday, and therefore retains its significance and integrity as an independent town of the late-nineteenth and early-twentieth centuries.

As a historic neighborhood in Hampton, multiple renovation projects have been undertaken to preserve the buildings and structures that make Phoebus great. Many of these projects have been subsidized by Historic Tax Credits whereby the owner may receive a tax credit equal to 20% (federal) and 25% (state) of the value of the project. The HRHA does not administer this program or influence its process. For more information, contact the Virginia Department of Historic Resources at (757) 886-2818.

## II. RFP TERMS AND CONDITIONS

### A. Site Conditions and Terms

1. The Hampton Redevelopment and Housing Authority (HRHA) is offering the Site listed in Appendix A to Respondents who will renovate the existing property consistent with historic rehabilitation and the proposed design and construction elements as delineated in Appendix B and C. Your proposal must also support a use allowable under the zoning ordinance and other regulations applicable to the Site.
2. Respondents may include additional properties owned by the Respondent in proximity to the given Site. HRHA will not acquire additional properties to be included in this Site.
3. The Site will be offered in “as is” condition. The Site may or may not contain environmental hazards that will need to be remediated by the Respondent prior to renovation. HRHA does not make any representation, guaranty, or warranty concerning any Site conditions, including the possible presence of environmental hazardous materials. The City will bear no responsibility or expense in removal or treatment of asbestos, lead or other hazardous materials. Respondents shall indemnify and hold the City and HRHA harmless from claims or damages arising out of or in connection with the removal of such materials.

### B. Site Use

1. The lot will be utilized for a use allowable under the zoning ordinance and other regulations applicable to the Site. Current zoning is Residential District R8. Please consult with the Department of Planning regarding specific requirements of this zoning classification and other zoning issues. Proposals that contemplate a variance or change in Zoning are acceptable provided that the issue is addressed appropriately in Submission Requirements such as soft cost and timeframe calculations. HRHA can not guarantee any such regulatory change.
2. Community members have expressed a preference for development that is designed sensitive to the nature of the area. Specifically the adjacent area should be considered in the design of development on this Site.

### C. Financing Assumptions

1. **Acquisition Price:** HRHA anticipates conveying the Site at a cost equal to or greater than the current “as-is” appraised value. Offers lower than this value will only be considered is documentation is provided that supports substantial investment is being made into the project. The chart below indicates the current total assessed value of the property and the “as-is” appraised value.

City of Hampton Assessment as of 7/1/2010				
Address	Land Value	Improvement Value	Total Value	"As-Is" Appraised Value
124 S. Hope Street	\$17,000	\$78,500	<b>\$95,500</b>	<b>\$55,000</b>
35 Howard Street	\$11,700		<b>\$11,700</b>	Combined Lot Value
37 Howard Street	\$11,700		<b>\$11,700</b>	

2. **Financing:** The selected Respondent for the Site is expected to obtain private construction and permanent financing for the construction of new housing units.

**D. Additional Respondent Responsibilities**

1. The Respondent shall be responsible for obtaining at its sole cost all permits, standard regulatory approvals, approvals for subdivisions, approvals for zoning appeals or regulatory changes of any kind, as well as any required engineering and environmental studies.
2. All closing costs shall be borne by the Respondent including but not limited to any costs of appraisals, surveys, legal descriptions and any other typical development "soft costs".
3. Respondents may be asked to respond to follow-up questions from HRHA and/or make presentations to the community through the relevant community association for each Site.

### **III. EVALUATION CRITERIA**

The HRHA Review Panel for this Site will review and grade proposals based on a scale of 100 points. The score will be proportionate with the level of detail provided in your proposal submission package. The HRHA Board of Commissioners may select one of the proposals at its sole discretion.

Criteria used in evaluation of proposals include the following:

#### **A. Quality of Plan (40 Points)**

1. Overall scope and quality of the proposed development.
2. Quality of the renovation proposed based on the specifications provided and the future value of the property.
3. Quality of the internal and external design as it relates to the specifications provided for the proposed development, as well as, its compatibility with the surrounding neighborhood.

#### **B. Benefits to the Community (40 Points)**

1. Consistency with current plans for Olde Hampton. This includes but is not limited to support for services desired or needed by the surrounding neighborhood; beautification of buildings and grounds, public alleyways and streets; streetscape improvements; and support for or participation in community activities and other amenities.
2. This includes but is not limited to payments for acquisition of the Site; incremental tax revenues; secondary financial impacts; and positive contributions to long-term economic growth of the city.
3. Proposals that limit the costs and subsidies from the City or that create a financial benefit for the City will be viewed more favorably.

#### **C. Project Feasibility (20 Points)**

1. The development team has a satisfactory record of past performance as demonstrated by the Respondent's experience in planning, financing, constructing, marketing and managing projects similar in size and scope to the proposed project.
2. The Respondent has the ability to provide or obtain sufficient financial resources to successfully negotiate a Land Disposition Agreement with HRHA and to start and complete the project in a timely manner.

#### **IV. SUBMISSION CRITERIA AND INSTRUCTIONS**

- A. Proposals must include, at a minimum, the RFP Submission Packet and related attachments. Proposals need not and should not be overly elaborate or costly to prepare. They should, however, be prepared in a professional manner and in the format described in this RFP. Communication regarding this RFP will be made with the person listed on the RFP Submission Packet
- B. HRHA will not be limited to the information provided by the Respondent, but may utilize other sources of information useful in evaluating the capabilities of the Respondent. Additional information or modifications to proposals may be requested of any Respondent.
- C. HRHA may in its sole discretion cancel this RFP, in whole or in part. HRHA may in its sole discretion reject any or all proposals submitted when this action is determined to be advantageous or in the best interest of the City or HRHA.
- D. Submission Requirements
  - 1. Submit one (1) original with original signature plus one (1) copy totaling two (2) submissions of each proposal (bound in a manner that will lay flat when read) and all materials together in one envelope or package if possible. All proposals must be delivered to HRHA C/O Peggy Todd, Realtor, Liz Moore & Associates , 11801 Canon Boulevard, Suite 100, Newport News Virginia 23606 by 2:00 PM on Friday, August 6th, 2010. Proposals will be dated and time stamped upon submission.
  - 2. Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be accepted.
  - 3. Failure to submit the proposals in the manner described above may result in the proposal being rejected as unresponsive.

## **V. AWARD PROCEDURES**

### **A. Eligibility for Award**

In the event that HRHA determines that it has received one or more proposals for a Site, which, at the sole determination of HRHA, are deemed feasible, then the HRHA Board of Commissioners may make an award for the property under the terms of this RFP. In this event, HRHA will enter into a contract with the Respondent. A sample is provided in Appendix D. Please note that the final proposal will be made a part of the contract.

### **B. Community Presentations**

Respondents may be asked to make a short presentation to the community through the relevant community association. HRHA will coordinate with the community association to arrange a time and place for the presentations. The community association may at its sole discretion, governed by its own rules and by-laws, if any, and in any format of its choosing, provide HRHA a recommendation regarding the award of the Site.

### **C. Review Panel**

HRHA may designate a Review Panel for evaluating the proposals. The size and composition of the Review Panel is the sole responsibility of HRHA. HRHA may invite the participation of a community member on the Panel. Any such member may be a full voting member on the Panel and will be asked to sign a non-disclosure agreement. The Review Panel shall have the opportunity to review written materials including any recommendation from local community associations, and may request additional written materials or oral presentations from any or all Respondents. The Review Panel may make an advisory recommendation to the Board of Commissioners of the Hampton Redevelopment and Housing Authority.

### **D. Board of Commissioners Makes the Award**

Board of Commissioners of the Hampton Redevelopment and Housing Authority retains the right to accept, reject or revise all recommendations, to request additional information from the Review Panel, HRHA staff, any or all Respondents and to reject all Respondents.

### **E. Notification**

Official notice of an award will be sent by U.S. Mail to the address and contact person listed in the Submission Packet. Respondents who are not selected will be similarly notified by U.S. Mail after a selected Respondent has been offered and accepted the Exclusive Negotiating Privilege for the Site.

## **VI. DEVELOPMENT PROCESS**

### **A. Right-of-Entry**

In the event a proposal is selected for award, HRHA may issue a Right-of-Entry to the selected Respondent. The selected Respondent will need to present evidence of insurance coverage. Under the Right-of-Entry, the selected Respondent, its employees, agents, and representatives, may enter the Property for the purposes of carrying out environmental baseline analysis for hazardous materials; Site surveys, plats and subdivisions, as applicable; soil boring data and analysis; analysis of the structure; architectural and engineering studies for proposed development; and other relevant activities.

### **B. Disposition Agreement and Board of Commissioners Approval**

At the successful conclusion of the review process, HRHA may enter into an Agreement or similar document setting forth the terms and conditions of sale or lease and development of the Site. The complete proposal submission will be made a part of the contract. A sample contract is included in Appendix D. Should the parties fail to agree upon a final contract, HRHA, at its sole discretion, may cancel negotiations with the selected Respondent. HRHA may choose to proceed to commence negotiations with another Respondent, accept new proposals, or cancel the RFP.

Decisions regarding award of the Site and terms of award as described in the Agreement will be recommended by HRHA to the Board of Commissioners for final approval. Only following approval by the Board, may HRHA and the Respondent proceed to a settlement on the property.

The Respondent is bound by the construction plans and timelines as identified specifically in the Agreement. Major change orders that materially affect the Site plans, facade elevations or other exterior design elements must be approved by HRHA prior to implementation. In the event the Respondent does not comply with the provisions of the Agreement, HRHA has the right to enforce such provisions to compel compliance.

### **C. Development Oversight**

The selected Respondent must agree to the review and guidance of HRHA and the Department of Planning in the preparation of plans for development in conformance with this RFP, the Zoning Ordinance and other applicable codes and ordinances of the City of Hampton.

## **VII. RIGHTS RESERVED BY HRHA**

HRHA reserves the right in its sole discretion to recommend the award of a contract related to this RFP based upon the written proposals received by HRHA without prior discussion or negotiation with respect to those proposals. All portions of this RFP may be considered to be part of the contract and may be incorporated by reference. Any contract awarded in connection with the RFP will be subject to approvals as required by the City Attorney, including the final approval by the Board of Commissioners of the Hampton Redevelopment and Housing Authority.

As part of the evaluation process, HRHA specifically reserves the right to review and approve the drawings, plans and specifications for redevelopment with respect to their conformance with the goals and requirements of this RFP.

HRHA also reserves the right to refuse to approve any such drawings, plans or specifications that are not suitable or desirable, in its opinion, for aesthetic or functional reasons; and in so passing upon such drawings, plans and specifications, it shall have the right to take into consideration, but shall not be limited to, the suitability of the Site plan, architectural treatment, building plans and elevations, materials and color, construction details, access, parking, loading, landscaping, identification signs, exterior lighting, refuse collection details, street, sidewalks and the harmony of the plan with the surroundings.

HRHA reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP; to waive minor irregularities; and to conduct discussions with all responsible Respondents, in any manner necessary, to serve the best interest of HRHA and HRHA.

HRHA reserves the right to request additional information from any or all Respondents if necessary to clarify that which is contained in the proposals.

HRHA reserves the right to reject any proposal as a result of misrepresentation of any information contained in the proposal including but not limited to representations made in Appendix A.

While it is the present intention of HRHA to carry out the development of this Site as identified in this RFP as soon as practicable, nothing contained in this RFP shall be construed as a warranty or commitment on the part of HRHA to be obligated to make conveyance of any particular property. Additionally, HRHA may convey all or a portion of the Site in phases. HRHA shall not be liable for any costs, damages, injuries, or liabilities caused to or suffered or incurred by the Respondent, its successors or assigns in connection with, or as a result of HRHA's inability to deliver clear title promptly to all or a portion of the Site.

## **VIII. ADMINISTRATIVE INFORMATION**

### **A. Issue Date**

The issue date of this RFP is July 1<sup>st</sup>, 2010

### **B. Issuing Office**

This RFP is issued by Hampton Redevelopment and Housing Authority, 1 S. Armistead Avenue, Hampton, VA 23669.

### **C. Obtaining RFP**

The RFP will be made available free of charge. The RFP may be picked up at, Liz Moore & Associates, 11801 Canon Boulevard, Suite 100, Newport News Virginia 23606, or at Hampton Redevelopment and Housing Authority, 1 S. Armistead Avenue, Hampton, VA 23669 between 9:00 AM and 4:00 PM, weekdays. Proposals are also downloadable from HRHA's website under at:

<http://www.hrha.org>  
under Homes/Land

### **D. Pre-Proposal Conference**

An RFP Conference will be held at the Site on July 16, 2010, from 9:00am until 12:00 noon. . If you have any questions regarding the RFP process please contact Peggy Todd at (757) 869-9069.

### **E. Site Inspections**

The Site is available for exterior inspection on an ongoing basis. Prior to entering upon any Site, it is required that an Inspection Right of Entry be signed and returned to the Department. Please contact Peggy Todd at (757) 869-9069 at least one (1) business day prior to entering on the site.

### **F. Questions and Inquiries**

Questions should be submitted in writing or via email to Peggy Todd. Please use the address information provided on page 1 of this package.

### **G. Revisions and Addenda**

Should it become necessary to revise any part of this RFP or provide additional information necessary to adequately interpret provisions and requirements of this RFP, an Addendum to the RFP shall be provided to all Respondents who provided their contact information. HRHA will also appropriately update the web version of the RFP should any such revision or addenda be necessary. It is recommended that all interested parties review subsequent postings periodically to maintain current information about the offering.

## **H. Deadline**

The deadline for receipt of proposals is 2:00 PM Friday, August 6th, 2010. Proposals will be dated and time stamped upon submission. HRHA shall not accept proposals after the deadline. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the Respondent. It is the Respondent's sole responsibility to ensure that the proposal is in the possession of the issuing office by the deadline.

## **I. Submitting Responses to RFP**

All proposals must be delivered to the HRHA agent for this property:

Liz Moore & Associates  
Attention: Peggy Todd  
11801 Canon Blvd.  
Newport News, VA 23606

ONE (1) ORIGINAL PLUS ONE (1) COPY TOTALING TWO (1) SUBMISSIONS OF EACH PROPOSAL (BOUND IN A MANNER THAT WILL LAY FLAT WHEN READ) AND ALL MATERIALS TOGETHER IN ONE ENVELOPE OR PACKAGE IF POSSIBLE. ALL PROPOSALS MUST HAVE A TABLE OF CONTENTS AND EACH SECTION TABBED.

## **J. Incurring Expenses**

HRHA shall not be responsible for nor in fact will pay any cost incurred by any Respondent in preparing and submitting a proposal or requested supplemental information in response to the RFP.

## **K. Public Information Act Notice**

HRHA commits to handling all information regarding financial assets and holdings of Respondents in strictest confidence. Respondents should give specific attention to identifying any additional portions of their proposals that they deem to be confidential, proprietary information, or trade secrets and provide any justification why such material, should not be disclosed by HRHA upon request by the public.

## **L. Compliance with the Law**

By submitting an offer in response to this RFP, the Respondent selected for award agrees that it will comply with all Federal, State, and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP.