



NOTICE INVITING PROPOSALS

SCOUT HOUSE RENOVATION, ACTIVITIES PROGRAMMING, AND FACILITY MANAGEMENT

Notice is hereby given that the City of Carmel-by-the-Sea is soliciting proposals from qualified Contractors for the purpose of providing historic building renovation design and construction, activities programming, and facility operations and management for the City-owned Scout House which is located on the northeast corner of Mission Street and Eighth Avenue in the City.

The Request for Proposal (RFP) solicitation is available at: <https://ci.carmel.ca.us/pod/requests-bids-and-rfps>, or by visiting the City's homepage and clicking on the "Bids and RFPs" button under the Helpful Resources section of the page.

Proposals must be received at City Hall by **Tuesday, May 23, 2023, at 4:00 p.m.** by hand delivery or mail addressed to Robert Harary, P.E., Director of Public Works:

Mailing address:

City of Carmel-by-the-Sea, P.O. Box CC, Carmel-by-the-Sea, CA 93921

Hand delivery:

City of Carmel-by-the-Sea, City Hall, east side of Monte Verde, 3 SE of Ocean Avenue, Carmel-by-the-Sea, CA 93921

Mandatory Pre-Proposal Meeting and Tour: The City will hold one mandatory pre-proposal meeting on Tuesday, April 25, 2023 beginning at 10:00 a.m. at the Scout House. This will be the only opportunity for Proposers to have full access to the interior of the building. While the pre-proposal meeting will start at 10:00 a.m., the building will remain open until 4:00 p.m. on that date for any Proposer to take detailed measurements, photographs, and/or inspect the condition of the facility with their proposed teams.

Request for Proposals #2022-02: The RFP outlines: the history of the building, prior renovation efforts, current building condition and renovation requirements, financial and legal considerations, proposal contents, and selection criteria. An initial, rough cost estimate for the renovation is \$500,000. The Contractor may raise funds and/or provide commercial operations as permitted by the Zoning ordinance. No City funding will be provided for this project.

Proposals shall cover key issues including: project team qualifications and related experience, technical approach to design and construction of the renovation, project schedule, approach to subsequent activities programming and outreach, approach to ongoing facility management and maintenance, and financial resources of the Proposers.

The selected Contractor will be required to enter into an Operations and Maintenance Agreement and a Site Lease, both of which are included in the RFP. The Site Lease requires the occupant to pay fair market rent. The initial term of the Agreement is for 10 years with an optional, annual extension of up to 5 additional years; however, Proposers may suggest alternative timeframes.