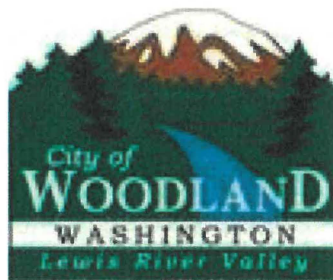


CITY OF WOODLAND REQUEST FOR PROPOSALS
FOR LEASE OF REAL PROPERTY

PROPERTY COMMONLY KNOWN AS
100 DAVIDSON AVENUE, WOODLAND, WA 98674



PROPOSAL SUBMISSION DEADLINE: 2:00 PM, PDT, OCT. 8, 2019

I. REQUEST FOR PROPOSAL

A. Request:

Proposals are being accepted by the City of Woodland for the lease of City property commonly known as 100 Davidson Ave., Woodland, WA ("Property"). The legal description of the Property is as follows:

Abbreviated Prop. Ref.:816 (WOODLAND OUTLOT) -WDOL -46 24 -5N -1W KRAFT DLC.
Parcel No's: 50524 & 50018

Responses to this Request for Proposal ("RFP") shall submit a proposal that addresses the various components set forth in this RFP.

II. BUILDING INFORMATION AND PROPERTY INFORMATION

The City of Woodland is interested in leasing the property, which previously housed City Hall and most recently Clark County Fire District. Clark County Fire District relocated and the facility currently sits vacant. The City is looking for revitalization of the property. The Property lots are approximately 10,800 square feet and 3,000 square ft with the building sitting upon the two lots. It offers approximately 10 off street parking spaces and multiple street parking spaces. The building was built in 1971 and is 3 stories. The first and second floors consists of approximately 8,092 sq ft with the third floor mezzanine at 680 sq ft. The first floor has a two bay garage, which housed fire and ladder trucks. The building appears to have two services: First is a 120/208 3-Phase with a 75KVA xfmr and the second is a standard 120/240V 1-PH services. The Property is located in the Central Business C-1 Zone which allows for office, out door eating, restaurant, retail, hardware, print shop, plant nurseries, Bed and Breakfast, Bakeries with retail service, Arts and Cultural Facilities, Banks, Community Clubs, school/day-care center, church, public utility, government facility, public park, etc. Please see the full list of Purpose under Woodland Municipla Code (WMC) 17.32.10. The lesee is responsible for determining whether the intended use of the Property complies with City regulations, including but not limited to the cities zoning code.

III. CONDITIONS GOVERNING LEASE OF PROPERTY

Interested parties must offer to lease the Property under a long term lease at time of selection. All bidders must complete and submit a written proposal for the use and term of the lease offer. All valid offers submitted shall remain open for 60 days from the opening date of the RFP and the City reserves the right to formally accept any offer within that time period. No Subleasing will be allowed. This is a Non Smoking Facility. Elevator Maintenance, Insurance, Landscaping and Building Maintenance is at the expense and required of the lesee.

B. Required Information:

Name of Company
Building Use
Business Plan

Note: A Financial Statement Analysis will be required at the time of negotiation for the lease, but is not required for bid.

C. Pre-Lease Walk Through

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A Pre-Proposal Walk Through question/answer session will be held on Thursday, Sept. 19, 2019 at 1:00 P.M. & Sept. 25th at 8 AM PDT. Attendance is highly recommended. The location of the walk through is at the Property.

D. Submission of Proposal

To be considered, sealed proposals must be submitted no later than **2:00 P.M. PDT on Oct. 8, 2019. Proposals will be reviewed by city staff and the successful bidder will be contacted for negotiations. All proposals should be addressed to:**

City of Woodland
Attn: Peter Boyce, City Administrator
PO Box 9
230 Davidson Avenue
Woodland, WA 98674

The outside of the envelope should be marked "LEASE OF REAL PROPERTY 100 DAVIDSON AVE". Hand delivered/couriered should be directed to the City Hall where they will be date stamped and held until bid opening. Late submittals will not be considered. All proposals shall be bound, written on 8.5" X 11" paper, times new roman font 12, with the maximum number of pages of 15 - single sided. Two additional 11" X 17" or 8.5" X 11" pages are allowed in the appendix if needed.

E. Provision of Notices

Those interested in submitting a proposal are encouraged to provide contact information to Peter Boyce, City Administrator at boycep@ci.woodland.wa.us Providing contact information will allow the City to provide notification if an addendum to the RFP is issued or the RFP is cancelled. Those who choose not to provide contact information are solely responsible for checking the City's website for any issued addenda or a notice of cancellation.

F. Award

The City will award the lease proposal of the property deemed best use for downtown revitalization. The City will take into account contingencies and exceptions contained in each Proposal. The lease of the Property is subject to final approval by the Woodland City Council. The City reserves the right to reject any and all offers.

G. Schedule

The projected schedule is:

Pre-Proposal Conference & Walk Through: 9-19-2019 @ 1:00 P.M & 9-25-19 @ 8 AM.

Questions due to City: October 1, 2019 at 5:00 P.M.

Bid Opening: October 8, 2019 at 2:05 P.M.

City Staff Review: October 9th-30th, 2019 with recommendation prepared for council.

Council Consideration of Bid Award: November 18, 2019

μ, Exceptions to this Request for Proposal

Any exceptions from the provisions of this Request for Proposals, which are desired by the Bidder, shall be specifically noted in the proposal submitted, including additional requirements or requests. The exceptions to be listed shall include any contingencies to closing the transaction including but not limited to financing and feasibility contingencies.

IV. QUESTIONS

Questions regarding this RFP or the need for additional data or information should be submitted in writing by email to boycep@ci.woodland.wa.us no later than 5:00 P.M. PDT on Tuesday, October 1, 2019. The City will post a Q&A document after the deadline for written questions and a link will be emailed to those who have provided contact information. It is recommended that all interested parties visit the Property before submitting a proposal.

V. CONFLICT OF INTEREST INFORMATION

Information on possible conflicts of interest should be provided in the proposal. Such information will be taken into account in making a decision on the selection of the Bidder. Should a conflict arise during the RFP process, the Bidder shall immediately advise the City of such conflict.