



PROPERTY MANAGEMENT & DEVELOPMENT

• Operator of Foreign Trade Zone No. 58 • Operator of the Bangor International Enterprise Center

## MEMORANDUM

TO: Business and Economic Development Committee

FROM: Stephen A. Bolduc, Executive Manager

RE: Pine Tree Inn RFP

DATE: October 7, 2014

### **Issue:**

To recommend to the City Council issuance of a Request For Proposals (RFP) for redevelopment of the former Pine Tree Inn.

### **Background:**

The City controls the former Dow Air Force building at 22 Cleveland Avenue known as the Pine Tree Inn. It had been used by the Maine Army National Guard and Army Reserve since the decommissioning of Dow Air Force Base in 1969. The City received ownership through deeds from the United States to the University of Maine, and from the University of Maine to the City.

The building was constructed in the late 1950's as living quarters for enlisted military personnel of Dow Air Force Base and has been used more recently to house military retirees and National Guard and/or Army Reserve personnel. It is a two story building with a partial basement. The total building floor area, including the basement, is approximately 25,700 sq. ft., which breaks down to approximately 11,200 sq. ft. each for both the first and second floors and 3,300 sq. ft. for the full basement area. The remainder of the basement area is a crawlspace. The building is well constructed and in generally good condition for its age with masonry exterior walls of brick face. The interior floor plan is two floors of 21 rooms per floor with a shared bathroom between each two room grouping. Substantial upgrades were done to the building in the 1990's.

Enc. (RFP)



## **REQUEST FOR PROPOSALS**

FOR REDEVELOPMENT OF 22 CLEVELAND STREET, BANGOR, MAINE,  
THE FORMER PINE TREE INN

Issued by:

City of Bangor  
Department of Community and Economic Development  
73 Harlow Street  
Bangor, Maine 04401

REQUEST FOR PROPOSALS  
FOR REDEVELOPMENT OF 22 CLEVELAND STREET, BANGOR, MAINE,  
THE FORMER PINE TREE INN BUILDING

I. Request for Proposals

The City of Bangor is requesting proposals for redevelopment of the building at 22 Cleveland St. (aka Venture Way), Bangor, Maine.

II. Background

The building was constructed in the late 1950's as living quarters for enlisted military personnel of Dow Air Force Base and has been used more recently to house military retirees and National Guard and/or Army Reserve personnel. It is a two story building with a partial basement. The total building floor area, including the basement, is approximately 25,700 sq. ft., which breaks down to approximately 11,200 sq. ft. each for both the first and second floors and 3,300 sq. ft. for the full basement area. The remainder of the basement area is a crawlspace. The building is well constructed and in generally good condition for its age with masonry exterior walls of brick face. The interior floor plan is two floors of 21 rooms per floor with a shared bathroom between each two room grouping. Substantial upgrades were done to the building in the 1990's.

Land: The parcel is approximately 1.32 +/- acres with 373' +/- of frontage on Cleveland St. Additional land may be available. The parcel is in a Government and Institutional Service Land Use district.

Parking: There are presently 36 on-street parking spaces.

If proposals are received that are acceptable to the City, it is the intent of the City to select a Proposer for development of the property and to enter into a lease or purchase option agreement. The agreement would provide for the lease or sale of the property contingent on reuse in accordance with the proposal submitted and approved by the City.

Additional information assessing the architectural, mechanical, and electrical (A/M/E) systems of the Pine Tree Inn is available in a report dated January 9, 2012 written by Carpenter Associates Consulting Engineers which can be obtained from the City of Bangor, Department of Community and Economic Development.

A walk through of the space will be conducted on \_\_\_\_\_.

### III. Land Use District / Permitted Uses

The property is located in a Government and Institutional Service land use district. However, the City would consider supporting a zone change for the property to another land use district. Following uses are permitted in the Government and Institutional Service district:

(1) Facilities operated by public agencies or private nonprofit organizations limited to health, education, social welfare and cultural uses, but excluding chemical dependency treatment facilities.

(2) Places of worship.

(3) Group day-care or nursery school.

(4) Day-care center.

(5) Cemeteries.

(6) Hospital complex when located on a major arterial street.

(7) Nursing home.

(8) Sports arenas and stadiums.

(9) Chemical dependency treatment facility provided it is located on a major arterial street.

(10) Radio and television broadcast towers, provided that:

(a) They do not exceed 195 feet in height, or the minimum height required under federal law, whichever is greater.

(b) They are set back from all property lines a minimum of 100% of the tower height.

(c) They are accessory to a public nonprofit use.

(d) They conform to the requirements of § 165-80.1.

(11) Registered dispensary, provided it is located on a major arterial street and it is located at least 1,000 feet from any public or private school or school dormitory, public library, juvenile shelter, orphanage, playground, or public park, and at least 200 feet from any church, chapel, parish house, other place of worship, day care, or

residential zoning district boundary, measured by straight line from property line to property line or zoning boundary. No more than one registered dispensary may exist in the City of Bangor.

(12) Accessory uses on the same lot and customarily incidental to and subordinate to the above uses and to a use approved under Subsection D below.

Conditional uses: Subject to Planning Board approval, the following uses may be permitted in this district:

(1) Medical office or clinic when:

- (a) Located in association with a hospital complex and on the same site; or
- (b) Located on a major arterial street.

(2) Public utility and public service uses, provided that:

- (a) Such facilities are not sited so as to create an extreme juxtaposition of the architectural scale or style to the detriment of existing buildings on adjacent lots.
- (b) Such uses must be certified as necessary in the particular location to service the area and the community.
- (c) That a Bufferyard "B" be established for front, side and rear yards.

(3) Transitional housing.

#### IV. Proposals Objectives

The general objectives of the redevelopment project are:

1. To expand and diversify the economic base of the City of Bangor.
2. Create quality, new job opportunities for its citizens.
3. Maximize potential economic benefits to the City.

#### V. Proposal Requirements And Format

Proposals are to be in writing and presented in the following format, utilizing the headings presented below for the organization of responses. Proposers are to address all questions asked and provide a sufficient level of detail to enable evaluation of the proposal.

- a. **PROPOSER:** Indicate the name, address, telephone number and e-mail address of the proposed developer(s) of the project. Provide the name of a contact person who is authorized to speak for the developer(s).
- b. **OVERVIEW OF PROPOSAL / EXECUTIVE SUMMARY:** Provide a brief summary of the project.
- c. **DESCRIPTION OF PROPOSAL:** Provide a narrative description of the proposed reuse of the building and a description of any proposed improvements or modifications to the building and parcel. If new jobs will be created, provide information on the number of jobs, a description of the jobs including wage levels and benefits, and a description of business equipment, including estimated value.
- d. **DEVELOPMENT SCHEDULE:** Indicate the proposed redevelopment / reuse schedule including the proposed purchase date or lease start date.
- e. **ESTIMATED DEVELOPMENT COSTS:** Provide an estimate of the cost of any improvements or modifications proposed.
- f. **PREVIOUS EXPERIENCE / QUALIFICATIONS:** Provide a description of any previous reuse projects and the Proposer's ability to carry out the reuse and any improvements proposed. If the Proposer has undertaken projects similar to that proposed, provide a description, name and location of each project, and provide enough detail about each project to enable a comparison of the projects with the current proposal. This information should give the City an understanding of your ability to complete a successful project as proposed.
- g. **PARTICIPANTS IN PROPOSED PROJECT:** Each participant in the proposed project should be identified including his / her role in the project and an overview of his / her previous experience. The purpose for requesting this information is to give the City an understanding of the qualifications of the individuals and any organizations that will be responsible for all elements of the proposed project.
- h. **FINANCING OF PROJECT:** If acquisition or renovation is proposed, the Proposer will be responsible for securing the financing required for the acquisition and design and cost of any improvements or modifications proposed. The proposal should describe how the acquisition and any

proposed improvements or modifications will be financed. Identify any expectations of the Proposer for City financing or financial incentives for the development or reuse proposed.

- i. **MANAGEMENT PLAN:** Provide a management plan for the project's implementation and operation of the finished project. Identify the method of management to be employed and, if available, the identities of the individuals and/or firms to be responsible for each element of the management plan.
- j. **AMOUNT OFFERED TO THE CITY:** Indicate the amount of compensation being offered to the City for purchase or lease of the property. If acquisition is proposed, indicate the proposed method of payment.
- k. **PROJECT AND FINANCIAL REFERENCES:** The following may be requested during the selection process, but need not be submitted with the proposal: (1) the names, addresses, phone numbers and relevant positions of banking and project references for each of the above noted previously completed projects and (2) sufficient financial information relating to the entity and/or principals involved in a form satisfactory to the City. The purpose of the references and financial information would be to enable the City to contact project representatives and lenders to determine the probability of the Proposer to successfully obtain any necessary financing needed to undertake and complete the project described in the proposal submitted.
- l. **CONCEPT PLANS:** There is no requirement for the submission of concept plans with the preliminary proposal. The general location of any improvements or modifications proposed can be conveyed in a written description. The Proposer selected for further review will be expected to submit for City approval concept plans to outline the general scope of any proposed additions, improvements or modifications to the buildings and site, sufficient to convey to the City adequate information to determine the character of the work to be performed. Plans submitted at the final approval stage should include copies not larger than 11 inches by 17 inches to enable photocopying. If there are any changes proposed to the exterior of the buildings or existing building materials, information must be provided in sufficient detail for the City to comprehend what the buildings' appearance will be after renovation.

## VI. PROPOSAL SUBMISSION

Proposals are to be submitted to Purchasing Agent, City of Bangor, 73 Harlow Street, Bangor, Maine 04401 no later than 2:00 PM on Wednesday\_\_\_\_\_. Three copies of the proposal are to be submitted in writing prepared on standard letter size reproducible paper. Concept plans need not be submitted with the proposal, but may be required at a later date from the Proposer selected by the City if modification to the buildings or site is proposed. If concept plans are submitted, they should show the size, type and location of existing and proposed modifications. Any concept plans submitted should include copies on paper not larger than 11 inches by 17 inches. The proposal shall follow the headings and format presented in the next section of this RFP. Following the receipt of qualified proposals, the City may schedule presentations and interviews with the selected Proposer or Proposers. **INCOMPLETE PROPOSALS AND PROPOSALS NOT SUBMITTED BY THE 2:00 PM DEADLINE FOR SUBMISSIONS ON \_\_\_\_\_ WILL NOT BE CONSIDERED.**

## VII. EVALUATION OF PROPOSALS

Proposals submitted will be initially reviewed and evaluated by City staff. Proposals and recommendations will then be submitted to the Business and Economic Development Committee of the City Council for the Committee's consideration and evaluation. The Committee may then select those Proposers submitting proposals of sufficient quality to merit invitations for presentations and interviews which will provide the City with an opportunity to ask additional questions about each proposal. The City Council, after reviewing the recommendations of City staff and Business and Economic Development Committee, will make the final decision on the selection of the successful Proposer(s).

The criteria for evaluation of proposals are:

1. Strength of proposal in terms of the Proposer's ability to finance, complete, market, and manage the development proposed.
2. Proposer's Previous Experience:
  - a. Success of the Proposer or individuals involved in the proposed project on other development projects.
  - b. Experience with public sector, private sector partnerships.
  - c. Functional and aesthetic quality of previous projects.
  - d. Level of involvement of Proposer in previous projects.
  - e. Timeliness in understanding and completing previous projects.
3. Concept Analysis:
  - a. Economic benefits and the level of economic impact to the City's economic base.
  - b. Whether concept represents high quality of function and aesthetics.

- c. Interrelationship of individual components.
  - d. Number of quality, new job opportunities created.
  - e. Compliance of the proposed development with the City's Comprehensive Plan, zoning, land use plan and development standards and restrictions.
  - f. Impact on public infrastructure and any needed public investment to expand/extend that infrastructure.
  - g. The degree of compatibility of proposed uses with existing uses in the area surrounding the development site.
  - h. The magnitude of financial investment in the development.
  - i. Proposed compensation to the City for the property (the offering price or lease rate proposed).
  - j. Evidence of project marketability/ economic feasibility of project.
  - k. The time line for full development.
4. Financial Capability of Proposer:
- a. Ability to secure equity/financing.
  - b. Current relationship with major lenders.
  - c. Ability to sustain project in adverse economic conditions.

#### VIII. PROJECT IMPLEMENTATION:

It is the City's intention to negotiate a lease or purchase option agreement with the Proposer or Proposers deemed to provide the best quality reuse or redevelopment. The lease or purchase option agreement will include a site description and will set forth the responsibilities of the City and selected Proposer or Proposers. The selected Proposer or Proposers will be responsible for obtaining building, occupancy and other permits necessary to occupy and operate the reuse proposed. The City will assist the selected Proposer or Proposers, if any, in obtaining all necessary development permits. The Proposer or Proposers will be responsible for the design of any proposed improvements or modifications to the property proposed for reuse.

#### IX. CITY'S RIGHT TO REJECT PROPOSALS

The City reserves the right to reject any and all proposals received as a result of this Request for Proposals, or to negotiate in any manner necessary to serve the best interests of the City.

#### X. Review of Proposals

All proposals submitted will be reviewed by representatives of the City of Bangor through the City Council Business and Economic Development Committee.

## XI. Submission Requirements

This section of the Request for Proposal details the format for information to be submitted with the proposal. Proposals should be submitted on 8 ½ by 11 inch paper for ease in photocopying. The envelope containing the proposal shall be sealed and plainly marked ‘Proposal for Use of Space in the Former Pine Tree Inn Building’ and shall bear the name and address of the entity submitting the proposal.

If forwarded by mail, the sealed envelope containing the proposal shall be enclosed in another envelope addressed as specified. Timely delivery is the sole responsibility of the entity submitting the proposal.

All brochures, presentations and items submitted in support of proposals to the City will become the property of the City. All proposals received by that City will be opened and made available to the general public.

### A. Cover/Title Page

A cover/title page shall indicate the proposal is being submitted as a Proposal for Redevelopment of 22 Cleveland Street, the Former Pine Tree Inn Building. The firm/organization submitting the proposal shall be identified including mailing address, telephone number, email address, website, and contact person.

### B. Table of Contents

A table of contents shall be presented along with the proposal. All pages shall be sequentially numbered.

### C. Information to be Submitted

Proposals should address the criteria outlined above.

### D. Contacts for Questions

City of Bangor  
Stephen A. Bolduc  
Department of Community and Economic Development  
City of Bangor, 73 Harlow Street  
Bangor ME 04401

*Telephone: (207) 992-4280    Fax: (207) 945-4447*

All questions must be submitted by \_\_\_\_\_. Questions and responses will be made available to all interested proposers.

E. Proposal Submission and Due Date

All proposals must be received at the below address by 2:00 PM on Wednesday, \_\_\_\_\_.

Purchasing Agent  
City of Bangor  
73 Harlow Street  
Bangor ME 04401

F. Modification or Withdrawal of Proposals

Proposals may be modified or withdrawn in person or by written notice that is received at any time prior to the closing date and time specified. Proposals may be withdrawn in person only by an authorized representative of the entity submitting the proposal.

XII. Selection Process

A. Evaluation Criteria

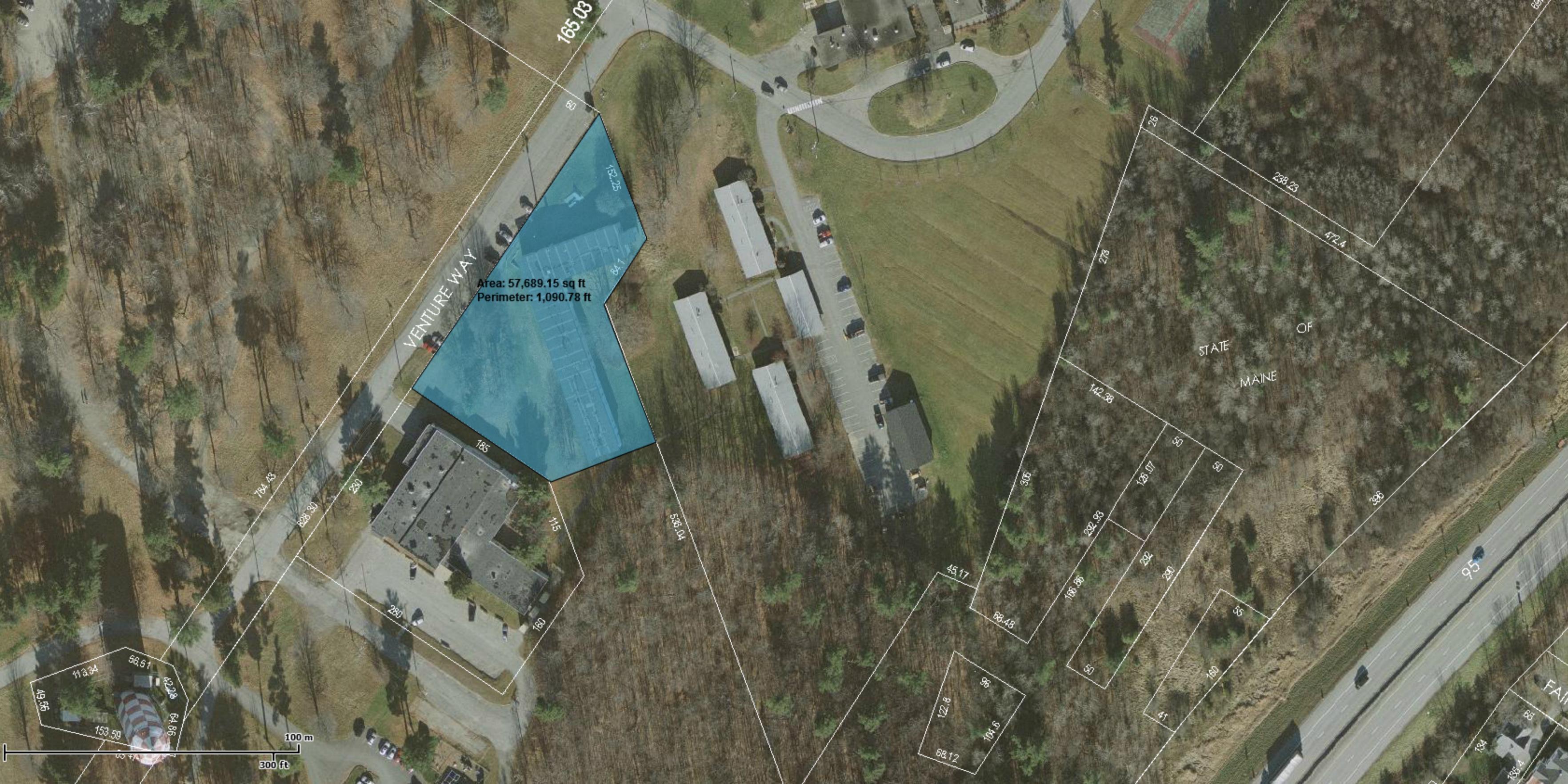
All proposals will be evaluated to assure they meet all proposal requirements and are fully responsive to this Request for Proposals. Proposals meeting all the project requirements will then be evaluated based on the criteria contained above, as appropriate.

B. Selection Process

Proposals submitted and determined to be responsive will be evaluated by the City's Business and Economic Development Committee. A final agreement for the purchase will then be developed and must be approved by the Bangor City Council.

C. Disclaimer

The City of Bangor will not be responsible for any costs incurred by other entities in the preparation of a response to this Request for Proposals. The City furthermore reserves the right to select the proposal or proposals deemed most advantageous and, thus, reserve the right to reject any or all proposals received.



VENTURE WAY

Area: 57,689.15 sq ft  
Perimeter: 1,090.78 ft

STATE OF MAINE



100 m  
300 ft

