

Village of Belleville

24 W. Main Street
Belleville, WI 53508
Phone: 608.424.3341 Fax: 608.424.3423
www.villageofbelleville.com

Request For Proposals 130 South Vine Street (Previous Location of the Library)



Village of Belleville, Dane and Green County, Wisconsin
Issued: June 22, 2021

All proposals must be received no later than 4:00PM on July 30, 2021

Background

The Village of Belleville is requesting proposals for a Village owned property located in the Downtown Business District. The property address is 130 South Vine Street located adjacent to the the Badger State Trail. The future use of this property must be consistent with the Village's adopted Comprehensive Plan, Downtown Design Standards, and must meet certain criteria relating to the use of the property. The Village will review all proposals for the use of this property and is responsible for selecting a developer and providing direction throughout the development process. This Request for Proposal (RFP) contains a description of the property, description of the goals and criteria set by the Village of Belleville for this property, and additional information about the site and the RFP process.

Property Details/Background

Overview:

The library was built in 1978. Since its construction, significant updates have been made to the building in order to maintain this as a community resource. A new roof was added in 1994 and 2006, new flooring was installed in 2003, new doors and gutters were added in 2004, major elevator repairs were made in 2012, new ADA bathrooms were created in 2012, the exterior was painted in 2014, and a new HVAC system was provided in 2015. The library is noncombustible construction of a single-story building with basement constructed of brick, concrete block, and siding with a shingle roof. The overall library building is 6,412sf and the overall site is 18,774sf (0.431 acres) with 10 parking spaces, one of which is accessible.

ADA:

The building was most recently used as a Library thus is used by the public, so the space needed to be accessible. The sidewalk and entry meet accessibility guidelines. Push button door operators have been provided at the entrance which, while not required, is a nice amenity. The bathrooms have been renovated and are accessible. An elevator is also available.

STRUCTURAL:

The basement floor is a slab-on-grade, which is in fair-to-good condition. Exterior foundation walls were cast-in-place concrete and are observed to be in good condition. Interior CMU basement walls are observed to be in good condition. The first floor structure is 8-inch concrete precast slab spanning in the east-west direction. These

planks appeared to be in good condition. A small amount of steel framing also supported these floor planks. Exterior bearing walls supported wood roof truss framing, spaced at approximately 24" on center with plywood roof sheathing. At the exterior, the brick veneer is observed to be in generally good condition.

PLUMBING SYSTEM:

WATER SERVICE: The main water service entrance is a 1" size and enters the North end of the Basement Level of the building. A reduced pressure backflow preventer; and the building water meter is located at this entry point.

WATER HEATER: Domestic hot water is supplied from a 40 gallon, electric storage type water heater, located in the basement level mechanical room. The installed water heater appears to be in excellent condition.

DOMESTIC WATER: Domestic water piping systems are to be copper with sweat fittings. Domestic hot water and cold water are insulated with closed-cell elastomeric insulation. The hot water system has no hot water recirculation line. These piping systems appear to be in good condition; however visual observations do not reveal potential internal issues.

SYSTEM SANITARY: Sanitary waste and vent piping is a mixture of PVC and cast iron, with the majority being PVC.

SYSTEM STORM: Storm drainage is accomplished by perimeter gutters and downspouts away from the building. These all appear to be in good condition.

NATURAL GAS: Natural gas piping is steel with threaded fittings. The gas meter is located on the North side of the building. There are no known issues with this system.

PLUMBING FIXTURES: Plumbing fixtures are vitreous china or stainless steel and appear to be in good condition. Accessible fixtures are available for use by the physically challenged. The restrooms have recently been remodeled. There are electronic faucets. Flush valve heights in the accessible stalls appear to be in excess of ADA maximum height.

FIRE PROTECTION SYSTEM FIRE SERVICE/SPRINKLER:

This building is not sprinklered for fire suppression system. The building does have the fire alarm and detection system which is addressed in the Electrical narrative.

HVAC SYSTEM:

AIR DISTRIBUTION SYSTEM: The air distribution system to the spaces is served with three commercial furnaces by Comfortmaker which provide the cooling and heating to library as well as the support spaces. These are forced air unit systems to temper the air. Furnace output is approximately 98 MBH @ with an AFUE 98% high efficiency condensing unit. The heating mode has full modulation. The fan system is a constant supply air to the space. Each furnace has 4" filters. The return air is a ducted return system. Life expectancy of furnaces is 15-20 years depending on service, maintenance and changing filters. These furnaces were installed 2015 and will support the building's needs.

AIR CONDITIONED DISTRIBUTION: The air conditioning system consists of three air-cooled condensing units manufactured by Comfortmaker that are located outdoors along the east side of building. This is a 3 Ton unit installed with the new furnaces with R-410 refrigerate with SEER 18. The refrigeration compressor provides the level of dual staging of the cooling to the overall HVAC systems. The cooling system appears to be in good working condition. Two-stage cooling has a compressor with two levels of operation: high for hot summer days and low for milder days. Since the low setting is adequate to meet cooling demands 80% of the time, a two-stage unit runs for longer periods and produces more even temperatures. Longer cooling cycles also translate to quieter, more efficient operation and enhanced humidity control. A two-stage air conditioner can remove twice as much moisture from the air system. Life expectancy of outdoor equipment is 15-20 years depending on service and maintenance.

ELECTRICAL SYSTEM:

INCOMING SERVICE: Main service within the building is a 400 amp main distribution panel at 208 volts, three phase (refer to Main Service Board analysis below). Life expectancy of electrical equipment is 30 years. Existing boards and panels are approximately 20 years of age.

POWER DISTRIBUTION EQUIPMENT MAIN SERVICE BOARD: The main electrical service board (MSB) is a Square D distribution board rated at 208 volt, with a 400 amp main disconnect. Power feed distribution is a conduit feeder to Power Panel located on the first floor and conduit feeder to Power Panel on the ground floor. Existing power load on existing Main Service Board is approximately 400 amps.

POWER DISTRIBUTION EQUIPMENT POWER PANELS: The ground floor power panel, Square D panelboard, is rated at 208 volt, 100 amp. All power to receptacle devices, and miscellaneous power junction boxes on the ground floor are fed from this power panel. HVAC loads are served by basement floor power panel.

LIGHTING SYSTEM:

EXTERIOR LIGHTING SYSTEMS: Consists of building façade accent lighting at 120volts. Lamping within fixtures is unknown. Lighting control of exterior lighting is on time clock "on" at dusk, "off" at pre-set time. The lighting contactor for exterior lighting is

located in the basement floor electrical/mechanical service room. Exterior lighting appears to be adequate (uniformly lit for existing conditions).

INTERIOR LIGHTING SYSTEMS: Consists of fluorescent general lighting, metal halide accent and decorative lighting, halogen emergency pack lighting for power failures and LED exit signs. There is a mixture of wattages and types for fluorescent lamps, T8.

WIRING DEVICES:

Exterior wiring devices are powered from a ground floor power panel and consist of ground fault circuit interrupting duplex receptacles for maintenance and general use with "in use" covers. Interior wiring devices are powered from the basement floor and ground floor power panel at each floor. Devices in these areas are duplex receptacles, quadraplex receptacles, ground fault circuit interrupting duplex receptacles in "wet location" areas, and keyed switches for lighting control. Faceplates for devices are ivory thermo-plastic.

FIRE ALARM SYSTEM:

Building has a fire alarm system which has pull stations, notification devices and smoke detection devices. Fire alarm panel is located in the main electrical room with a remote annunciator panel in the lobby area. The circulation spaces, storage areas, and mechanical spaces have smoke detection. There are fire pull stations at egress path areas. The fire alarm has visual notification and audible for emergency exiting.

INFORMATION TECHNOLOGY SYSTEM:

Technology head end equipment switches, hubs, server, firewalls and miscellaneous equipment (i.e. wireless routers) are located in the ground floor maintenance area. These devices are not in a dedicated Information Technology room. Telecommunications and data devices serving the basement floor and ground floor areas are wall mounted devices with thermo-plastic faceplates. Data cabling is Category 6e.

SECURITY - ACCESS CONTROL DEVICES:

There are several cameras for security at basement level, front library entry, and front of building for observation, and are monitored and recorded at the technology rack system.

Site Development Goals

Redevelopment of this property shall accomplish the following goals:

- Create a vibrant destination for residents and visitors by adding more places to live, work, shop, and eat in accordance with the Village's Comprehensive Plan.

- Enhance the economic activity in the Downtown area.
- View to Depot should be preserved.
- Site design should integrate the existing structures, businesses, and Depot.
- The development should maintain on-street parking.
- Village will continue to maintain public parking spaces at north end of property behind the U.S. Post Office adjacent to W. Pearl St. and the Badger State Trail
- Delivery access should be located off parking lot.
- The development should contain designated parking for residential usage.

Agreement

The developer should anticipate entering into a development agreement with the Village of Belleville. Terms of the agreement may include the redevelopment timeline/scope, a deed restriction or covenant to prohibit the demolition of the building, a Village first right of refusal on future sales, insurance and indemnification requirements, a use agreement for the right-of-way/outlot, and the sale price.

Timetable

The property is currently available. The developer should propose a comprehensive timetable for construction/occupancy. The developer will be expected to commit to any schedule submitted. Any conditions that could negatively impact the submitted timetable shall be specified.

The developer will be given up to four months after selection to obtain final permits, financing, and enter into a development agreement with the Village. Closing on the property is contingent upon approval of a development agreement and providing evidence of sufficient financing to complete the project. The developer will be solely responsible for obtaining approvals for any necessary permits or licenses required for work on the property or the operation of proposed uses.

Submittal Requirements

All submissions shall include the following:

A. Cover Letter

A cover letter, signed by an authorized representative of the proposing entity, must contain a commitment to complete what is proposed in the submission. Each proposal must indicate a mailing address and primary contact person with his/her

telephone number and email address. The cover letter may also contain pertinent facts or details of the proposal which the proposer desires to emphasize.

B. Development Team Members, Organization, and Qualifications:

Provide an organizational chart identifying all team members and their reporting relationships and identify the organizational structure of the proposer (e.g. joint venture, partnership, non-profit organization etc.) percentage of ownership and responsibilities. Provide qualifications and specialized experience of the organization(s) and key development team members to be involved in the purchase and development of the property:

- Describe current and previous experience on similar projects (completed in the last five years), including relevant experience in design and implementation of developments similar to the development proposed.
- Provide references for work on similar projects.
- Include current resumes for the key individuals with project responsibility.

C. Proposed Use & Concept Design:

The proposal shall include the following:

- A narrative description of the proposed use of the property. If the final use of the property is not known, the narrative should identify what types of uses would be considered and how a final use would be selected.
- A description of the vision for the redevelopment of the building and a detailed plan for the scope, approach, and timeline for the redevelopment work.

D. Budget, Financing and Schedule:

- Provide an estimate of total development costs broken out by hard and soft costs and by phase of the project.
- Describe the sources of financing for the project.
- Submit evidence of the capacity to secure equity capital and construction financing for the project.
- Provide the purchase price.
- Present a complete development schedule for the project including construction, marketing, and absorption of the building. Developer shall

indicate if property is intended to be owned or sold within the next five (5) years.

The most feasible proposal that fit with the Village’s vision will be short-listed based on the above criteria. Project contacts will be contacted for an interview to further discuss details of the proposed projects.

Emailed proposal are preferred (must meet 4:00PM Deadline). However, paper submittals shall be sealed and marked “130 S. Vine RFP”; no faxed responses shall be accepted. Please submit copy of the proposal to:

Village of Belleville
24 W. Main Street
Belleville, WI 53508
Rmcgee@villageofbelleville.com

Schedule

June 22, 2021		Announcement for RFP
July 2, 2021	1:00 -3:00 pm	Non-Mandatory Building Tour
July 30, 2021		Deadline for Proposals
August 2, 2021		Initial Review of Proposals
August 3, 2021		Short List Notification (Interview Times Set)
August 16, 2021		Interview with Short List Proposals
September 7, 2021		Village Selection

Inquiries

For questions or clarification regarding this RFP, please contact:

Rhea McGee – Interim Clerk:
608-424-3341 or Rmcgee@villageofbelleville.com

This RFP and answers to questions will be posted in a timely fashion at www.villageofbelleville.com

Ownership

RFP submitted on time becomes the property of the Village upon submission, and the RFP will not be returned to the proposers. By submitting, the proposer agrees that the Village may copy the RFP for purposes of facilitating the evaluation.

All proposals submitted in response to this RFP become property of the Village and will be considered a public record, and such may be subject to public review before selection and award. If a developer claims a privilege against public disclosure for trade secret or other proprietary information, such information shall be clearly identified in the proposal.

Evaluation

Village staff will coordinate the selection process and the Village Board shall be the final decision-maker regarding this selection. The Village reserves the right to reject any or all responses or terminate development negotiations at any time. The Village reserves the right to request clarification or additional information from individual respondents and to request some or all respondents to make presentations to Village Staff, the Village Board, or others. As part of the evaluation process, the Village expects to interview some, but not necessarily all, of the developers submitting proposals. The selection of a qualified developer will be based generally upon their project vision, credentials, relevant experience, financial capacity, willingness to carry out the project in a careful and coordinated manner with the full collaboration of the Village.

Proposals will be reviewed and evaluated based upon:

35% Development Project Vision / Scope

- Anticipated use and its impact on the downtown
- Consistency with the Comprehensive Plan and Downtown Design Standards
- Quality and appropriateness of the building redevelopment
- Completeness of the proposal
- Proposed redevelopment schedule

25% Experience of Development Team

- Qualifications of development team members
- References for work on similar projects

20% Capacity of the Developer

- Financial resources and capacity to secure financing
- Feasibility of the project / likeliness to succeed
- Ability to complete the project in a reasonable timeframe

20% Purchase Price and Financial Assistance

- Proposed offering price
- Need for Village incentives/assistance

Expenses

The Village of Belleville shall not be liable for any pre-agreement expenses incurred by anyone in relation to the preparation or submittal of a proposal. Pre-agreement expenses include, but are not limited to, expenses by persons in: preparing proposal or related information in response to the RFP; negotiations with the Village of Belleville on any matter related to this RFP; and costs associated with interviews, meetings, travel or presentations. Additionally, the Village of Belleville shall not be liable for expenses incurred as a result of the Village's rejection of any proposal made in response to this RFP.

Supplemental Documentation

[Comprehensive Plan](#)

[Downtown Design Standards](#)

[Site Aerial](#)

[Site Location](#)

[Floor Plan](#)