

REQUEST FOR PROPOSALS/APPLICATIONS

Notice is hereby given proposals/applications will be received by the City of Chelan, Washington, for:

Lease of the City Facility located at 102 E. Johnson Ave (former Chelan Chamber of Commerce). Proposals must be submitted to City Clerk, Chelan City Hall, 135 East Johnson Avenue, Chelan, WA 98816 no later than 3:00 p.m. on Friday, March 27, 2015.

Proposal Description:

The City of Chelan is seeking proposals or applications from individuals, businesses or organizations interested in leasing the former Chelan Chamber of Commerce Building, located at 102 E. Johnson Ave (hereafter referred to as Facility).

- The Facility consists of 1105 square feet of useable office or retail space which includes a small restroom. The Facility is heated and cooled with a roof mounted heat pump. There is dedicated onsite parking available on a limited basis with the exact number of parking spaces to be negotiated.
- The Facility monthly lease amount is a **minimum** of \$1,500 per month.
- Tenant will be responsible for all utility costs.
- Public restrooms adjacent to the Facility will be the full responsibility of the City. Public restrooms will generally be operated as follows: Spring, Summer and Fall months 7 days/week from 7:00 AM until 10:00 PM. Winter months from 8:00 AM until 5:00 PM.
- RFP respondents need to be aware there is a "Farmers Market" event planned for 2015 which will be located adjacent to the Facility in the City Parking Lot. The "Farmers Market" event is scheduled for every Saturday morning from approximately 7:00 AM until 1:30 PM beginning in late May through October.
- The City will provide snow removal of parking spaces and sidewalks.
- The Facility property use is currently regulated by Chelan Municipal Code Chapter 17.14, Chelan Downtown Land Use and Development Code. For proposals/applications that are significantly different from business office use, applicants should confer with the Chelan Building and Planning Department to determine any possible land use restrictions or possible delays in occupying the Facility.
- Proposed lease agreements are subject to State leasehold tax rate of 12.84% and is to be in addition as a cost to the monthly lease amount.
- The Facility property will be available for occupancy on or around May 1, 2015.
- Showing of the Facility property can be arranged by contacting City Clerk Peri Gallucci at (509) 682-8019.

Proposals Application Information :

- All proposals must be submitted on the application form provided by the City of Chelan (application forms are available by contacting City Clerk, Peri Gallucci at (509) 682-8019 or email pgallucci@cityofchelan.us.)
- All proposals/applications must be completed, **sealed** and submitted to the Office of the Mayor no later than 3:00 p.m. on March 27, 2015.
- **All proposals applications submitted to the City are deemed public documents and are subject to public record requests. All proposals applications will be publicly read, reviewed and commented upon in an open public City Council meeting.**

Selection Criteria:

- Preference will be given to those proposals that propose the highest and most cost effective use of the Facility.
- Preference will be given to those proposals/applications that propose more than the minimum monthly lease amount.
- Preference will be given to those proposals/applications which demonstrate sound and sustainable financial capabilities.
- **Proposed lease agreements shall be no less than a term of two years and no more than four years.**

The City of Chelan reserves the right to reject any submittals and to waive irregularities and informalities in the submittal and evaluation process. This Request for Proposals ("RFP") does not obligate the City to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

Request for Proposal
Application Form
Former Chamber of Commerce Building
102 E Johnson Avenue, Chelan, WA

TO: City Clerk, City of Chelan

From: _____ Individual or Organization Name
_____ Address
_____ City, State, Zip Code
_____ Phone #, Email & Fax

Contents Required – Checklist

- Provide a cover letter “Statement of Intent” which clearly describes your proposed use of the Facility. Include the proposed lease amount (the minimum lease amount will be \$1500/per month plus 12.84% leasehold tax). Lease proposals shall be for a minimum of two years in duration with a maximum of four years in duration.
- Accurately describe proposed Facility use for the City’s Land Use review.
- Provide a description of why your proposal is cost effective for the City and is the best use for the Facility.
- Indicate the number of parking spaces requested.
- Indicate any possible conflict with the Farmer’s Market activity next to the Facility to be leased.
- Provide financial plan or capabilities of leasing the Facility for the terms of the lease, including insurance coverage.
- Provide **two** proposals **SEALED** and clearly marked: **RFP - Facility at 102 E Johnson no later than March 27, 2015 at 3:00 p.m.**

By submission of your proposal, you acknowledge all documents may be subject to disclosure under RCW 42.56 Public Records Act.

Submitted by: _____ Date: _____

Note: All information provided by applicants will be reviewed, so it is important to be thorough and complete in submitting a responsive proposal.