



# *Request for Proposals*

## **Not-for-profit Use of Hudson Town Hall**

27 E. Main Street • Hudson, Ohio

**Issued By:** Scott N. Schroyer, Interim City Manager  
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**Issue Date:** March 28, 2014

**Due Date:** June 27, 2014

City of Hudson  
115 Executive Parkway, Suite 400, Hudson, OH 44236

## **1. Introduction**

The City of Hudson is seeking proposals for the use of the first floor of Hudson Town Hall, 27 E. Main Street, Hudson, Ohio, as generally identified on the attached Appendix A. The primary goal of this Request for Proposals (RFP) is to identify a not-for-profit user for the primary use of the first floor. The City welcomes joint/collaborative proposals.

Hudson Town Hall ceased operation as the primary location of offices for the City of Hudson in early 2013, but the second floor meeting room (Council Chambers) is still used intermittently, primarily for public meetings in the evening. The structure, originally built in 1879, has functional heating, water, electricity, security system and telephone lines, and includes three restrooms (men's, women's and unisex).

It is the City's intention to maintain ownership of the building and continue its use of the second floor for public meetings and limited office use. The Not-for-Profit entity/entities occupying the first floor of Town Hall may be charged a nominal fee per square foot/month for utilities, maintenance, cleaning, snow & ice control, phone, etc. Additionally, the entity/entities occupying the first floor will be responsible for any/all costs associated with modifications to the existing space, should the City permit such modifications.

## **2. The Locale**

Hudson is a community of approximately 23,000 residents that has a rich history rooted in its establishment over 200 years ago. Known for its New England architecture, Historic District, small-town setting and excellent schools, Hudson is situated in Northeast Ohio within 30 miles of downtown Cleveland and Akron. Hudson's choice location for suburban housing is tempered by its growth management controls.

## **3. Site Information**

Located in the heart of Hudson's historic village core, Hudson Town Hall is in close proximity to the intersection of State Route 91 (Darrow Road/Main Street) and State Route 303 (Streetsboro Street) [See Appendix A] and has no on-site parking spaces. On-street parking is available in the area and parking arrangements have been made in the past with Johnson-Romito Funeral Home, located at 19 E. Main Street, however the City makes no representations as to future parking arrangements. It is zoned as District 4: Historic Residential Neighborhood and is located in a Historic District.

## **4. District 4: Historic Residential Neighborhood**

Hudson Town Hall is situated in Hudson Zoning District 4. Zoning District 4 is established to preserve and protect the residential neighborhoods in the city's Historic District. These neighborhoods, while containing some multi-family and single-family attached units, are dominated by a significant number of historic detached homes with relatively shallow setbacks and yard depths.

## 5. Historic District

The location of Hudson Town Hall in a Historic District requires that applications to construct, erect, alter, remove, move or demolish any part of the property shall be reviewed by the Architectural and Historic Board of Review (AHBR) which has the power and duty to issue or deny a Certificate of Appropriateness. The AHBR shall consider, among other things, whether the changes 1) will adversely affect or destroy any significant historic or architectural feature of the structure, 2) are appropriate or consistent with the spirit and purpose of the City's historic preservation laws and whether it will adversely affect or destroy the general historic and architectural significance of the Historic District and 3) comply with the historic district/landmark architectural and design standards. Demolition of all, or part of, this building, which is not the primary goal of this request for proposals, may require the buyer to document that preservation is not economically feasible and/or the denial of such Certificate would result in practical difficulty or unnecessary hardship that would deprive the buyer of all reasonable use of the land or building involved.

In the exercise and fulfillment of these specified powers and duties, the AHBR shall protect and preserve the value, appearance and use of property on which buildings are constructed or altered, to maintain a high character of community development, to protect the public health, safety, convenience and welfare and to protect real estate within the Municipality from impairment or destruction of value.

## 6. Submission Requirements and Procedures

Potential not-for-profit users wishing to make a formal proposal are asked to submit their responses no later than 4:30 p.m. on **June 27, 2014**. The City of Hudson will conduct on-site visits of the property at the request of those interested in submitting a proposal. All questions regarding this request for proposals and the final proposals shall be submitted in writing to:

Scott N. Schroyer, Interim City Manager  
[sschroyer@hudson.oh.us](mailto:sschroyer@hudson.oh.us)  
City of Hudson  
115 Executive Parkway, Suite 400  
Hudson, OH 44236

The City intends to review the proposals and then to make its decision within approximately 90 days after the proposal deadline. The City reserves the right to request additional documentation and may independently verify information provided and reserves the right to reject any and all proposals. If any proposals are determined to be similar in terms of their total qualifications, personal interviews may be scheduled to further the decision making process. The interviews will be scheduled during the aforementioned review period. The City intends to make its selection based on its review and evaluation of the information submitted in response to this request for proposals and subsequent negotiations.

The review and evaluation of the proposals will consider:

**a. Not-for-profit User**

A description and identification of the organization and/or individuals involved, along with the background and experience of this organization and/or individuals shall be provided. The ideal not-for-profit user will be willing to tailor the project to meet the needs of the City and the community and possess the financial capacity to handle the project.

**b. Timetable**

A proposed timetable shall be submitted from the date of selection. The timetable shall include an explanation of any major time contingencies.

**c. Proposed Use**

A description of the proposed use, including the number of employees and anticipated number of visitors, if applicable, shall be provided. The description shall include any proposed modifications or improvements. All uses, modifications and improvements shall be within the parameters of the City's Land Development Code.

**d. Financial Information**

A copy of the preceding three years of financial statements of the not-for-profit user shall be provided. In addition, a statement of the amount the not-for-profit user proposes to pay for the lease of the facility and a statement identifying the not-for-profit user's financing sources and any proposed capital investments shall be provided.

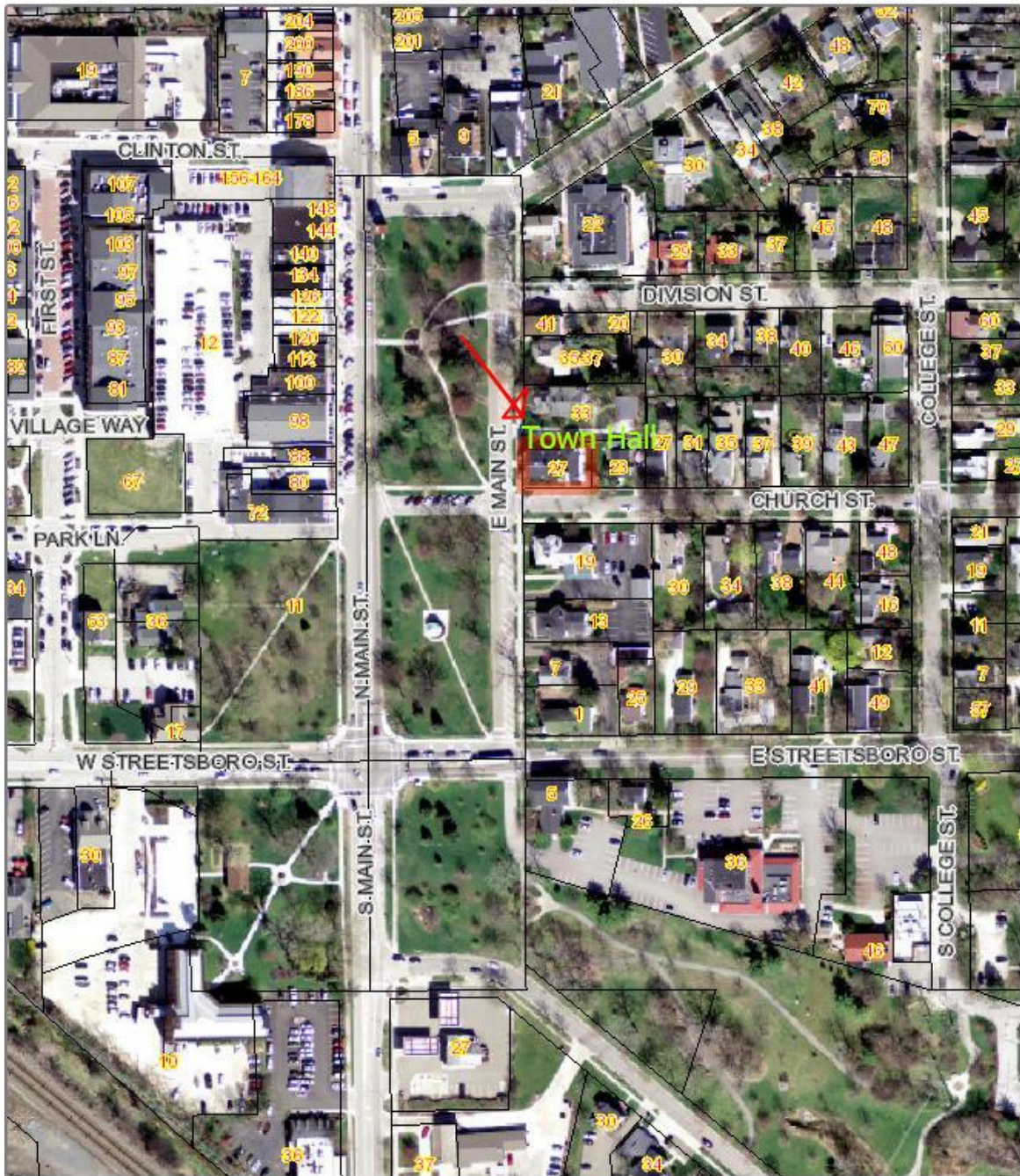
**e. Relevant Project Experience**

A description of relevant projects similar to the Hudson proposal, if applicable, shall be provided. The descriptions should include the scope, uses, cost, financing relationships and sources and geographic location of each project along with photographs. Please describe the role of the not-for-profit user in each project and provide references for each project.

Appendix A

*Location of Town Hall*

City of Hudson, OH



*Disclaimer: Map and parcel data are believed to be accurate, but accuracy is not guaranteed. This is not a legal document and should not be substituted for a title search, appraisal, survey, or for zoning verification.*

Map Scale  
**1 inch = 205 feet**  
3/3/2014

Appendix B

*Town Hall Usable Work Space Square Footage*

First Floor

Conference Room = 192 sq. ft.

Office = 192 sq. ft.

Office = 375 sq. ft.

Office = 342 sq. ft.

Office = 198 sq. ft.

Office = 126 sq. ft.

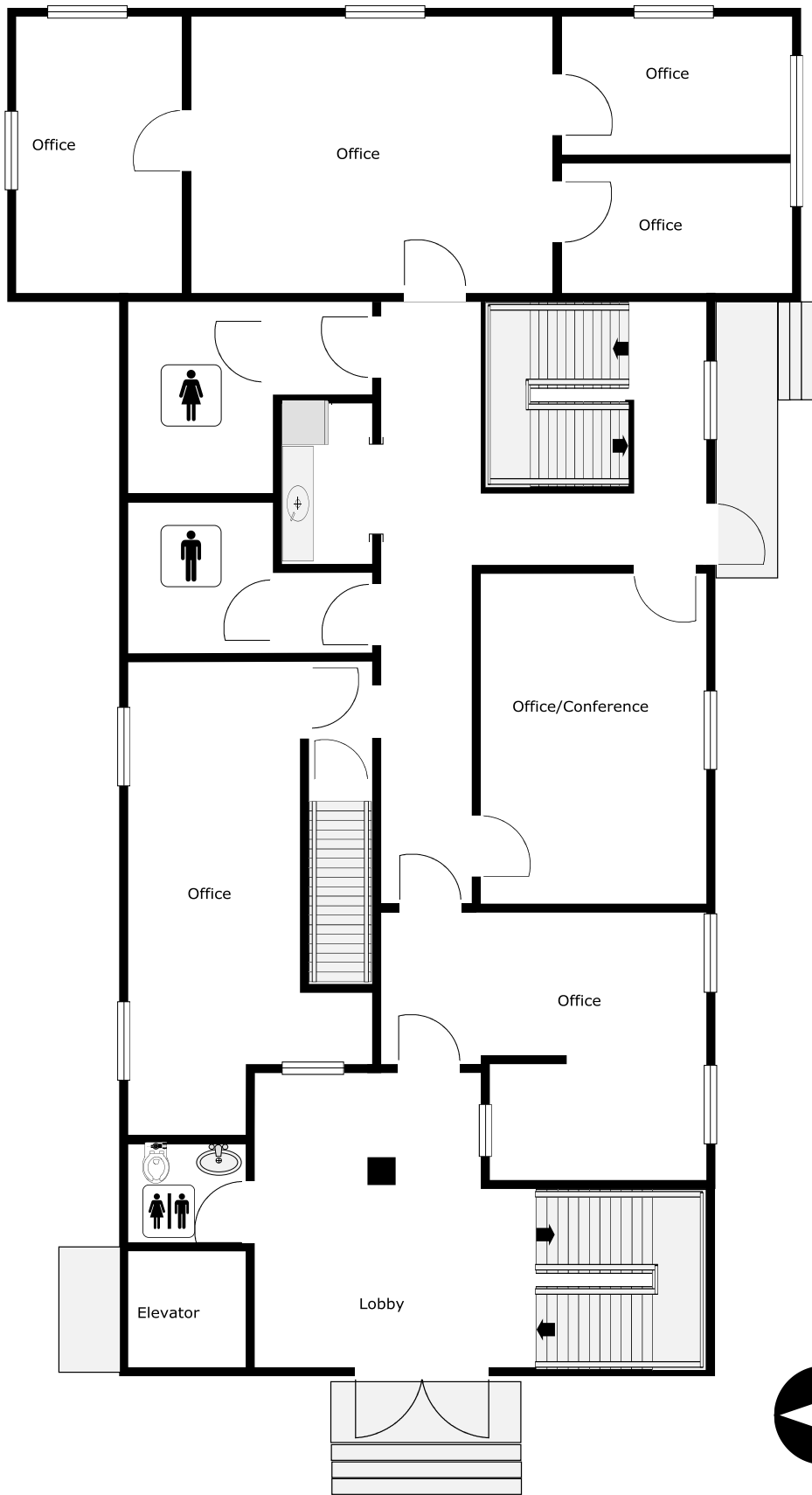
Office = 126 sq. ft.

\*Note: The second floor of Town Hall is not a part of this proposal. Therefore, proposers are to focus only on the use of the first floor area.

Appendix C

***Town Hall First Floor – Floor Plan  
(Attached)***





Church Street



North

**Town Hall - First Floor**

East Main Street