

Village of Millerton
5933 N Elm Avenue
Millerton, NY 12546
(518)789-4489

REQUEST FOR QUALIFICATIONS

Adaptive Reuse of Former Village Hall



E. H. Thompson Hose Co. – circa 1904

RFQ Release Date: May 23, 2023

Proposals Due Date & Time: June 29, 2023 – 4:00 PM EDT

Clerk@villageofmillerton-ny.gov

I. Introduction.

The Village of Millerton, a municipal corporation, invites qualified builders and/or development organizations to submit proposals for the purposes to acquire and restore for adaptive use the site and building located at 21 Dutchess Avenue, Millerton, NY (hereafter, the Property), formerly used as the Millerton Village Hall and historically known as the E. H. Thompson Hose Co. firehouse.

Information regarding the Village of Millerton and its applicable zoning law and codes can be obtained from the Village's website. Respondents are encouraged to review this information.

The successful respondent to the RFQ will negotiate the terms and conditions of the sale of the Property with the Village.

II. The Property

The structure on the property consists of an approximately 2,500 sq. ft. two-story structure with a bell tower, and an approximately 1,237 sq. ft. basement. It was built in 1904 as the first firehouse within the Village, for the E.H. Thompson Hose Company. The Property contains an additional one-story addition of about 600 sq. ft. It is on the State and National Registers of Historic Places and may be eligible for State and Federal tax credits for rehabilitation.

The Property is owned in fee simple by the Village of Millerton, is comprised of approximately 0.14 acre and is located on the edge of a residential neighborhood in the R20,000 Zoning District. Municipal water service is provided by the Village of Millerton.

III. Development Objectives

The Village seeks project proposals which will restore and maintain the exterior of this important Village landmark. The exterior should be restored to its general appearance in 1904, as depicted on the picture above. The Village would prefer that the single-story addition to the building is removed. The project team should include qualified persons with experience restoring historic structures.

Additionally, the Village seeks to have the Property-to be used in a manner that is beneficial to the community and preference will be given to proposals that serve a community purpose, such as affordable rental housing, local history/information gallery, artist-in-residence spaces, and other similar uses.

IV. Submission Requirements

All respondents to this RFQ are required to submit detailed information set forth below. Responses that do not materially conform to this outline will not be considered. Additional material and information, as deemed appropriate by the respondent, may be included in the submission package.

Responses must be submitted in a sealed envelope with the title "Response to RFQ" along with the name and address of the respondent printed clearly on the outside of the envelope.

Responses are due and must be received no later than Thursday June 29, 2023 at 4pm. Respondents are solely responsible for ensuring that their responses arrive on time and by the due date.

Respondents shall complete and include with their RFQ submission the following forms which are supplied at the end of this RFQ: an Affidavit of Non-Collusion and an Information Sheet.

All submissions must include a cover letter signed by a duly authorized member of the development entity. The individual signing the letter must be identified in the Information Sheet as having the authority to represent and make legally binding commitments for the entity.

All RFQ submissions become property of the Village of Millerton and may generally be made available for inspection by interested parties in accordance with the New York State Freedom of Information Law. The following information should be included in the submission.

- A. A Conceptual Plan which is consistent with the Development Objectives set forth above. The Conceptual Plan should be accompanied by a narrative explaining Respondent's submission and conformity with the RFQ criteria, including information about project quality, features and amenities. The Conceptual Plan should also include the proposed purchase price of the Property.
- B. Experience and Qualifications of the Developer/Developer Team. Include a full description of the developer and its principals. Provide a list of similar projects which the developer/developer team has completed, including the name and location of the project and type of facilities involved. This description Formal Letter of Interest by the Developer, addressed to Mayor Jenn Najdek.
- C. must be in narrative form that is clear and comprehensive. At least one member of the team must have experience with restoration of historic structures. Before and after photographs of previous restoration projects should be included. Brochures and other material can be included as appropriate but should not substitute for the narrative description.
- D. Financial Capacity. All respondents must provide evidence of the ability to purchase the Property and obtain financing for renovation costs.

V. Selection Process and Criteria

All responses will be evaluated by the Village. Responses will be reviewed and evaluated based upon information contained in the respective submission packages and responsiveness to the submission criteria. The Village Board will evaluate submissions beginning after the Due Date.

Upon review of the submissions, the Village reserves the right to:

- Take no further action.
- Select a short list of respondents.
- Select a respondent based upon the submission.

Selection Criteria

The factors to be considered in the selection process include but are not limited to:

1. Proposed purchase price
2. Attractiveness of the proposed conceptual plan

3. Proposed use of the property
4. Development team qualifications, capabilities, and prior experience

VI. Inquiries.

All inquiries regarding this RFQ shall be submitted to Jenn Najdek, Mayor, no later than June 9, 2023, via e-mail to jnajdek@villageofmillerton-ny.gov.

All substantive questions received by the deadline will be responded to in the form of an addendum issued no later than 16, 2023. The addendum will be posted on the Village Website, www.villageofmillerton.net

A site visit may be arranged by contacting Jenn Najdek, Mayor at the email address above.

VII. Terms and Conditions.

RFQ Information: The information set forth in this RFQ concerning the Property and its condition, size, status, legal requirements and other matters is believed to be accurate but is not so warranted. The Village of Millerton and its officer, employees, representatives, agents and consultants make not representation express or implied as to the physical condition of the Property, status of the title thereto, its suitability for any uses, the absence of hazardous and toxic materials or any other matter. The Village makes no representation as to the accuracy of any statement made herein regarding any environmental conditions of the Property and any information provided with regard to the environment is not to be relied upon and should be independently verified. All measurements are approximate.

As is Condition & Disclaimers: The Property will be conveyed “as is” with all faults. The Village of Millerton makes no representation or warranties regarding the Property whatsoever, including without limitation whether the Property is in compliance with applicable zoning laws, building law, Americans with Disabilities Act, and other similar laws, regulations and codes, and respondents are not to rely upon any representations or warranties of any kind whatsoever, express or implied, from the Village, its representatives, employees, officers, agents or consultants.

Revisions, Interpretation or Corrections: Revisions, interpretations or corrections of specifications in this RFQ shall be by addendum issued before the date set forth above forth above. Interpretations, corrections or changes made in any other manner will not be binding and respondents shall not rely upon such revisions, interpretations, corrections or changes.

Conflicts of Interest: The Village’s employees and the immediate family of Village employees are not permitted to submit a response to this RFQ. Furthermore, no official or employee of the Village shall have any personal interest, direct or indirect, in this transaction, nor shall any such elected or appointed official, department head, agent or employee having such an interest participate in any decision, meeting, evaluation or exert any opinion or influence relating to this transaction that affects his or her personal interests or the interests of any person or entity in which he or she is directly or indirectly interested.

Zoning and Permitting: The Village does not warrant that the Property is suitable for any particular use. Verification of the present zoning and determination of permitted uses, along with compliance of the Property for present or proposed future uses, shall be the responsibility of the Respondent. The Village does not guarantee that any zoning information is necessarily accurate or will remain unchanged. Any inaccuracies or changes in zoning information shall not be cause of adjournment or rescission of any contract resulting from this RFQ. Finally, respondent assumes the entire responsibility of complying with any governmental requirements and procedures relating to intended use, including, but not limited to, licenses, zoning, permitting, habitation restrictions, historic preservation requirements, etc.

RFQ Award Acceptance: The Village reserves the right at all times to accept or reject in its sole discretion, any or all responses and to waive any defects or technicalities or advertise for new RFQ responses where the acceptance, rejection, waiving or advertising of such would be in the best interest of the Village. The RFQ process may be terminated or modified at any time without notice. In the event of a postponement or cancellation of this RFQ, the Village shall not be liable for any costs incurred by respondent in the preparation of their response or for any work performed in connection therein.

Notice of Acceptance or Rejection: Notice by the Village of Millerton regarding either acceptance or rejection of a response to this RFQ shall be deemed to have been sufficiently given when mailed to the respondent, or his or her duly authorized representative, at the address indicated in the cover letter in the submission in response to this RFQ.

PLEASE RETURN THE FOLLOWING FORMS
WITH YOUR RESPONSE

NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each response and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- (1) The prices in this bid/response have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid/response have not knowingly been disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder, respondent or to any competitor; and
- (3) No attempt has been made or will be made by the bidder/respondent to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

State of _____)

):ss

County of _____)

Company Name of Bidder: _____

Officer/partner/individual bidder's signature: _____

Print name: _____ Title: _____

Sworn to before me this ____ day

of _____, 20__.

Notary Public

Information Sheet

Name of Respondent: _____

Address: _____

Telephone Number: _____ E-Mail: _____

Type of Entity: Corp. _____ Partnership _____ Individual _____ LLC _____

If a non-publicly owned corporation:

Name of Corporation: _____

List Officers: _____

List Directors: _____

If a Partnership:

Name of Partnership: _____

List Partners: _____

**If the business is operating under an assumed name, please attach a copy of the certificate required to be filed under New York General Business Law.