



**Request for Proposals for the Sale and Adaptive Reuse of Historic Property:
The Asbury Church, Middleburg, Virginia**

Deadline: 4:00 p.m., Wednesday, December 2, 2020

SECTION 1
GENERAL INFORMATION

Synopsis

The Town of Middleburg, Virginia seeks sealed proposals from experienced and qualified firms and teams that wish to be considered for the purchase and adaptive reuse of Town- owned real estate containing an historic church located at 105 N. Jay Street in the Historic District of Middleburg, Virginia.

Town Council Vision

Middleburg, founded in 1787, remains an authentic, quaint, vibrant, living and working community located in the heart of Virginia's pastoral piedmont countryside. Middleburg sustains its strong sense of place through stewardship that honors the town's rich history while embracing purposeful change in order that Middleburg's heritage and cultural traditions will be enjoyed by future generations. Below are the key themes and objectives identified by Councilmembers for the Asbury Church property:

- That the historic/cultural significance of the property be maintained and promoted, and that the historic structure itself be preserved;
- That the proposer has long-term viability and financial strength;
- That the property be used for supporting the community (meet an unmet need, positive community events, economic impact, etc.);
- That the proposed use has limited negative impacts on the surrounding community.

Background

The property consists of two parcels totaling approximately 0.23 acres and that were acquired by the Town in December 2014. The Town intends to merge the parcels into one single parcel. The Asbury Church is the oldest standing church in Middleburg, dating to 1829. The structure is an important part of the Town's and region's history and has been found

eligible for individual listing on the National Register of Historic Places. The building is located on Jay Street within the socially, culturally and economically significant Middleburg Historic District near the heart of downtown. A copy of the historic district survey form for this property is available from the Town. The two-story stucco over stone church has an open floor plan with a second-floor balcony that extends around three sides. There are two first floor bathrooms. The structure has been vacant for approximately twenty years and has deteriorated. The building has recently undergone repairs, including a new roof, to stop the deterioration and to stabilize the building.

The current zoning on the property is R-2 Single-Family Residential, which allows for certain residential and non-residential uses (some which may require a Special Use Permit). However, the Town is amenable to considering proposals for uses that may not conform to the current zoning regulations, and the Town's draft Comprehensive Plan has been amended to show this property's Planned Land Use as Commercial. (Note that any rezoning would be handled separately and through the statutory process of referral to the Planning Commission and public hearings; the Town cannot commit to approval of a rezoning.)

SECTION 2 **PROPOSAL REQUIREMENTS**

Please provide the following information about your firm or team. Proposals should respond to all requirements of this RFP to the maximum extent possible. However, brevity and clarity of Proposals are expected.

Tab 1: Introductory Letter

The introductory letter shall name the person or persons authorized to sign contracts and represent the firm or team in any negotiations and provide a very general overview of the firm and the firm's relevant expertise and experience.

Tab 2: Relevant Project Experience/References

- This section should provide information regarding the firm's or team's qualifications and experience in relation to the subjects the RFP is intended to cover.
- Discuss firm's or team's qualifications to perform the work of the size and nature described in this RFP.
- Provide specific qualifications to perform the general work described in this request.
- Discuss experience with similar properties or projects and provide references.
- Discuss the firm's or team's familiarity with the Town.
- Discuss avoidance of conflict of interest, including any business, familial, or personal connections with Town Council members or Town staff.

Tab 3: Approach to Addressing the Opportunity

Please describe, in detail, your firm's methodology and internal action plan for meeting the Town Council's vision and performing the work required to address the following evaluation criteria.

SECTION 3:
SELECTION PROCESS

Evaluation Criteria

Responses to the Town's Request for Proposals will be ranked out of 100 points. The ranking will be based upon the following criteria:

1. The Proposer's plan to achieve the restoration and long-term preservation of as much of the historic church structure as possible, with assurances that the exterior of the historic church structure will be maintained indefinitely (up to 15 points).
2. The Proposer's commitment to restoring and preserving the interior of the historic church structure as close to its traditional layout as possible (up to 10 points).
3. The Proposer's ability to complete the restoration and preservation of the historic church structure in a timely manner, as demonstrated by a realistic and complete funding plan, reasonable timeline for the work, and history of financial strength (up to 25 points).
4. The Proposer's long-range financial plan, showing the ability to fund ongoing operations, maintenance, and future capital costs associated with the proposed reuse of the historic church structure and grounds for the foreseeable future (up to 20 points).
5. The Proposer's commitment to honor and celebrate the history of the historic church structure, of the congregations that met in it, and of the communities those congregations supported, as demonstrated by creative programs, community activities, partnerships with local groups or organizations, and historic markers, and to include involvement of key members of the community (up to 15 points).
6. The impact of the proposed reuse on the surrounding neighborhood and residences, including how the Proposer intends to provide parking and to limit or mitigate community impacts (up to 10 points).
7. The proposed purchase price (up to 5 points).

Submittal Deadline

The deadline for submittal of proposals in response to this RFP is **Wednesday, December 2, 2020 at 4:00pm**

Proposals should be delivered as follows:

In person or via courier (UPS, FedEx, etc.):

Jamie Gaucher
Town of Middleburg
10 W. Marshall Street
Middleburg, VA 20117

Via mail (USPS):

Jamie Gaucher
Town of Middleburg
P.O. Box 187
Middleburg, VA 20118-0187

Please provide one (1) original. Please also submit an electronic version of the proposal to the jgaucher@middleburgva.gov email address.

Proprietary and Confidential Information

The Town promises to keep confidential, subject to the terms of this paragraph and to the extent permitted by law, Proprietary Information submitted in response to this Request for Proposal. For purposes of this paragraph, "Proprietary Information" means all confidential and/or proprietary knowledge, data or information in which the Offeror has a protectable interest, including: (a) trade secrets, inventions, ideas, know-how, improvements, discoveries, developments, designs and techniques; (b) information regarding research and development, new products marketing and selling, business plans, licenses, records, facility locations, documentation, software programs, price lists, contract prices for purchase and sale of the Offeror's services, customer lists, prospect lists, pricing on business proposals to new and existing customers, supplier pricing, equipment configurations, ledgers and general information, employee records, mailing lists, accounts receivable and payable ledgers, budgets, financial and other records of the Offeror; and (c) information regarding the skills and compensation of other employees of the Offeror. "Proprietary Information" does not include, however, information that is publicly available or readily ascertainable by independent investigation. To qualify Proprietary Information for protection from disclosure, the Offeror must: 1) request protection of the Proprietary Information before, or contemporaneously with, submission of the Proposal; 2) identify the Proprietary Information to be protected; and 3) state the reasons why the information is proprietary. The Offeror cannot designate as Proprietary Information a) an entire proposal; b) any portion of a proposal that does not contain Proprietary Information; c) line item prices; or d) the total proposal price. The Town may decline to defend against a lawsuit filed against it to compel release of information designated as proprietary, but in that event the Town will provide reasonable notice to the Offeror regarding its decision to defend pending lawsuits.

Questions/Additional Information

All questions or clarifications related to this RFP must be submitted to Jamie Gaucher via email at jgaucher@middleburgva.gov. **All questions must be submitted before the close of business on Friday, October 23, 2020.** All questions and Middleburg's response will be posted on the Middleburg Web site: www.middleburgva.gov no later than 4:00pm Friday, October 30, 2020. It is the responsibility of those submitting questions and those interested in responding to this RFP to review any/all questions and responses.

Cancellation

Middleburg reserves the right to cancel this Request for Proposals at any time. Middleburg reserves the right to waive minor informalities or discrepancies contained in any Proposal.

Pre-Proposal Meeting

No pre-proposal meeting will be held, unless determined to be necessary at a later date.

Proposers are encouraged to visit the property and may walk around the exterior. Any proposer wishing to view the interior of the property should contact Jamie Gaucher at jgaucher@middleburgva.gov.

After evaluation of the Proposals, Middleburg may engage in individual discussions and interviews with two or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses, and with professional competence to acquire and maintain the property. Repetitive informal interviews are permitted. Proposers shall be encouraged to elaborate on their qualifications, performance data, and staff expertise relevant to the proposed opportunity.

At the conclusion of the informal interviews and on the basis of evaluation factors set forth herein and the information provided and developed in the selection process to this point, Middleburg shall rank, in the order of preference, the interviewed proposers whose professional qualifications and proposed intentions are deemed most meritorious. Negotiations shall then be conducted with top ranked Offeror(s) and if a contract or contracts satisfactory and advantageous to the Offeror can be negotiated at fees considered fair and reasonable, then Middleburg Town Staff shall make a recommendation to the Middleburg Town Council with regard to a contract(s) with that Offeror(s). Middleburg reserves the right to invite firms and teams to submit a *Best And Final Offer, (BAFO)*, if, in the Town's determination, such action is warranted. The Middleburg Town Council shall retain final approval of any/all contracts generated as a result, from this RFP.