



Request for Proposals

Not-for-profit Use of Hudson Town Hall

27 E. Main Street • Hudson, Ohio

Issue Date:

Due Date:

(consider 60-90 days between dates)

Issued By:

Scott N. Schroyer, Interim City Manager

City of Hudson

115 Executive Parkway, Suite 400, Hudson, OH 44236

1. Introduction

The City of Hudson is seeking proposals for the use of ~~a portion~~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, ~~however, consideration will be given to the shared use of the second floor.~~ 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) ~~and several offices on the second floor are~~is still used intermittently, primarily for public meetings in the evening.

~~The land area totals approximately 0.14 acres and most of that area is covered by the building footprint. The structure, originally built in 1879, has a usable building area of 3,619 square feet, as detailed in Appendix B. The building 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 will be charged a fee of \$0.00 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. ~~Densities are relatively high, with lot sizes generally less than 30,000 square feet. There are strong connections and easy accessibility to the Village Core;~~

~~however, increasing traffic congestion is a growing detriment to the quality of life in District 4's residential neighborhoods. The regulations governing this District are intended to permit compact residential densities, including multi-family residential uses, while assuring compatibility with existing residential neighborhoods and their historic character and strengthening this District's linkages with the Village Core.~~

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 ~~Wednesday, December 4, 2013~~TBD. The City of Hudson will conduct an on-site visit of the property on ~~Wednesday, November 20, 2013 at 10:30 a.m~~TBD. This will be the only opportunity to visit the property before the submission deadline. All questions regarding this request for proposals and the final proposals shall be submitted in writing to:

~~Anthony J. Bales, City Manager~~Scott N. Schroyer, Interim City Manager

City of Hudson

115 Executive Parkway, Suite 400

Hudson, OH 44236

The City intends to make its decision within ~~sixty (60)?~~ 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 sixty (60) day 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



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.

Second Floor

~~Conference Room = 247 sq. ft.~~

~~Copy/Storage Room = 126 sq. ft.~~

~~HCTV Control Room = 126 sq. ft.~~

~~Council/Mayor Office = 249 sq. ft.~~

~~Council Chambers = 1,320 sq. ft.~~