

Request for Proposals

Rio Grande Motorway Building and Land Redevelopment

By: Alamosa County Local Marketing District Board

Version 030818

Introduction, Goals, Objectives.

The purpose of this request for proposals is to identify a party to acquire and redevelop the structure and associated land commonly known as the “Rio Grande Motorways Building” (Motorways).

The Alamosa County Local Marketing District Board (Board) may select and contract with an organization to take ownership of and then redevelop the Motorways property. This shall be done in a manner that is consistent with the Board’s mission to promote tourism and economic development in Alamosa County, the City of Alamosa, and the San Luis Valley in general.

To that end, proposers may suggest that the assets be granted to them at little or no direct cost based on the strength of their plan. While a payment for the assets is not a requirement, it is a consideration. Ultimately it is the Board’s desire that the best overall proposal rise to the top in the best interests of tourism and the community. The Board will evaluate and rank all proposals in accordance with the provisions of this RFP. It is recommended that proposers address, among those points important to the proposer, the prioritized points of consideration that are described later in this document.

All proposals and all proposers are solicited and appreciated. For profit, non-profit, private, and public entities are encouraged to review this packet and submit their best proposal.

Community participants in a recent City of Alamosa Comprehensive Plan update overwhelmingly conveyed the message they believe the downtown is a critical element in the economic growth of our community. They also expressed a very strong desire for physical improvements in the downtown that enhance the quality of life and public safety. The Rio Grande Motorways Building is a significant piece of the overall picture for a strong and vibrant downtown as it is co-located with The Depot, the San Luis and Rio Grande Railroad, and is also located on one of the region’s busiest highway thoroughfares.

The Alamosa County Local Marketing District Director will serve as the primary liaison between proposers and the District. A selection process which is outlined in this document will establish a “short list” of finalist proposals. The full Board will interview finalists and at the sole discretion of the Board, may select the top proposal. The Board will then vote to recommend the finalist to the Alamosa County Board of Commissioners for formal action and acceptance. Once accepted, the top Proposer will enter into contract negotiations with the Board. If a contract agreement cannot be reached with the top proposal, the Board reserves the right to select the second top proposal or to discontinue the process.

Regional Overview

Alamosa County is located in the San Luis Valley of Colorado, in the south-central part of the state with the City of Alamosa serving as the commercial center of the region. Alamosa sits at the intersection of Colorado State Highways 160, 17, and 285 about 123 miles southwest of Pueblo. Alamosa is located just 15 miles from the Great Sand Dunes National Park. The County, with a population of approximately 16,500 is a regional hub for education, retail, service, and medical facilities. It is the home of Adams State University with 2,500 students on campus and Trinidad State Junior College with approximately 1,000 students. The region has very low property taxes and depends heavily on revenue generated from sales taxes of which tourism is a major contributor.

Project Area and Timeframe

The project area is defined as the Motorway Building itself and the attached underlying real estate, roughly described as the property on the corner of 6th and Hunt St, between 6th and the railroad tracks, adjacent to The Depot. See Attachment A.

The timeframe for the selection and development is intended to provide ample time and the best opportunity for firms and groups to prepare their proposal. The timeframe is as follows:

- 1- RFP issue date is March 8th, 2018.
- 2- Interested Parties are invited to meet on March 22nd, 6:00pm, at the County building in the Board of County Commissioners meeting room. That is the time for Questions and Answers, process clarification, and declaration of interest by parties. There is no obligation to propose, but any party interested in proposing must declare their interest. Questions and answers will be posted on the RFP webpage at www.alamosa.org/images/alamosa/motorwayRFP.pdf
- 3- A property walk-through is scheduled for Thursday March 29th at 1:00pm at the Motorway Building. Additional questions will be taken at that time and answered then (if possible) and also posted on the RFP webpage.
- 4- Proposals are due on or before June 14th 2018 no later than 1:30pm at the Alamosa County Office located at 8900 Independence Way, Alamosa, Colorado.
- 5- Motorway Subcommittee will meet in late June for the purposes of reviewing the proposals and recommending the top three to five proposals to the full board for interview and vote at the July Board Meeting.
- 6- At a subsequent Alamosa County Board of Commissioners meeting, the Commissioners will vote to accept (or not accept) the Marketing District Board's recommendation.
- 7- Marketing District Board will then enter negotiation for the transfer of the building and land to the successful proposer. If the negotiations do not result in a contract between the

successful proposer, the Board reserves its rights pursuant to enter into negotiations with the second top proposal or to discontinue the RFP process.

- 8- Proposer's date of project completion is determined during the negotiation of the transfer of the assets.

Proposal Evaluation Criteria

The following points of consideration are offered for you to address and to assist you in preparing your proposal. This is not an exhaustive list, and the proposer is encouraged to offer additional points for consideration. The points below have been organized and grouped based on the agreed upon priorities of the Marketing District Board.

High Priority (no particular order)

- Will the space be available for public use for events and activities? If so, who is your intended market or audience?
- What is your financial offer / price / package on the land and building, if any?
- How strong is the proposer's business plan?
- Is the proposed design complimentary to The Depot facility and grounds?
- Does it promote and communicate a sense of "place" and/or "community / depot campus"?
- One of the LMD's core jobs is to attract visitors to Alamosa. How does the proposer's plan attract tourists?
- Is the proposer's company or group bondable?
- Does the plan contemplate redevelopment of the existing structure or demolition and replacement?

Medium Priority (no particular order)

- Is the property going to be on the property tax rolls?
- Will the commercial aspects of your proposal, if any, generate sales tax revenue? If so, how much do you estimate?
- How many Full Time Equivalent jobs will be created?
- What is your anticipated annual payroll in years 1, 3, and 5?
- The Local Marketing District places a high value on your ability to perform to your proposal. In the event you or your group is selected, would you consider a negotiated property ownership reversion clause in the contract? If so, what do you think is fair?
- Business resume of the group making the proposal?
- How feasible is the development plan?
- What is your project timeline?
- Is the timeline verifiable and trackable? How is it tied to the Clawback provision above?

- Licensed contractors are required. Will you be using local (Valley Based) contractors for a majority of the work on the structure? If not, what percentage of the total project is likely to be awarded to local contractors?
- What is the visual or design concept for your completed project?
- Proposers are expected to identify anticipated parking requirements, based on their expected usage and the city code, and describe how they will comply with those requirements.

Low Priority (no particular order)

- Will it be an open business or service?
- How does your proposal contribute to the overall improvement of the community's quality of life?
- What is your exit strategy in the event that your plan is not ultimately successful?
- What deed restrictions do you recommend in order to prevent the sale of the property for profit within a short time of acquiring the property?

Post-Award Process

The following is a general description of the tasks required of the successful proposer. In preparing a proposal, the proposer is free to modify, revise or otherwise amend the list of tasks to best satisfy the requirements of the Plan.

1. Contract Negotiation

The winning proposer will enter into negotiations with the Local Marketing District Board for the purchase, sale, lease, or transfer of the assets.

2. Post-contract execution reporting

Upon completion of the contract negotiation step above, the successful proposer or their representative will attend the monthly LMD meeting as a member of the public and provide an update on the progress of their project and schedule. The board may elect to change the winning proposers' reporting responsibilities requirement to Quarterly, semi-annually, or annually at the discretion of the board. The reporting requirement may be suspended by the board after the project is complete.

3. Coordinate, as necessary, with State and local officials, including the Colorado Department of Transportation and others.

End Product and Deliverables

The proposal shall be written and presented in a format using language that is user-friendly and easily comprehensible and accessible to the general public. The proposer should make an effort to minimize the use of technical planning jargon without loss of specificity. The extensive use of maps, graphics concept drawings or illustrations and other devices that will enhance the readability and ease-of-use of the proposal is encouraged. At the completion of the process, the proposal must provide a complete plan with all text, maps, graphs and tables that will become the domain of the County.

The successful proposer will be required to secure the necessary permits from the City of Alamosa. It is recommended that the proposer contact the City to ensure understanding of the existing code including parking requirements. Confidentiality will be maintained by the City.

Citizen/Business Community Participation

The Local Marketing District Board strongly encourages citizen and business participation in the development of your proposal. Proposers are encouraged to solicit input from leading tourist attractions, the Alamosa County Chamber of Commerce and Alamosa County Economic Development Corporation, Adams State University, Trinidad State College, San Luis Valley Health, and major employers. Any and all of these may be engaged in developing your proposal. Finally, regional partners such as the Alamosa Convention & Visitors Bureau and San Luis Valley Development Resources Group may be included in your plan development.

Client Responsibilities

The Alamosa County Local Marketing District Board shall provide all available relevant existing documentation to proposers, and will make personnel available on an as-needed basis. The Marketing District Board will schedule, coordinate and make all necessary arrangements for meetings if needed during the course of this project.

Submission Requirements

In order to be considered, three (3) printed color copies of your proposal plus an electronic copy in .pdf form must be received by the Alamosa County Local Marketing District Board on or before the date and time specified in the Timeframe section of this document.

All proposals must be delivered in a sealed envelope marked:

REQUEST FOR PROPOSALS – LOCAL MARKETING DISTRICT MOTORWAYS BUILDING

ATTN: MOTORWAY REDEVELOPMENT RFP

Proposals shall not exceed 30 pages, excluding maps, diagrams, images, and illustrations. It is recommended that you include:

1. A proposed work program based upon the scope in this request. The proposer is strongly encouraged to incorporate his or her own ideas beyond those outlined in the RFP.
2. A detailed theoretical timeline for the completion of the project.
3. A statement of qualifications, relevant experience and key personnel who will be responsible for the execution of this project, including qualifications of any sub-consultants or contractors named in the proposal. This may include addendum copies of relevant past projects.
4. A list of three (3) professional references with mailing address, email address and phone numbers.
5. A detailed cost breakdown of the project.
6. The name, title, mailing address, email address, and telephone number of the individual authorized to negotiate and contractually bind the organization in a contract with Alamosa County.

Copyright Releases

Those firms responding to the RFP shall supply a limited copyright release to Alamosa County to make copies of any copyrighted materials submitted within the proposal.

Contact Information, FAQs, and Responses

The Local Marketing District strives for fairness, transparency, and open dialogue. In support of the process, groups and firms responding to this solicitation should direct all inquiries via email to:

Kale Mortensen, Director - Alamosa Convention and Visitors Bureau - cvb@alamosa.org

Prospective Proposers are encouraged to review the project Q and A web page at:

www.alamosa.org/images/alamosa/motorwayRFP.pdf

All submitted questions will be reviewed and, if appropriate, posted to the Q and A web page for all interested parties benefit.

Questions submitted will be responded to and posted on the Q and A within five business days of receipt. No questions will be accepted within 14 days of the Proposal Due Date so please plan accordingly.

Board Reservation of Rights

The Alamosa County Local Marketing District Board reserves the right, at its sole discretion, to use without limitation any and all information, concepts, and data submitted in response to this RFP, or derived from further investigation of such proposals. The LMD further reserves the right at any time and for any reason, to cancel this solicitation, to reject any and all proposals, to supplement, add to, delete from, or otherwise change this RFP as determined in the sole and absolute discretion of the LMD Board. The LMD Board may seek clarifications from a respondent regarding his or her proposal at any time and failure to respond promptly may be cause for rejection. The LMD Board also reserves the right to interview only those respondents it determines can provide the most advantageous services and to negotiate with one or more respondents on contract terms acceptable to Alamosa County. Should it be the case that the LMD determines that no proposals are acceptable the LMD board reserves the right to discontinue this RFP process.

Attachment A – Motorway and land map

Attachment B – Example Proposal Evaluation Sheet

Attachment C – Non-Conflict of Interest Affidavit for Board member evaluators

DRAFT Proposal Evaluation Sheet

Local Marketing District Board members will evaluate each proposal for adherence to the board's priorities as described in the RFP. Although not required, we recommend that your proposal address each question or comment in the priorities. Responses will be evaluated by board members individually. Each board member will attach a score to the answer based on that board member's assessment of the response.

The priorities and scores are assessed on the following basis:

- High Priority items will be awarded from 10 (low) to 50 (high) points.
- Medium Priority items will be awarded from 5 to 40 points.
- Low Priority items will be awarded from 0 to 20 points.

Will the space be available for public use for events and activities? If so, who is your intended market or audience?

Score 10-50. Evaluator's comments:

Respondents are expected to make a financial offer for the structure and land, as-is, where is. The offer must be, or exceed, \$100.00 u.s.d. What is your financial offer / price on the land and building, if any?

Score 10-50. Evaluator's comments:

How strong is your business plan?

Score 10-50. Evaluator's comments:

Is the proposed design complimentary to The Depot facility and grounds?

Score 10-50. Evaluator's comments:

Does your proposal promote, drive and communicate a sense of "place" and/or "community / depot campus"?

Score 10-50. Evaluator's comments:

Does your plan attract tourists in a way that is consistent with the LMDs mission? If so, how?

Score 10-50. Evaluator's comments:

Is the company or group bondable?

Score 10-50. Evaluator's comments:

Does your plan contemplate redevelopment of the existing structure or demolition and replacement?

Score 10-50. Evaluator's comments:

Will the property be on the property tax rolls?

Score 5-40. Evaluator's comments:

Will the commercial aspects of your proposal, if any, generate sales tax revenue? If so, how much do you estimate?

Score 5-40. Evaluator's comments:

How many Full Time Equivalent jobs will be created (please provide high and low estimates of FTEs and describe any large variations)

Score 5-40. Evaluator's comments:

What is your anticipated annual payroll in years 1, 3, and 5?

Score 5-40. Evaluator's comments:

The Local Marketing District places a high value on your ability to perform to your proposal. In the event you or your group is selected, would you consider a mutually negotiated property ownership reversion clause in the contract? If so, what do you think is fair?

Score 5-40. Evaluator's comments:

Business resume of the group making the proposal?

Score 5-40. Evaluator's comments:

How feasible is the development plan?

Score 5-40. Evaluator's comments:

What is your project timeline?

Score 5-40. Evaluator's comments:

Is performance and timeline verifiable and trackable? How is it tied to the Clawback provision above?

Score 5-40. Evaluator's comments:

Licensed contractors are required. Will you be using local (Valley Based) contractors for a majority of the work on the structure? If not, what percentage of the total spend is likely to be awarded to local contractors?

Score 5-40. Evaluator's comments:

What is the visual or design concept for your completed project? Please provide a concept drawing.

Score 5-40. Evaluator's comments:

Will it be an open business or service?

Score 0-20. Evaluator's comments:

Please Describe how your proposal contributes to the overall improvement of the community's quality of life:

Score 0-20. Evaluator's comments:

What is your exit strategy in the event that your plan is not ultimately successful? What deed restrictions do you recommend, if any, in order to prevent the sale of the property for profit within _____ years of acquiring the property?

Score 0-20. Evaluator's comments:

Evaluator Points Sum:

_____ High Priority

_____ Medium Priority

_____ Low Priority

_____ Evaluator ranking of this proposal (with #1 being the best proposal, #2 being the second best proposal, and so on).

Board member Non-Conflict of Interest Statement and Affidavit

A conflict of interest or the appearance of a conflict of interest may occur if I am directly or indirectly involved with an organization that has declared itself an interested party or has submitted a proposal for evaluation.

I attest that neither I nor any member of my immediate family has a material personal or financial relationship with any offeror, or to a direct competitor of any offeror under consideration by this proposal evaluation process and Board.

I attest that no other relationship, bias, or ethical conflict or complication exists which will prevent me from evaluating any proposal solely on its merits and in accordance with the Request for Proposal's evaluation criteria.

I agree to notify the Alamosa Marketing District Board President and County Attorney, both, if a personal or financial relationship with one of the interested parties or offerors develops, or is altered at any time during the evaluation process.

I agree to advise the Board President and County Attorney if any changes in my personal affairs develop that could appear to represent a conflict of interest.

Name _____

Employer _____

Date _____

Signature _____

RIO GRANDE BUILDING, HUMAN SERVICES ANNEX

LOCATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (SW $\frac{1}{4}$ NE $\frac{1}{4}$)
OF SECTION 10, TOWNSHIP 37 NORTH, RANGE 10 EAST, NEW MEXICO PRINCIPAL
MERIDIAN, CITY OF ALAMOSA, ALAMOSA COUNTY, COLORADO.

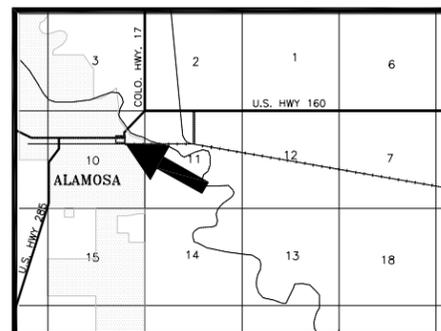
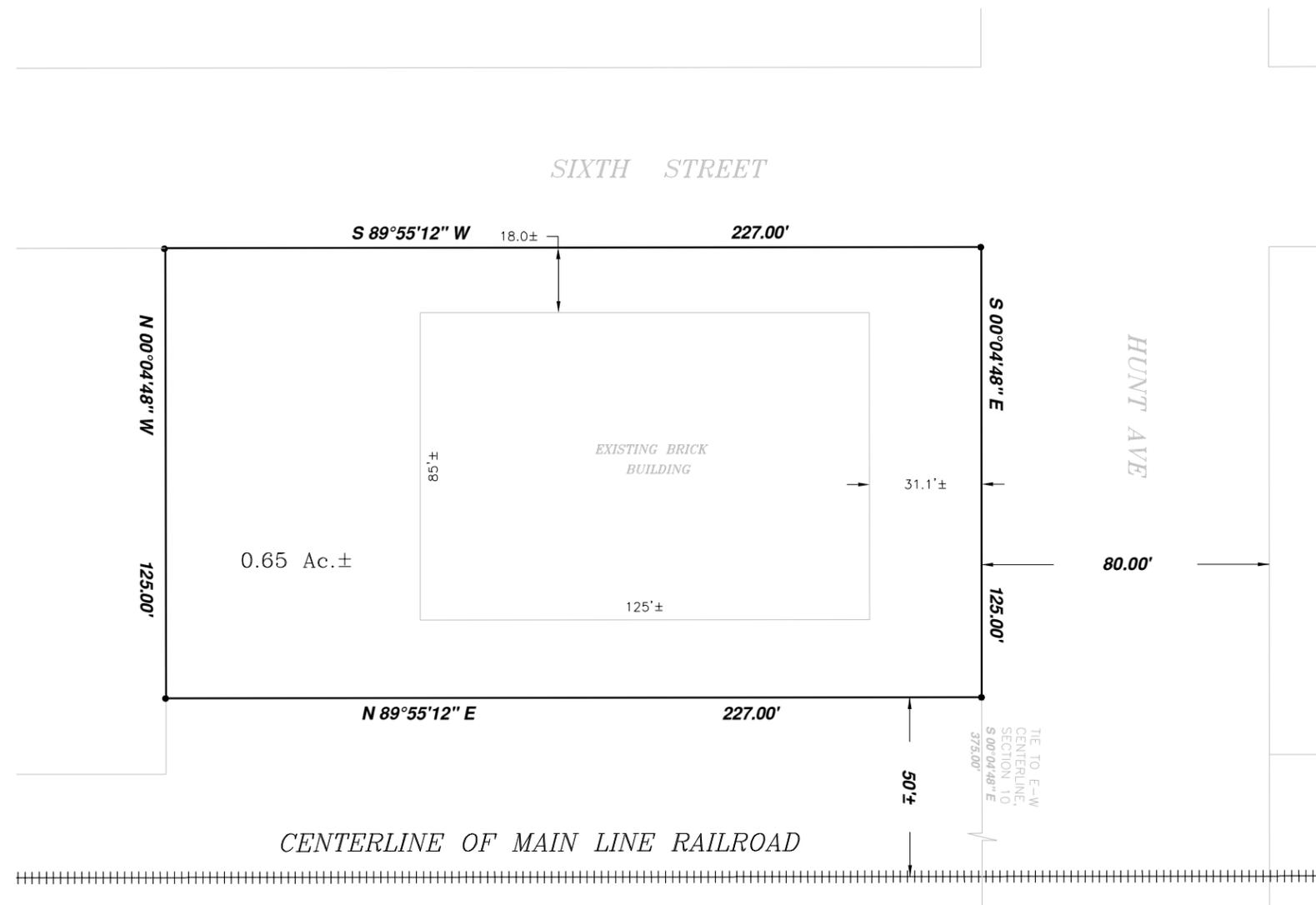
DESCRIPTION

A Tract of land located in the Southwest Quarter of the Northeast Quarter (SW $\frac{1}{4}$ NE $\frac{1}{4}$) Section 10, Township 37 North, Range 10 East of the New Mexico Principal Meridian, City of Alamosa, Alamosa County, Colorado, being more particularly described by metes and bounds as follows:

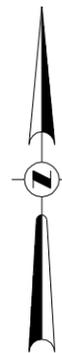
Beginning at the intersection of the south line of Sixth Street with the West line of Hunt Avenue said City of Alamosa; Thence West along the South line of said Sixth street, a distance of 227 feet;
Thence South 125 feet to a point 12 feet East from the East end line of the Railroad Company's depot building;
Thence East 227 feet to the produced West line of said Hunt Avenue;
Thence North along said produced avenue line 125 feet to the Point of Beginning, containing 0.65 acres, more or less, said tract subject to any and all easements.

MONUMENTED SURVEY PLAT

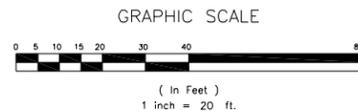
Deposited this ____ day of _____, A.D. 2006, at _____ O'clock __M.
in Book _____ of the Land Survey Plats at Page _____, of the records of
Alamosa County, Colorado. Reception No. _____
Signed: _____ Title: _____



LOCATION INSET
Location Map
Not to Scale



Bearings shown hereon were determined by GPS Satellite observations and are referenced to the true meridian. The South line of Sixth Street has been used as the Basis of Bearing for this survey, monumented as shown.



LEGEND

- Set 24" No. 4 Rebar With a Plastic Cap
- Property Boundary
- +++++ Centerline Rail Road
- Right-of-Way line of Street

NOTE: According to Colorado law you must commence any legal action based upon any defect in this survey within three years after you first discover such defect. In no event may any action based upon any defect in this survey be commenced more than ten years from the date of the certification shown hereon.

SURVEYOR'S STATEMENT

I, Daniel M. Russell, a duly registered land surveyor in the State of Colorado, do hereby state that this plat was prepared from the notes of an actual field survey performed by me or under my direct supervision and is true and correct to the best of my knowledge and belief.

Date _____



RUSSELL SURVEYORS & ASSOCIATES, INC.
421 HUNT AVENUE, ALAMOSA, COLORADO 81101
(P) 719/587-3630 (F) 719/587-3632

RIO GRANDE BUILDING, HUMAN SERVICES ANNEX
LOCATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (SW $\frac{1}{4}$ NE $\frac{1}{4}$)
OF SECTION 10, TOWNSHIP 37 NORTH, RANGE 10 EAST, NEW MEXICO PRINCIPAL
MERIDIAN, CITY OF ALAMOSA, ALAMOSA COUNTY, COLORADO.

SHEET NUMBER
1 OF 1

DRAWN: **AJM**
CHECKED: **DMR**
DATE: **03/20/06**

DRAWING NAME:
R00181
RIO GRANDE
BUILDING

CLIENT:
ALAMOSA
COUNTY

REVISIONS:

JOB NUMBER
R00181