

TOWN OF CATSKILL

IRVING SCHOOL SALE



REQUEST FOR PROPOSALS

FOR

THE SALE OF THE HISTORIC IRVING SCHOOL BUILDING

TOWN OF CATSKILL

AVAILABLE NOVEMBER 15, 2004

ALL PROPOSALS DUE JANUARY 29, 2005

JOSEPH IZZO

SUPERVISOR, TOWN OF CATSKILL

Irving School Overview:

In 2004, the Town of Catskill applied for and received a grant in the amount of \$392,000 from the Governors Office for Small Cities to develop a senior center for use by area seniors. The Town proposed the use of an old school building owned by the Catskill School District. Specifically, the Town proposed using an annex of the building that encompassed approximately 8,500 square feet of space and four classrooms, a gymnasium, commercial kitchen, office space and restroom facilities. The Town has successfully negotiated the purchase of the property and is now completing improvements to the annex that will result in the completion of a senior center early in 2005.

The Town is now contemplating future uses of the original Irving School building, less the annex that will be used for the senior center. The original building includes 5,858 of space on each of its three floors. It has a small parking lot on the side of the building, and a large parking lot in the rear.

The Town is now considering selling the Irving School to a buyer that will develop the building in a manner that is acceptable to the Town and consistent with the neighborhood.

In an effort to simplify the sales process, reduce expenditures and streamline the project, the Town has elected to issue an RFP for the sale of the building. Please note that the Irving School Building is located within an State recognized historic district and is eligible for inclusion on the National Register for Historic Places. As such, any potential buyers should contact the SHPO to determine what, if any, restrictions may be imposed on future use and development of the building.

All prospective purchasers should be aware that the Town will subdivide the property prior to closing and that the main Irving School building will have a deed that is specific to that parcel and property. The Town will negotiate with the buyer for a lease agreement to allow for the use of both parking areas now on the school grounds. The lease agreement will include snow removal and maintenance.

Instructions and Conditions

1. Delivery

Proposals in response to this Request for Proposals (RFP) with a 5% deposit shall be delivered to the Town Clerk, Town of Catskill, located at 439 Main Street, Catskill, NY 12414. Proposals must be sealed in an envelope and clearly marked as follows:

“Proposal for the Purchase of Irving School”

2. Deadline

All proposals must be delivered to the Town Hall, 439 Main Street, Catskill NY 12414 no later than 1:00 pm on January 14, 2005.

3. Opening

All proposals received will be opened publicly and read aloud at the Catskill Town Hall at 1:00 pm on January 15, 2005

4. Expeditious Agreement

The entity submitting the best proposal, as determined by the Catskill Town Board, shall enter into a purchase agreement with the Town of Catskill in an expeditious manner immediately following the acceptance of the proposal by the Town. The purchase agreement will be subject to the terms set forth in this RFP.

5. Terms of Sale

The terms of the sale shall be cash

6. As Is Condition

The Irving School is being sold in an as is condition without expressed or implied warranty

7. Project Timeline

The Town of Catskill is interested in having the Irving School development begin as soon as is practical. As such, each proposal must include a time line that shows project commencement and completion dates, and also indicates significant timelines that the project will follow.

8. Title Insurance

The Town of Catskill will furnish a warranty deed to the buyer. Title insurance must be obtained at the purchaser's expense.

9. Closing Fee

Purchaser is responsible for the payment of any and all closing fees associated with the sale of the Irving School.

10. Building Permit Prior to Closing

The Purchase Agreement may require that a building permit be obtained prior to closing. Permits will only be issued for work identified in the proposal.

11. Timely Development

The Town of Catskill is interested in seeing that the Irving School is purchased and developed in an expeditious manner. As such, the Town will require that the purchaser agrees to undertake development activities no later than six (6) months from the date of closing. Further, the development process must maintain compliance with the project timeline submitted by the purchaser in the proposal package.

Purchasers failure to undertake development activities within six months or who do not comply substantially with the project schedule may result in the Town's right to repurchase the property at 80% of the original purchase price. This clause will be secured with an attachment to the purchase and sales agreement.

12. Reservations

The Town of Catskill reserves the right to reject any and all proposals and the right to waive any formal defects in proposals when deemed in the best interest of the Town of Catskill.

13. Additional Copies

A copy of this RFP is on file in the Office of the Town Clerk, 439 Main Street, Catskill, NY 12414. Copies of the RFP may be obtained by calling (518) 943-2141 or stopping by the Town Hall.

Bidding Requirements

14. Price

The proposed price must be written in both words and numbers. The Town has set a minimum bid of \$275,000. Proposals with a purchase bid of less than \$275,000 will not be considered.

15. Deposit

The proposal maker must accompany the proposal with a money deposit in the form of a cashiers check, bank money order, or certified check, payable to the Town of Catskill for five percent (5%) of the amount offered for the property.

This deposit shall be applied to the purchase price at the time of closing. In order to protect the integrity of this solicitation and review process, deposits may be forfeited in cases where acceptable proposals are withdrawn prior to execution of a purchase agreement.

16. Evaluation

In order to best serve the Town of Catskill's interest, proposals will be evaluated according to the following criteria:

- Highest and best use of the property
- Quality of development as measured by meeting or exceeding the Town's proposed priority use of property
- The demonstrated experience, qualifications and readiness of the prospective purchaser
- Amount of offer*

Please note that the Town will consider all of the above factors when considering the proposals and may not select the proposal that includes the highest purchase offer.

Development Requirements

The Town has a significant interest on the future use of the Irving School as it is now developing the Irving School annex into a Senior Citizens Center. As such, the Town will give preference to any potential purchaser that is proposing the that the Irving School be developed into senior housing.

17. Compatibility

The Town is also interested in reviewing alternative uses for the building. The Town reserves the right to reject any and all proposals based on the proposed use being incompatible with surrounding property uses.

At a minimum, each proposal must meet the following criteria:

- The proposed use must respect and be compatible to the Irving School Senior Center
- The proposed use must respect be compatible to the existing character of the surrounding neighborhood

NOTE: More specific information about the proposed use of the Irving School will aid the Town of Catskill in making a more complete determination and potential acceptance of a given proposal.

18. Standards

Purchaser understands that the development of the Irving School is subject to all of the current codes and ordinances of the Village and Town of Catskill.

Property Description

19. Location

Corner of Thompson Street and Academy Street, Village of Catskill, Town of Catskill, Greene County, NY 12414

20. Size

The Irving School is situated on approximately 2.9 acres of land within the Village of Catskill. The portion of the school for which this RFP has been developed includes approximately 17,574 of square evenly distributed over three floors. The Town is selling only the building and a small parcel of land immediately surrounding the main school building.

A legal description of the property is available from the Town upon request.

Site Visits

Any person or persons wishing to tour the facility can do so by prior appointment. To make an appoint to view the building, please contact the following:

F. Steven Kirk
Project Consultant

Office (518) 283-3507

Cell (518) 441-7024

Email – steve@dbsplanning.com

COVER SHEET FOR SUBMISSION OF PROPOSAL

Date: _____

To: Town of Catskill
439 Main Street
Catskill, NY 12414

Purchase Price (Minimum Bid is \$275,000):

In words

\$

In Dollars

Description of proposed use of the Irving School Property (Attach additional sheets as necessary)

Please attach a project development timeline and any other material that will assist the Town in assessing and considering this proposal.

Deposit Enclosed: Five Percent (5%) of amount stated above. (Check Number _____)

Name: _____

Address: _____

Telephone: (____) _____

Email: _____

Signature