

**Request for Proposals (RFP) by the Town of Abingdon, Virginia
For Sale of 335 Cummings Street, Parcel No. 020-11-1**

Purpose

The purpose of this Request for Proposals (RFP) by the Town of Abingdon, Virginia (“Town”) is to solicit sealed proposals from interested buyers to purchase the real property, namely, Hassinger House, also known as Abingdon Convention and Visitors Bureau, Town of Abingdon, owner, 335 Cummings Street, Parcel No. 020-11-1, located within the Town of Abingdon, Virginia.

Town Council Vision

Below are the key themes and objectives identified by Councilmembers for the Hassinger House property:

- That the historic/cultural significance of the property be maintained and promoted, and that the landmark structure itself be preserved;
- That the Offeror has long-term viability and financial strength;
- That the proposed use has limited negative impacts on the surrounding community.

Background

Property and Hassinger House Description:

The property consists of 1.079 acres +/- . The Hassinger House is one of the few Queen Anne-style buildings in Abingdon. The Hassinger family is significant on a local and regional level because of the Hassinger Lumber operation in Konnarock, Virginia. Owing White Top Mountain and over 30,000 acres, the Hassinger Lumber Company became one of the largest timber producers in the eastern United States, at one time helping make Washington County the largest exporter of timber in the country. At the height of operations, the company employed over 400 workers. The Hassinger family sold their timber holdings to the U. S. Forest Service when it began buying cut-over land between 1926 and 1930 to establish the Jefferson National Forest.

William Hassinger built the Hassinger House, otherwise known as “The Grove”, for his wife Almeda in 1909. William was a master builder, and the lumber for this structure came from the beautiful white pine and hardwood logs cut from White Top Mountain and sawn in the family mill in Konnarock. He later sold the house and his share of the lumber operations to his brother John, a politician and editor of the local newspaper. John’s wife Mary was known for housing ladies’ social events, afternoon teas, porch and lawn parties, and club activities at the house. Theme parties were dressed to represent different characters. John H. Hassinger died in 1948, leaving a legacy of philanthropy and public service. The third brother, Luther Hassinger, bought Bristol Builders Supply in Bristol, Virginia.

The Town of Abingdon, Virginia, acquired “The Grove” from James A. and Bliss M. Brown in September 1981. The building once housed various offices including, Tourism, Abingdon Main Street, and the Virginia Highlands Festival offices.

The current zoning on the property is OI Office and Institutional District, which allows for certain single-family residential and general and professional business uses by right as well as multi-family residential and additional business uses by special use permit. **The full description of allowable uses may be found in the Town’s Zoning Ordinance, Article 9.**

Proposal Contents:

Tab 1: Introductory Letter

The introductory letter shall name the person or persons authorized to sign contracts and be involved in any negotiations with the Town.

Tab 2: Approach to Addressing the Opportunity

Please describe, in detail, the Offeror’s offer to purchase the Hassinger Property and address the following evaluation criteria.

Evaluation Criteria

Responses to the Town’s Request for Proposals will be based upon the following criteria. The criteria for evaluating the proposals submitted is estimated to take the following items into consideration:

1. The Offeror’s plan to achieve the restoration and long-term preservation of the structure as possible, with assurances that the exterior of the historic structure will be maintained.
2. The Offeror’s commitment to restoring and preserving the interior of the structure as much as possible.
3. The Offeror’s ability to complete the purchase, restoration, and preservation of the structure in a timely manner, as demonstrated by a realistic and complete funding plan, a reasonable timeline for the work, and a history of financial strength.
4. The impact of the proposed reuse on the surrounding neighborhood and residences, including how the Offeror intends to limit or mitigate community impacts.
5. The proposed purchase price.

The Town will not rely upon a numerical scoring system in evaluating the proposals. The Town reserves the right to not be bound by the above criteria in making a selection or choosing not to make a selection. The order of the above items is not indicative of their priority or lack thereof. **THE TOWN RESERVES THE RIGHT TO ACCEPT OR REJECT ALL OR ANY PART OF ANY PROPOSAL, WAIVE INFORMALITIES, AND AWARD THE CONTRACT TO BEST SERVE THE INTERESTS OF THE TOWN.**

Attachments:

- ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM
- ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM
- ATTACHMENT C. NON-COLLUSION AFFIDAVIT
- ATTACHMENT D. NOTICE OF EXCEPTIONS

Submittal Deadline.

The deadline for submittal of proposals in response to this RFP is **July 21, 2021 at 4:00 p.m.**

Proposals should be delivered as follows:

All proposals must be in an opaque, sealed envelope or box and clearly marked: "Sealed Proposal: Hassinger House RFP". Proposals shall clearly indicate the legal name, address, and telephone number of the Offeror (company, firm, partnership, or individual). All expenses for making the proposal to the Town shall be borne by the Offeror.

Offerors shall provide five (5) identical paper copies of the proposal documents. If proprietary/confidential information is identified (Attachment A), the Offeror is required to submit a redacted copy of their proposal in addition to the required number of proposals requested.

Proposal documents shall be mailed (P. O. Box 789, Abingdon, VA 24212-0789) or hand-delivered to Tonya Triplett, Director of Economic Development and Tourism, 133 West Main Street, First Floor, Abingdon, Virginia 24210. Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m., except Town holidays. Faxed or emailed proposals will not be accepted.

Proposals shall be received by the Director of Economic Development and Tourism no later than July 21, 2021, at 4:00 p.m. local time. Any proposals received after this date and time will not be accepted. The Town of Abingdon is not responsible for delays in delivery of the mail by the U.S. Postal Service, private couriers, or the

inter-office mail system. The Offeror has the sole responsibility to have the proposal received by the Director of Economic Development and Tourism at the above address and by the above stated time and date. Proposals will not be publicly opened.

All documents contained within the proposal submission shall be completed in their entirety and signed and dated where required.

Questions.

Questions related to the RFP or requests for clarification shall be directed to Tonya Triplett, Director of Economic Development and Tourism for the Town of Abingdon, by email triplett@abingdon-va.gov. Oral questions will not be permitted. All responses to inquiries will be in writing and will be posted as addenda on eVA at www.eva.virginia.gov. All questions must be received no later than July 14, 2021 at 12:00 p.m. (noon) local time. It is the responsibility of all Offerors to ensure that they have received all addenda and to include signed copies of any and all addenda with their proposal submission.

Proprietary and Confidential Information

The Town promises to keep confidential, subject to the terms of this paragraph and to the extent permitted by law, Proprietary Information submitted in response to this Request for Proposal. For purposes of this paragraph, "Proprietary Information" means all confidential and/or proprietary knowledge, data, or information in which the Offeror has a protectable interest, including (a) trade secrets, inventions, ideas, know-how, improvements, discoveries, developments, designs and techniques; (b) information regarding research and development, new products marketing and selling, business plans, licenses, records, facility locations, documentation, software programs, price lists, contract prices for purchase and sale of the Offeror's services, customer lists, prospect lists, pricing on business proposals to new and existing customers, supplier pricing, equipment configurations, ledgers and general information, employee records, mailing lists, accounts receivable and payable ledgers, budgets, financial and other records of the Offeror; and (c) information regarding the skills and compensation of other employees of the Offeror. "Proprietary Information" does not include, however, information that is publicly available or readily ascertainable by independent investigation. To qualify Proprietary Information for protection from disclosure, the Offeror must: 1) request protection of the Proprietary Information before, or contemporaneously with, submission of the Proposal; 2) identify the Proprietary Information to be protected; and 3) state the reasons why the information is proprietary. The Offeror cannot designate as Proprietary Information a) an entire proposal; b) any portion of a proposal that does not contain Proprietary Information; c) line item prices; or d) the total proposal price. The Town may decline to defend against a lawsuit filed against it to compel the release of information designated as proprietary, but in that event, the Town will provide reasonable notice to the Offeror regarding its decision to defend pending lawsuits.

Pre-Proposal Meeting

No pre-proposal meeting will be held, unless determined to be necessary at a later date.

Offerors are encouraged to visit the property and may walk around the exterior. Offeror may view the interior of the property during an open house on Thursday, June 17, 2021 from 4:00 – 6:00 p.m. and Sunday, July 11, 2021 from 1:00 – 4:00 p.m.

After evaluation of the Proposals, the Town may engage in individual discussions and interviews with two or more Offerors deemed fully qualified, responsible, and suitable on the basis of initial responses, and with competence to acquire and maintain the property. Repetitive informal interviews are permitted.

At the conclusion of the informal interviews and on the basis of evaluation factors set forth and the information provided and developed in the selection process to this point, the Town shall rank, in the order of preference, the interviewed Offerors whose offer is deemed most meritorious.

Negotiations shall then be conducted with top-ranked Offeror(s) and if a contract or contracts satisfactory and advantageous to the Offeror can be negotiated at fees considered fair and reasonable, then the Town Manager shall make a recommendation to the Town Council concerning a contract(s) with that Offeror(s). The Town reserves the right to invite Offerors to submit a *Best And Final Offer, (BAFO)*, if, in the Town's determination, such action is warranted. The Town Council shall retain final approval of any/all contracts generated as a result of this RFP.

The sale of the Hassinger Property will be subject to a deed restriction that the structure be preserved. The restriction shall run with the land.

The successful Offeror must make a twenty-percent (20%) down payment upon approval of the contract by the Town Council and be prepared to make full payment and close the purchase within sixty (60) days thereafter.

The Town will not be responsible for any broker, realtor, or other fees or taxes associated with the sale of the Hassinger Property. The successful Offeror shall be responsible for any such fees or taxes.

ATTACHMENT A. PROPRIETARY/CONFIDENTIAL INFORMATION IDENTIFICATION FORM

Code of Virginia 2.2-4342F (updated 07/01/18): “Trade secrets or proprietary information submitted by a bidder, offeror, or contractor in connection with a procurement transaction or prequalification application submitted pursuant to subsection B of § 2.2-4317 shall not be subject to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.); however, the bidder, offeror, or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. A bidder, offeror, or contractor shall not designate as trade secrets or proprietary information (a) an entire bid, proposal, or prequalification application; (b) any portion of a bid, proposal, or prequalification application that does not contain trade secrets or proprietary information; or (c) line item prices or total bid, proposal, or prequalification application prices.”

Trade secrets or proprietary information shall be identified in writing on this form, either before or at the time the data or other material is submitted. Note: If proprietary/confidential information is identified, Bidder/Offeror must submit a redacted copy (in electronic PDF format) of their bid/proposal in addition to the required number of copies requested. The proprietary or trade secret material must be clearly identified in the redacted bid/proposal copy by a distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute a trade secret or proprietary information. The designation of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable. If, after being given reasonable time, the offeror refuses to withdraw such a classification designation, the proposal will be rejected.

Name of Bidder/Offeror: _____

SECTION/TITLE	PAGE NUMBER(S)	REASON(S) FOR WITHHOLDING FROM DISCLOSURE
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*Bidder/Offeror may attach additional sheets if necessary
 Check this box if there are none.

ATTACHMENT B. STATE CORPORATION COMMISSION (SCC) FORM

STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:

Pursuant to Code of Virginia 2.2-4311.2 subsection B, a bidder/offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid/proposal the identification number issued to it by the State Corporation Commission (SCC) and shall not allow the identification number to lapse, be revoked or cancelled at any time during the term of the contract. Any bidder/offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid/proposal a statement describing why the bidder/offeror is not required to be so authorized. A link to the SCC site is at <http://www.scc.virginia.gov>.

Select one of the following boxes. The undersigned Offeror :

- is a corporation or other business entity with the following SCC identification number:

- is not a corporation, limited liability company, limited partnership, registered limited liability partnership, or business trust.
- is an out-of-state business entity that does not regularly and continuously maintain as part of its ordinary and customary business any employees, agents, offices, facilities, or inventories in Virginia (not counting any employees or agents in Virginia who merely solicit orders that require acceptance outside Virginia before they become contracts, and not counting any incidental presence of the Offeror in Virginia that is needed in order to assemble, maintain, and repair goods in accordance with the contracts by which such goods were sold and shipped into Virginia from bidder's out-of-state location).
- is an out-of-state business entity that is including with this bid an opinion of legal counsel which accurately and completely discloses the undersigned Offeror's current contacts with Virginia and describes why those contacts do not constitute the transaction of business in Virginia within the meaning of § 13.1-757 or other similar provisions in Titles 13.1 or 50 of the Code of Virginia. Attach opinion of legal counsel to this form.
- has not completed any of the foregoing options but currently has pending before the SCC an application for authority to transact business in the Commonwealth of Virginia and wishes to be considered for a waiver to allow them to submit the SCC identification number after the due date for bids/proposals. The Town reserves the right to determine in its sole discretion whether to allow such waiver.

Signature: _____

Date: _____

Name:

(Print)

Name of Firm:

Title:

ATTACHMENT C. NON-COLLUSION AFFIDAVIT

Under oath, I hereby affirm under penalty of perjury:

- (1) That I am the offeror or a partner of the offeror, or an officer or employee of the offeror's corporation with authority to sign on its behalf;
- (2) That the attached proposal or proposals have been arrived at by the offeror and have been arrived at and submitted without collusion or any design to limit bidding or competition;
- (3) That the contents of the proposal or proposals have not been communicated to any person not an employee or agent of the offeror on any bid furnished with the proposal or proposals, and will not be communicated to any such person prior to the official opening of the proposal or proposals; and
- (4) That I have fully informed myself regarding the accuracy of the statements made in this affidavit.

Signature: _____

Date: _____

Name:
(Print)

Name of Firm:

Title:

TOWN OF _____,

STATE OF _____, to wit:

I, _____, a Notary Public, do certify that _____ whose name is signed to the foregoing has this date acknowledged the same before me in my Town foresaid.

Given under my hand this _____ day of _____, 20_____.

My Commission expires _____.

Notary Public

ATTACHMENT D. NOTICE OF EXCEPTIONS

Name of Bidder/Offeror: _____

List exceptions to any portions of ITB/RFP (i.e. General Terms & Conditions, Federal Terms & Conditions, Special Terms & Conditions):

- Check this box if there are none.

NOTE: THIS FORM IS NOT REQUIRED OR REQUESTED TO BE COMPLETED IN THE FOLLOWING INSTANCES. IF YOU FEEL THIS FORM DOES NOT APPLY TO YOUR SOLICITATION, PLEASE SELECT ONE OF THE FOLLOWING BOXES AND RETURN THIS FORM WITH YOUR BID/PROPOSAL SUBMISSION.

- Per Virginia Code § 2.2-4302.2 (3): “In the case of a proposal for information technology, as defined in § 2.2-2006, a public body shall not require an offeror to state in a proposal any exception to any liability provisions contained in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. The offeror shall state any exception to any liability provisions contained in the Request for Proposal in writing at the beginning of negotiations, and such exceptions shall be considered during negotiation.”
- Per Virginia Code § 2.2-4302.2 (4): “For architectural or engineering services, the public body shall not request or require offerors to list any exceptions to proposed contractual terms and conditions, unless such terms and conditions are required by statute, regulation, ordinance, or standards developed pursuant to § 2.2-1132, until after the qualified offerors are ranked for negotiations.”

*This document shall be completed & returned with proposal submission.