

REDEVELOPMENT AUTHORITY OF THE CITY OF PITTSTON

NOTICE OF INTENT TO SELL & REQUEST FOR PROPOSALS

8 N MAIN STREET

9/30/2020

THREE (3) HARD COPY RESPONSES ARE DUE NO LATER THAN 12:00PM (Noon), WEDNESDAY, OCTOBER 28, 2020 AT THE OFFICE OF THE REDEVELOPMENT AUTHORITY, ATTENTION 8 N MAIN STREET PROPOSAL, CITY HALL, 35 BROAD STREET, SUITE 202, PITTSTON, PA 18640.

REQUEST FOR PROPOSALS **8 N MAIN STREET, PITTSTON**

PURPOSE:

The Redevelopment Authority of the City of Pittston is seeking proposals for the purchase and development of 8 N Main Street. The lot is located in the Main Street and Retail Overlay District of the City's Downtown.

The goal of this RFP is to find an individual or developer who can acquire this property, continue managing the existing tenants through respective leases and improve upon the improvements made to the building by the Redevelopment Authority.

WHO MAY RESPOND:

Any individual, corporation or partnership with relevant experience may respond. A respondent must and shall provide proof of financial capability to complete the project without City/Authority funding.

THE DEVELOPMENT SITE:

Deed Description- Lot No. 150 on Main Street in the said City of Pittston, as per map in the Pennsylvania Coal Company's Office. Said Lot No. 150 being twenty (20) feet in front on Main Street, the same rear and extending at right angles to Main Street one hundred and forty-four (144) feet to a twenty (20) foot alley.

Containing 2880 square feet of land, more or less.

Being the same premises conveyed to Margaret LaBarre Daniels by deed of The First Bank of Greater Pittston, Executor of the Estate of C. Everitt LaBarre dated December 13, 1977 and recorded in Deed Book 1985 page 325.

Lay Description- The building houses two tenants, Carley's Fairy Tale Dog Grooming on the first floor and Pittston Popcorn on the lower level or Cron Street.

The Commercial building has 3,886 SF +/- of above-grade square footage.

Structural Description:

- Concrete Block Foundation
- Building Height 20 feet
- Exterior walls mostly combination of painted wood, stucco and some brick
- Flat roof

- Complete HVAC
- Building is in good repair and condition

The Redevelopment Authority engaged a licensed structural engineer in 2019 to ascertain the floor capacity for the Main Street space. It was determined that it is suitable for a standard office occupancy with a live load of 50 pounds per square foot and is insufficient to support any type of heavy commercial loading.

IMPROVEMENTS MADE:

The Redevelopment Authority acquired this property for \$158,756 in December 2013 and has made the following significant improvements:

Interior Renovations	2014	\$74,937
Separated Water Service	January 2015	\$15,371
Pittston Popcorn new storefront	January 2018	\$4,390
New HVAC	July 2019	\$8,340
New Roof	January 2020	\$33,120
Bathroom Improvements	July 2020	\$1,525
New Front Entrance	September 2020	\$1,411

TENANTS:

The first floor (or Main Street) is currently occupied by “Carley’s Fairy Tail Grooming.” The current lease is valid until July 1, 2022 and the tenant has two, one year options. Rent is as follows (tenant is responsible for utilities):

- 1st year: \$650/month
- 2nd year: \$700/month
- 1st Option Year: \$725/month
- 2nd Option Year: \$750/month

The basement floor (or Cron Street) is currently occupied by “Pittston Popcorn.” The tenant is currently in their second option year of their lease and it is set to expire (be renegotiated) on April 30, 2021. The current rent is \$575 per month (tenant is responsible for utilities).

OBJECTIVE:

To return the property to the tax rolls and build upon the development of the building and Downtown.

ZONING:

The site is located in the City’s Main Street and Retail Overlay Districts. A copy of the Zoning Ordinance may be obtained by contacting Zoning Officer Harry Smith at 570-654-0513 or visiting www.pittstoncity.org/city-dept/code-enforcement/zoning.

TIMELINE:

Bids are due by October 28, 2020. Upon evaluation of bids the Authority may or may not conduct interviews at the November and/or December 2020 meetings, to be determined by the Executive Director. It is expected the closing shall occur in early 2021.

SUBMISSION REQUIREMENTS:

1. *Cover Letter*- The letter shall clearly show the respondent's understanding of the goals and requirements for the project and your approach to meeting those goals.
 2. *Description of Proposed Project*- Prepare a brief narrative description of the key elements of your proposal. Also, provide renderings, drawings, layouts and/or images, if relevant and available. Also, include the proposed purchase price of the Authority's property. The Board has set a minimum bid of \$75,000.00. Justification of your proposed purchase price is required.
 3. *Project Budget*- If applicable, a detailed budget clearly explaining all hard and soft costs in order to complete the project from start to completion shall be supplied. Proof of financing or availability of the funds to complete the entire acquisition and construction, plus additional for contingencies shall be provided.
 4. *Marketing Plan*- If applicable, provide how the completed residential unit(s) will be marketed.
 5. *Description of Team*- If applicable, provide names, contact information and relevant experience of key members of the development and construction teams.
- Three hard copies of your proposal are due to the Redevelopment Authority, Attention 70 Broad Street Proposal, 35 Broad Street, Suite 202, Pittston, PA 18640 by 12:00PM Wednesday October 28, 2020. Late submissions will not be accepted.*

EVALUATION CRITERIA:

The five (5) appointed Board Members of the Redevelopment Authority and the Executive Staff will review submissions and evaluate them on the following criteria. The below listed criteria is not meant to be a rigid evaluation criterion, but a basic understanding of how the evaluators will review submissions.

- Developer's past success and experience
- Compatibility with desired objective and how the proposed project fits within the existing neighborhood and City overall
- Capability of the developer to complete the project within the timeline
- Proposed purchase price of the Redevelopment Authority property

RFP TIMELINE:

This RFP will be publicly advertised beginning Saturday, September 15th. Copies of this RFP will be available at the Redevelopment Authority's office, via email, and fax. Hard Copy proposals will be accepted at the Authority's office until 12:00PM (noon), Wednesday, October 28th. The Board may consider action on the proposals on or after their Board meeting scheduled for 6:00PM, Wednesday, November 4th.

PROPERTY ACCESS:

The property is currently occupied. Access must be scheduled at the convenience of the tenants.

TERMS AND CONDITIONS:

1. This Request for Proposal should not be construed as an offer of a contract; nor shall it mean that any proposal will be accepted or approved by the Redevelopment Authority Board.
2. The Redevelopment Authority reserves the right to accept or reject any proposal and/or to waive any informality. The Authority further reserves the right to conduct investigations and/or discussions with those submitting proposals and any and all contacts within the proposal.
3. If the Board accepts and approves a proposal, the proposer shall be required to sign a written agreement with the Redevelopment Authority in a form provided by and acceptable to the Redevelopment Authority.
4. The Redevelopment Authority is not responsible for any costs associated with preparing a proposal or responding to this RFP and those costs shall not be reimbursed by the Redevelopment Authority at any time.
5. Pittston City Council also must approve the sale of this property by Resolution at a public meeting before a transaction may be consummated.

RFP INQUIRIES:

Any questions or inquiries about this RFP shall be submitted in writing to Joe Chacke, Executive Director, Redevelopment Authority of the City of Pittston, 35 Broad Street, Suite 202, Pittston, PA 18640 or jchacke@pittstonrda.com. Responses will be made in writing and made available to other potential respondents if requested. No other forms of inquiry will be accepted or responded to.

