

REQUEST FOR PROPOSALS
City of Manchester, New Hampshire

For

**The Acquisition and Development of
the Hallsville School Property
275 Jewett Street
City of Manchester, New Hampshire**

**Proposals due by:
July 1, 2024
3:00 P.M. (Eastern Standard Time)**

Bid Number FY24-200-43

Published on March 11, 2024
Amended on March 19, 2024, to include floorplans

I. Intent

The City of Manchester, at the direction of the Board of Mayor and Aldermen, hereby requests proposals from interested parties for the acquisition of the Hallsville School property. The school is located on City-owned parcels identified as Tax Map 79, Lots 31, 31A, and 32, with a mailing address of 275 Jewett Street (hereinafter “the Property”). This document is intended to provide interested parties with sufficient information to prepare and submit proposals that respond to the request. The City’s goal is to put the Property into private ownership for productive use and taxation, while maintaining the existing façade of the building.

II. Site/Building Description

The area of the three lots that comprise the Property total approximately 55,000 SF. The Property is bounded by Jewett Street to the west, Merrill Street to the north, and Hayward Street to the south.

The school was originally built in 1891, with additions built in 1908 and 1992. The school building occupies a large portion of Lot 31A and all of Lot 32.

Hallsville School is a brick building with three stories, and it totals approximately 57,577 square feet. The lower level is partially below grade, but still has large windows. The floor-to-ceiling height in the upper floors is approximately 12 feet. The property itself is mostly paved and is currently enclosed with a chain-link fence. The building has a wet sprinkler system.

Access to the Property can be arranged as needed.

III. Evaluation Committee

An Evaluation Committee will review all proposals, gather any necessary additional information, and summarize their contents for the Board of Mayor and Aldermen after the completion of the submission period. The Committee will be comprised of representatives from the Planning and Community Development Department, the Office of the Assessor, the Manchester Economic Development Office, the Department of Public Works, and a representative of the Board of Mayor and Aldermen. The Board will select the winning proposal.

IV. Submission Guidelines

The evaluation of proposals will be based on their conformance with this RFP, along with any background or reference checks. The Evaluation Committee may schedule interviews with applicants to clarify the submitted proposal. All necessary information must be submitted in the proposal.

Interested parties shall submit an original proposal, along with six (6) paper copies and a digital copy, in a sealed envelope by 3:00 p.m. on July 1, 2024, at the following location:

Jeffrey Belanger, Director
Planning and Community Development Department
Manchester City Hall
One City Hall Plaza
Manchester, NH 03101

All proposals shall be date-and-time-stamped when accepted. E-mailed or faxed proposals will not be accepted. Any proposal received after July 1 at 3:00 p.m. will not be accepted.

V. Proposal Content

Each submission shall include the following:

1. A detailed description of the proposed use of the building and any renovation or site work;
2. A description of how the façade of the building would be integrated into any proposed renovation of the building;
3. Any plans, charts, pictures, or other information necessary to give the Evaluation Committee and the Board of Mayor and Aldermen the necessary information to understand the proposal;
4. The legal name, mailing address, telephone number, and e-mail address of the proponent, along with the signature of the proponent;
5. The names of any other partners or team members who will participate in the proposal;
6. The experience of the proponent and capabilities with similar projects;
7. The resumes of the proponent and any other team members;
8. Expected time frame for closing; and
9. The purchase-price offer, along with any proposed contingencies or conditions of sale.

VI. Selection Criteria

The Board of Mayor and Aldermen shall have the discretion to review proposals based on their determination of what is in the best interests of the City. This may, but need not, include such criteria as compatibility with the surrounding neighborhood and the projected valuation of the property upon completion of any building renovation or site work. The preservation of the building façade is an essential requirement for the Board and will be a necessary part of any proposal.

VII. Selection Process

Any inquiries or concerns regarding this RFP must be submitted by e-mail to Jeffrey Belanger at jbelanger@manchesternh.gov and Pamela Goucher at pgoucher@manchesternh.gov.

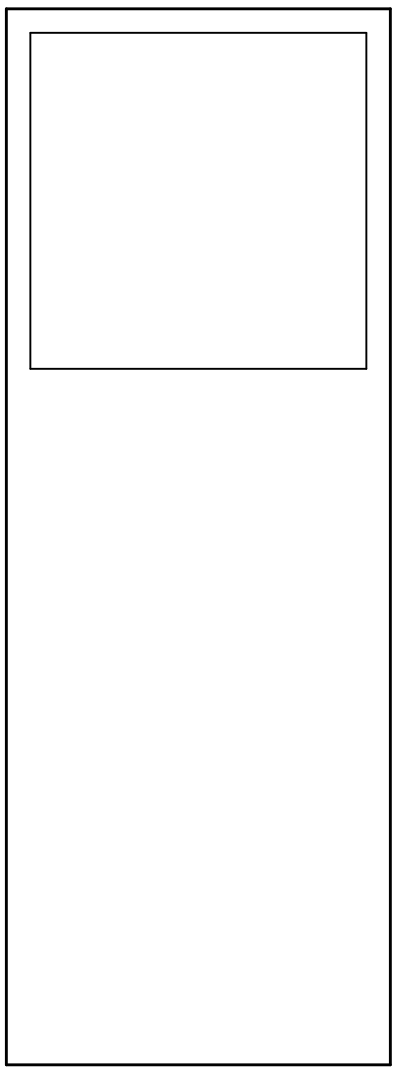
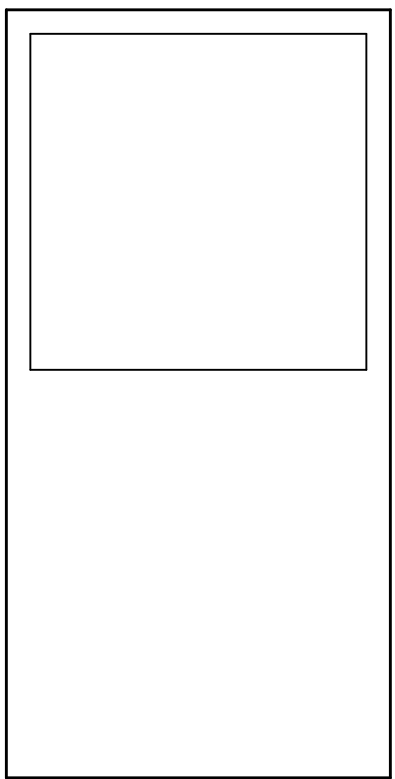
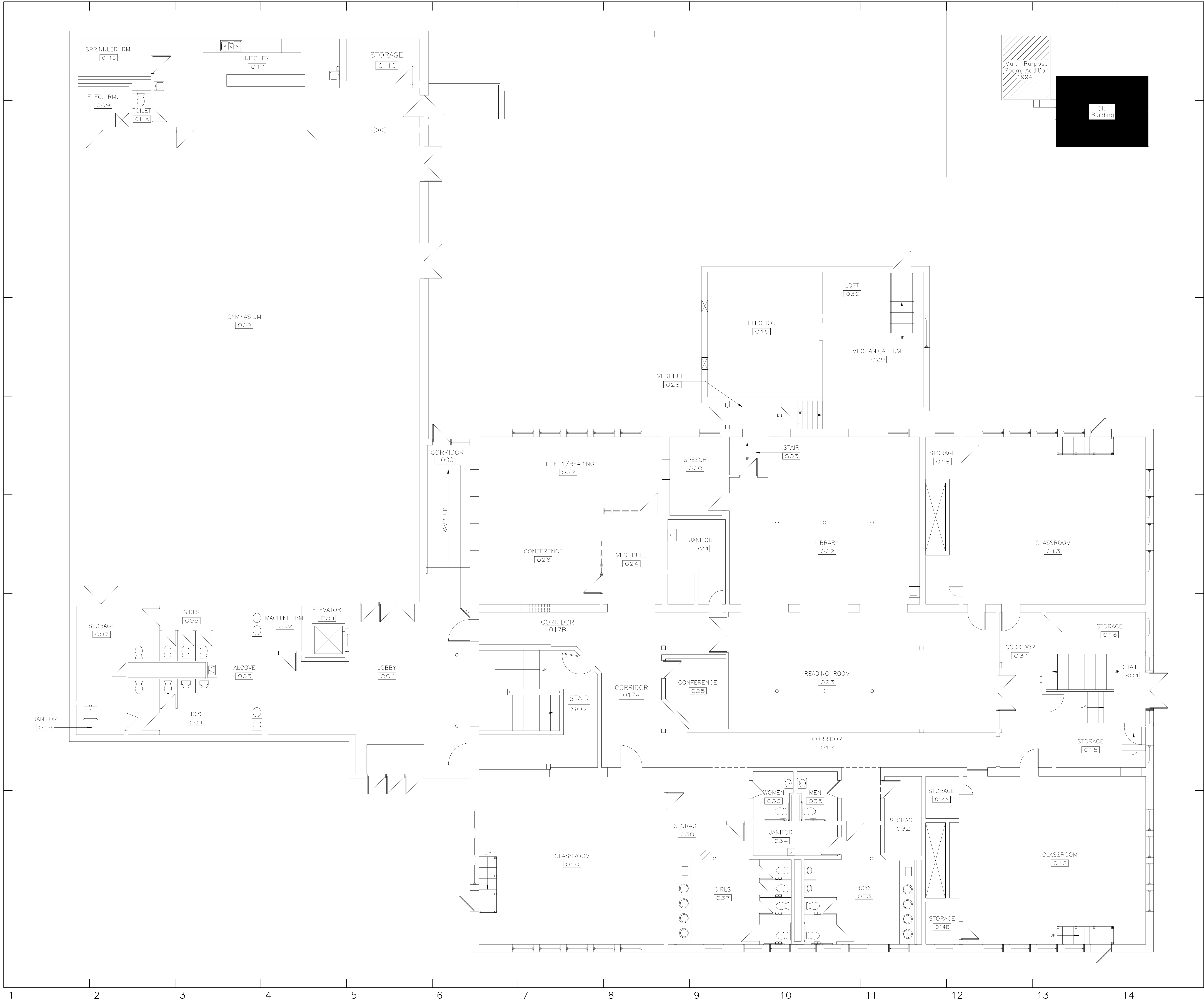
Proponents are expected to raise any questions they have concerning this RFP prior to the submittal deadline. All questions submitted and any answers provided will be made available to all other interested parties. The Evaluation Committee may ask proponents to participate in an interview if further clarification or explanation of their proposal is necessary.

Proponents may withdraw a proposal, in writing, at any time up to the closing date identified above. If a proposal is withdrawn before the due date, the proponent may submit modifications or another proposal at any time up to the closing date of the proposal.

All proposals shall become the property of the City.

VIII. City Reservation of Rights

1. The City reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the City at its sole discretion, and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the City to do so.
2. Negotiation, if undertaken by the City, is intended to result in a contract that is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the selected proponent.
3. The City reserves the right to include in the contract for services other terms and conditions not specifically set forth here.
4. The City reserves the right to waive or disregard any informality, irregularity, or deficiency in any proposal received.
5. Any and all expenses incurred by the selected proponent shall be the proponent's responsibility.
7. The City disclaims responsibility for any errors in the attached material or material obtained from the City's website.
8. Award of a final contract is subject to the Board of Mayor and Aldermen deeming this property as surplus in accordance with the City's Surplus Property ordinance.
9. The City reserves the right to sell the Property as-is, with no warranties.

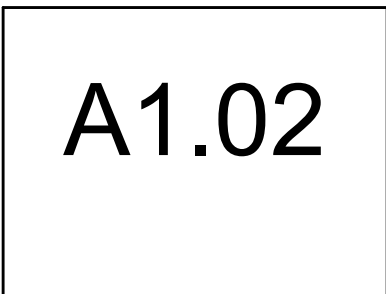


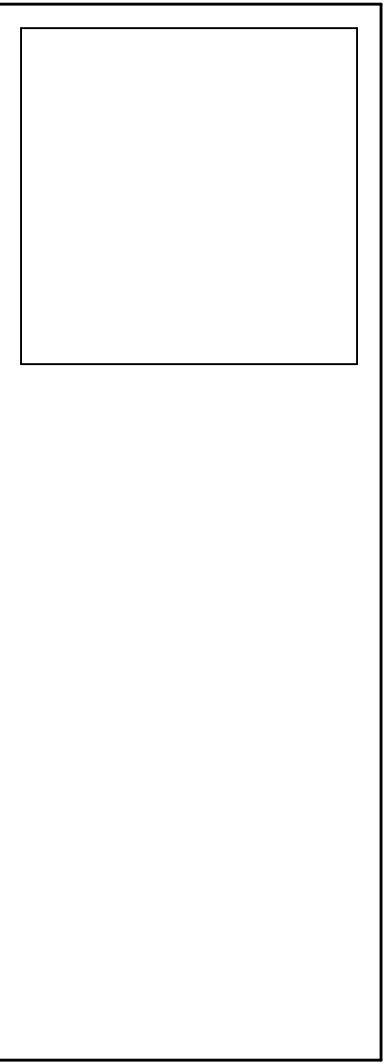
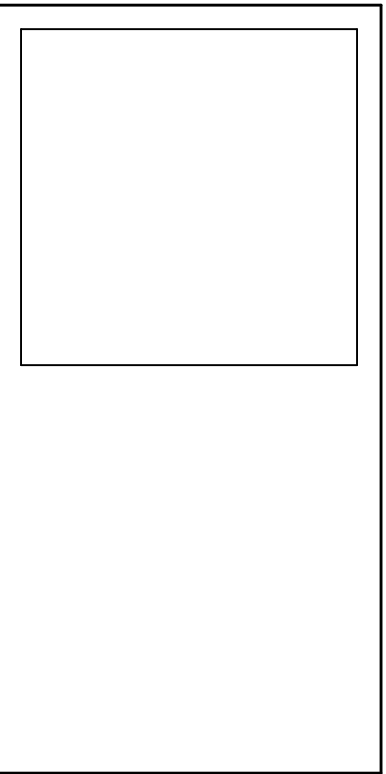
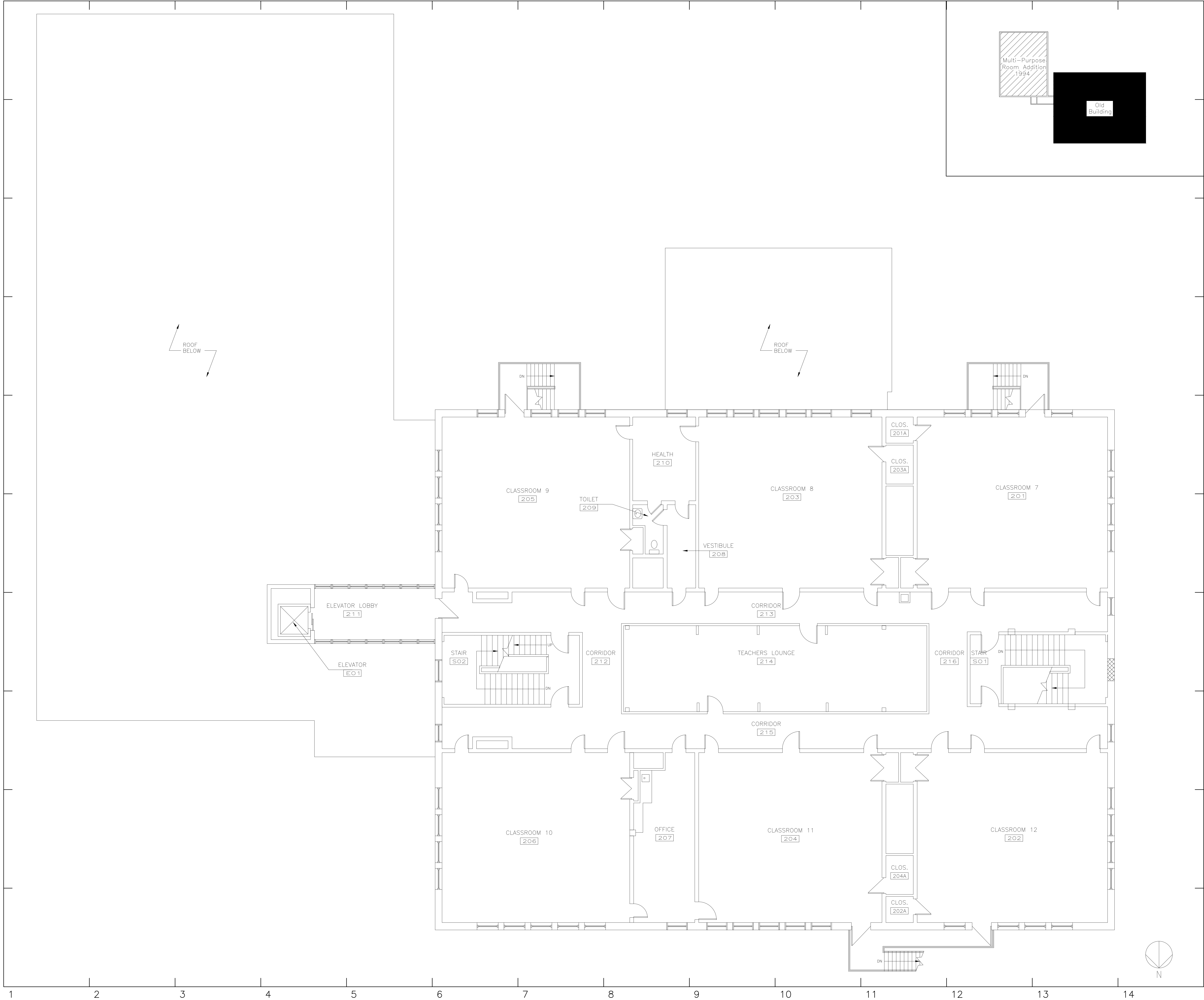
HALLSVILLE ELEMENTARY SCHOOL
275 JEWETT STREET
NEW HAMPSHIRE

CONTENT:
GROUND FLOOR PLAN

DRAWN BY:
PROJECT NO.:
DATE:
REVISED:
SCALE:
TRACKING NO.:

A1.01





HALLSVILLE ELEMENTARY SCHOOL

275 JEWETT STREET
NEW HAMPSHIRE

CONTENT:
SECOND FLOOR PLAN

DRAWN BY:

PROJECT NO.:

DATE:

REVISIONS:

SCALE:

TRACKING NO.:

01/18/08