

CITY OF HOLLISTER

REQUEST FOR PROPOSAL (RFP) FOR
SALE OF 1148 SAN BENITO STREET, HOLLISTER, CA 95023



CITY OF HOLLISTER
375 FIFTH STREET
HOLLISTER, CA 95023

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**REQUEST FOR PROPOSAL (RFP)
SALE OF PROPERTY LOCATED AT
1148 SAN BENITO STREET, HOLLISTER, CA 95023**

August 15, 2011

GENERAL

The City of Hollister is requesting proposals for the sale of the property located at 1148 San Benito Street, Hollister, CA 95023. The property is centrally located just a few blocks south of Downtown Hollister on San Benito Street. To keep with the character of the Downtown, the property must be rehabilitated and brought up to most recent building codes. The Project Site encompasses one single parcel owned by the City of Hollister totaling 4,524 square feet. The zoning for the Project Site is OTM – Old Town Medium Density Residential.

1148 San Benito Street is within a redevelopment project area in the City of Hollister legally known as the Hollister Community Development Project Area.

The Agency can also provide a report identifying the clean-up of contaminated soils as well as an appraisal. These reports will be available upon request.

PROJECT GOALS

The City's goal is to identify and sell the property to a local non-profit housing organization, have the property rehabilitated and re-sold to a low or moderate-income household. Rehabilitation of the property would eliminate blighting influences and complement the architectural character of downtown and surrounding uses.

The City is encouraging all local non-profit housing organizations to respond to this Request for Proposal.

Specific goals of the Project should include the following:

- Consistent with the Redevelopment Plan and City's General Plan.
- Increase residential opportunities to residents in the City of Hollister.
- Increase foot traffic in downtown Hollister.
- Complement the architectural design of Downtown Hollister.
- Sell the property to a low or moderate-income household.

PROPOSED PROJECT SCHEDULE

9/1/2011	Sealed proposals due from local non-profit housing organizations by 3:00 p.m.
9/19/2011	Council approve and adopt recommended bid.
10/1/2011	Transfer of property will occur on/or before this date.

PROPOSAL FORMAT

The proposal shall not exceed forty-five (45) single-sided printed pages excluding cover sheet, table of contents, resumes and index sheets and should include the following:

1. Transmittal letter. The transmittal shall include the legal name of your firm, address, contact person, telephone number and purchase price.

2. Non-Profit biography - Provide a detailed discussion of the organization team including a description of the company history.
3. Project Approach – Provide a brief, written description presentation of the general approach that the developer believes will best enable the Agency to achieve the objectives specified in this RFP for project.
4. Financial Capacity – Provide experience of organization to equity capital and financing resources to carry out the project.
5. Project Schedule - Include a preliminary schedule for the development of the rehabilitation and sale.
6. Statement of Qualifications - Include descriptions of relevant example projects completed within the past 10 years that are comparable in scope to the project. Identify key staff, including sub-consultants and their responsibilities in the example projects and how they will be utilized on the City's proposed project.

PROPOSAL SUBMITTAL

Submit a sealed envelope with proposal and background information to the City Clerk office by **September 1, 2011 at 3:00 pm**, addressed as follows:

City of Hollister
City Clerk
375 Fifth Street
Hollister, CA 95023
(831) 636-4300

Faxed proposals or proposals received after the deadline will not be accepted.

SELECTION PROCESS AND PROPOSAL EVALUATION PROCEDURES

Staff will review proposals and make a recommendation to the City Council for approval. Staff will consider the price as well as the experience of the non-profit organizations as the main factors in determining staff recommendation.

Responsiveness of Proposals. All proposals must be in writing and fully responsive to this RFP. Other conditions, which may lead to the staff and City Council decision not to evaluate a proposal, include obvious lack of experience, expertise or adequate resources to perform the required work, and/or failure to perform or meet financial obligations on previous contracts. The Agency reserves the right to reject any and all proposals for any reason whatsoever.

COSTS INCURRED IN RESPONDING

This Request for Proposal does not commit the Agency to pay any costs incurred by any individual, firm, partnership or corporation in the submission of the proposals or to make necessary studies or designs for the preparation thereof, or to procure or contract for any articles or services.