

Request for Proposal To Lease Harbeck - Bergheim House, 1206 Euclid Avenue, Boulder

INTRODUCTION

The City of Boulder Parks and Recreation Department is offering the Harbeck–Bergheim House (house) for lease through a competitive process. The City may accept a lease for less than market value in return for a high level of demonstrated support of community values and key themes previously determined through the year-long public engagement process. The proposal is expected to offer no less than full cost recovery.

The house is offered for lease in ‘as is’ condition. Proposals may include improvements in compliance with the home’s Landmark status. Improvements to infrastructure may be considered as an offset to the lease rate. Convenience and aesthetic improvements will not be considered as an offset to the lease rate.

BACKGROUND

The house is currently zoned as **RL-1** with a non-conforming use approved to function as a museum. An extension approval was granted for a one-year extension of the non-conforming use through May 31, 2020. Application to change the current non-conforming use will need to be submitted for any use outside of currently approved uses.

House and property information

A year-long public engagement process resulted in the offer of the house for lease. In the process, the community defined a set of values that will help determine how the proposals are evaluated. In addition to the community values, key themes from the Boulder Parks and Recreation Master Plan will be referenced for evaluation. Below is a short description of each. Please refer to the [project web page](#) for more information about the community values and the [Parks and Recreation Master Plan](#) for further understanding of the key themes.

- **Community Values**
 - ***Interior Preservation:*** The house was designated as a local landmark in 1980. The local landmark protects the integrity of the exterior of the house. However, the community has expressed a high level of interest in interior preservation. An evaluation of the interior defining features referencing the prioritized areas for preservation and areas with more flexibility.
 - ***Neighborhood Compatibility:*** It is important that the use of the house is compatible with the surrounding neighborhood. Considerations should include parking, foot and car traffic expected, noise, hours of operation, number of occupants. The property includes 12 off-street parking spaces.

- **Public Access:** The unique nature of the interior and fortunate preservation through the years of use as a museum is an important asset to the community. Interior preservation is even more valuable with at least limited access for the community to be able to experience the asset.
- **Community Benefit:** The house provides a unique benefit to the community with the ability for a below market value lease in exchange for an organization that can provide a service to a wide range of community members with consideration for underserved populations and equitable access to resources.
- **Community Use:** The community has expressed a desire for public use of the space in reference to meeting space or small events. This can be a fee-based space to offset overhead costs to the tenant. Considerations for limited ADA accessibility must be considered.

- **Parks and Recreation Master Plan Key Themes (see City website)**

The department is seeking a lessee whose vision is compatible with the department's mission, who is willing to collaborate with the community to create a unique resource and understands the department's expectation for at least a cost recovery lease to ensure the condition of the home is preserved for generations to come.

REQUIRED PROPOSAL RESPONSE

- **Proposal Materials:** The City of Boulder encourages all respondents to use submittal materials that contain post-consumer recycled content and which are readily recycled. Respondents are encouraged to use double-sided pages.
- **Proposal content:** The proposal must contain all of the following information in the sequence presented below. Each proposal should provide a straightforward and concise presentation to adequately satisfy the requirements. Responses are requested to be limited to 10 pages (may be double sided).
 1. Please identify the name of your business, the form of the business organization (sole proprietorship, partnership, corporation, etc.) and the principle owners or officers of the business along with a brief description of their experience in similar operations.
 2. Please identify the individuals who will provide on-site management and operation, including a brief description of their experience in similar operations.
 3. Please describe your firm's experience in developing, implementing and operating services similar to those proposed, include the number of locations you have in operation currently and the number of years each has been in operation. Prospective lessee must be able to demonstrate at least one year of operational experience with similar services to those proposed.

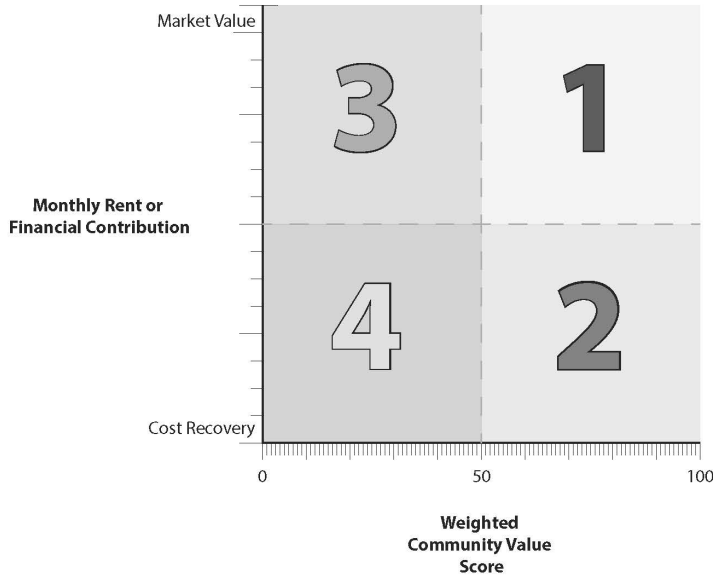
4. Please provide the names and contacts for at least two professional references that can attest to your experience and financial capacity to operate the requested services. Include names, phone numbers, and email addresses.
5. Please provide a brief narrative of how start-up costs for the proposed use will be financed.
6. Please provide a brief narrative of the vision of the proposed use as you see it and how the operation will serve the community.
7. Please provide a brief description of the anticipated equipment required to provide the proposed use and a schematic sketch layout of the equipment indicating power and utility consumption requirements.
8. Please indicate your willingness to provide space for special events during, before or after the proposed hours of operation.
9. Please include a plan to garner community support for any proposed non-conforming use change.
10. Prospective lessees are invited to submit any other information that they may deem to be relevant to the proposal request.

SELECTION

The lease will be awarded to the lessee most advantageous to the city and compatible with the community values and key themes. A selection committee will review the proposals and rate them on the basis of a weighing community values and key themes as criteria for evaluation, expectation of market value but no less than the cost recovery rate satisfying, at a minimum, the estimated general maintenance and adequate annual funding for repairs and replacement.

The chart below shows the evaluation model and the how the quadrants will be prioritized. For example, a proposal scoring in quadrant 1 will be considered over another proposal scoring in quadrant 2.

Sample Evaluation Model



Priority Description

- 1** High Financial Contribution
High Community Value Score
- 2** Low Financial Contribution
High Community Value Score
- 3** High Financial Contribution
Low Community Value Score
- 4** Low Financial Contribution
Low Community Value Score

TENTATIVE SELECTION SCHEDULE

Below is the tentative schedule for selection process. The City, in coordination with the Colorado Group, may explore and may inquire as to offers received between RFP issuance and close date for submitted proposals.

RFP issuance.....August 30, 2019
 Open House:September 18, 2019
 Proposal Responses (Due 5 p.m).....November 1, 2019
 Lessee selection.....November 15, 2019