



THE AMBRIDGE AREA SCHOOL DISTRICT

REQUEST FOR PROPOSALS
FOR THE SALE OF
FORMER RIDGE ROAD ELEMENTARY SCHOOL

1855 ZEHNDER ROAD
ECONOMY BOROUGH
BEAVER COUNTY, PENNSYLVANIA

RFP Issued: Monday June 1, 2016

Proposal Deadline: 12 p.m., Wednesday, June 22, 2016

For Information Contact:

Hobart J. Webster, Esquire
Weiss Burkardt Kramer, LLC
445 Fort Pitt Boulevard, Suite 503
Pittsburgh, PA 15219

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I. INTRODUCTION

The Ambridge Area School District (the “District”) is pleased to announce the offering of the former Ridge Elementary School, located at 1855 Zehnder Road Economy Borough, Beaver County, Pennsylvania and currently owned by the District.

All references to time in this Request for Proposals (e.g. 9 a.m.) are in the Eastern Time Zone.

The District has retained Weiss Burkardt Kramer, LLC as its exclusive agent to represent the District in this offering. All communication and contact with the District in connection with this RFP will be made by and through Weiss Burkardt Kramer.

The District is seeking creative, broad-based, and competitive proposals from bidders who agree to purchase and redevelop the property in accordance with the terms of this Request for Proposals. All proposals must include an offered acquisition price for the property (Minimum Acceptable Price is \$290,000, net to the District), a detailed description of the proposed development, as well as a demonstration of the availability of construction and permanent financing.

Minority owned, women-owned, and disability-owned business enterprises and individuals should have maximum opportunity to participate in all components of the project. This includes but is not limited to ownership, financing, design, construction and management. Proposals will be evaluated based on the extent of such participation on the development team.

The property will be open for inspection for bidders from 9:00 a.m. to 12:00 p.m. on Tuesday June 14, 2016. Interested bidders are therefore highly encouraged to make plans to visit and to bring anything that may be necessary to formulate a proposal.

Proposals, including all required forms, must be in the format described herein and delivered with the accompanying Two Hundred Fifty Dollars (\$250.00) non-refundable review fee made payable to the Ambridge Area School District, and delivered to Joseph Dimperio, the District’s Substitute Superintendent or his assistant June Mueller, by 12 p.m., Tuesday, June 21, 2016. Late proposals will not be accepted.

Timetable Summary

<i>Activity</i>	<i>Date</i>
Release of RFP	Wednesday, June 1, 2016
Property Inspection	Tuesday, June 14
Written Questions Due	Wednesday, June 15
Responses Posted	Friday, June 17
Proposals Due	12 p.m., Wednesday, June 22
Proposal Opening	7 pm Wednesday, June 22
Award of Bid	Wednesday, July 17
Due Diligence	Friday, July 29
Agreement of Sale	Friday, August 12
Closing	Friday, December 9

All questions regarding this property and the RFP must be directed to Hobart J. Webster, Weiss Burkardt Kramer, LLC, 445 Fort Pitt Boulevard, Suite 503, Pittsburgh, PA 15219, (412)-391-9890, HWebster@wbklegal.com.

The District reserves the right to refuse any or all proposals. **All bidders are advised that the property will be sold “as is,” and “where is,” in its existing condition, with no warranties either expressed or implied.**

The District disclaims any and all responsibility for injury to bidders or their agents while examining the property or at any other time. All bidders will be required to sign a “Release and Hold Harmless Agreement” prior to the Property Inspection.

All proposals when submitted become the property of the District and, as such, will become a public document, however, financial information submitted in response will be held as confidential.

By submitting a response to this RFP, the bidder is certifying that they have read and understand all conditions concerning the development of the property being offered, as outlined in this RFP, and that their proposal is made in accordance with this RFP.

II. NEIGHBORHOOD AND PROPERTY

The property consists of a total land area of 3.65 acres. This site is situated at the northwestern corner of Ridge Road and Zehnder Road in Economy Borough. The school building was originally constructed in 1962. Gross building area is calculated to be 22,234 square feet, plus a 1,792 square foot basement. The site has frontage on both roads, however, the corner is improved with a small commercial building and is not part of the subject parcel.

The parcel is improved with a one story school building. Overall, the topography is relatively flat and clear. There is vehicular access from Zehnder Road and site improvements include concrete walkways, asphalt driveway and parking areas, and some fencing. All public utilities are available and connected to the site.

The exterior is aluminum and the roof is flat with a rubber membrane cover and gravel ballast. The windows are fixed, insulated glass with tilt sections. Heat is provided by a natural gas fired boiler and there is no central air conditioning.

The building consists of 3 wings. To the left is a teachers' lounge and classrooms. There are powder room facilities in the health room and central office. There is a gymnasium with a stage, a commercial kitchen, several smaller classrooms and a boiler room to the right. The rear wing consists of boys and girls rest rooms and 6 classrooms.

Interior finish consists of terrazzo and vinyl tile floors, insulated aluminum and painted concrete block walls with ceramic tile in restrooms, fluorescent light fixtures and acoustic tile and metal panel ceilings. The basement level is storage and features a 12' x 8' garage door and double man doors.



III. TERMS OF OFFERING

The District is seeking bidders who are willing and able to purchase and develop the property in accordance with the goals as stated herein and in a way that complements and adds value to the community.

The goals of the District in seeking redevelopment proposals for the property include, but are not limited to the following:

- A. Achieve a high-quality development that complements adjacent properties and enhances the surrounding community.
- B. Ensure that sound market understanding and principles are applied.
- C. Provide financial benefits to the District and the local community including, but not limited to, new tax revenues and secondary financial impacts.
- D. Support and strengthen the local community redevelopment and business revitalization efforts.

IV. STANDARDS AND CONTROLS

A. Property Terms and Conditions

- 1. Minimum Acceptable Acquisition Price is \$290,000, net to District after all settlement/closing costs.
- 2. The property will be offered in an "as is-where is" condition. The property may contain environment hazards that may need remediation by the bidder prior to redevelopment.
- 3. The District will bear no responsibility or expense in the removal or treatment of asbestos, lead or other hazardous materials. Bidders shall indemnify and hold the District harmless from claims or damages arising out of or in connection with the presence of or removal of such materials.

Bidder Responsibilities

- 1. Bidders shall be responsible for obtaining at its sole cost: all permits, standard regulatory approvals, approvals for subdivisions, approvals for zoning appeals or regulatory changes of any kind, as well as any required engineering and environmental studies, title reports and insurance for the property, all closing costs, any costs of appraisals, surveys, legal descriptions, and, any other typical development "soft costs" shall be borne by the bidder.

V. PROPOSAL CONTENTS

Bidders are required to submit the following information in the format described below and in sufficient detail to enable the District to give ample consideration to the proposal.

A. Organizational Information

- a. **Identity:** Name and Address of bidder and Identification of Authorized Person(s). The name, mailing address, telephone and fax number of the Bidder must be included along with the name of the individual(s) authorized to speak for the Bidder.
- b. **Development Team Personnel:** List proposed Development Team personnel, to include the managing partner, project manager, and relevant support staff. List proposed consultants who will be part of the Development Team.
- c. **Status of the Development Organization:** Provide a description of the Development Organization's terms of incorporation, project history and marketing focus.
- d. **Description of Development Team's Overall Organization:** Provide a description of how the Development Team is organized: who will direct the project, and who will contract with whom.
- e. **Disclaimer of Existing Relationship:** Provide a statement of any business, financial or blood relationships with any member, officer or employee of the District.

B. Experience and Qualifications

- a. **Projects of Similar Scope of Work:** Provide a listing of projects, both completed and underway, which are similar in their scope of work to this project. The project listing also should contain names and phone numbers of individual clients who can serve as references for each project. Include financial information outlining method by which such projects are funded.

C. Development Plan

- a. General description of Development Concept.
- b. Provide a detailed description of the development concept being offered.
- c. Conceptual Site Plan: Include a rendered conceptual project site plan.
- d. Include reuse of existing facilities, if appropriate, along with any proposed new construction

VI. SUBMISSION REQUIREMENTS

- A. Proposals must include, at a minimum, the requirements listed in this RFP and may include any background or other supporting information that the bidder feels necessary. Proposals should not be elaborate or costly to prepare. They should, however, be prepared in a professional manner and in the format described in this RFP.
- B. The District will not be limited to the information provided by the bidder, but may utilize other sources of information useful in evaluating the capabilities of the Bidder. Additional information or modifications to proposals may be requested of any bidder.
- C. The District may in its sole discretion reject any or all proposals submitted.

D. Specific Requirements

- a. Proposals shall be in the format described herein. (See also Section V). Please submit one original with original signature(s) plus eight (8) copies totaling nine (9) submissions of each proposal (bound in a loose-leaf notebook to lie flat when read) and all materials together in one envelope or package if possible. All proposals must have a table of contents and each section tabbed. All proposals must be delivered to the office of Dr. Joseph Dimperio, Substitute Superintendent, or his assistant June Mueller, Ambridge Area School District, by 12 p.m., on Tuesday, June 22, 2016. Proposals will be dated and time stamped upon submission and a receipt will be provided.
- b. Proposals shall be submitted with a Two Hundred Fifty Dollars (\$250.00) non-refundable fee. The fee shall be presented upon submission of the proposal in the form of a cashier's check made payable to Ambridge Area School District. Any proposals not accompanied with a fee will not be accepted. A list of applicants becomes public information at the proposal deadline.
- c. Proposals or unsolicited amendments to proposals arriving after the closing date and time will not be accepted.
- d. Failure to submit the proposals in the manner described above may result in the proposal being rejected as unresponsive.

VII. AWARD PROCEDURES

A. Step 1 - Initial Review

Following the Proposal Deadline, the bids will be publically opened at the Ambridge Area School Board meeting on Wednesday June 22, 2016 at 7 pm at Ambridge Area High School. After the opening, the District administration will conduct an initial review of all proposals received to determine, at its sole discretion, that the proposals are valid and comply with all of the requirements detailed herein. The District retains the right to accept or reject any or all of the proposals.

B. Step 2 – Recommendation to Superintendent

After a detailed review of all proposals, a recommendation of award of the property will be made to the District Superintendent.

C. Step 3 - Board of Directors Makes the Award

The Board of Directors of the District will give final approval of the selection of a bidder and make an award for the property to said bidder at a regularly scheduled Public Meeting.

D. Step 4 - Notification

Official notice of award will be sent by U.S. Mail to the address and contact person listed in the selected proposal. Bidders who are not selected will be similarly notified by U.S. Mail after a selected Bidder has been offered and accepted the Right of Entry Privilege for the property, described below.

VIII. PROCESS

A. Right-of-Entry and Due Diligence Investigation

Upon selection and notification of award, the District will issue a Release of Liability for a period of thirty (30) days to the selected bidder for the express purpose of conducting a due diligence investigation of the property. Under the Right-of-Entry, the selected bidder, its employees, agents, and representatives may enter the property for the purposes of: carrying out environmental baseline analysis for hazardous materials, property surveys, plats and re-subdivisions as applicable, soil boring data and analysis, analysis of the structure, architectural and engineering studies for proposed rehabilitation, and other relevant activities.

Prior to the execution of the Right-of-Entry the bidder will be required to provide evidence of acceptable insurance coverage with the District listed as an “Additional Insured.”

B. Purchase and Sale Agreement

Within thirty (120) days following the Right-of-Entry and Due Diligence Period, the District may enter into a Purchase and Sale Agreement setting forth the terms and conditions of sale and development of the property.

C. Earnest Money Deposits

Upon mutual execution of the Right of Entry agreement, bidder will deliver to the District an initial Earnest Money Deposit equal to one percent (1%) of the proposed purchase price in certified funds made payable to the District. This initial Earnest Money Deposit may be refundable, provided bidder is not in default under the terms of the proposal and the Right of Entry agreement. In the event that after acceptance and award of the selected proposal, bidder fails to carry out the terms of the proposal or Right of Entry agreement, then the District may, at its option, terminate its acceptance of said proposal and all rights there under, by giving ten days written notice to bidder. Any Earnest Money Deposits will then become the property of the District.

Upon mutual execution of the Purchase and Sale Agreement, bidder will deliver to the District an additional Earnest Money Deposit sufficient to raise the total Earnest Money Deposit to ten percent (10%) of the proposed purchase price in certified funds made payable to the District. At this point, the Earnest Money Deposit shall be non-refundable and become the property of the District, provided that the District does not default under the terms of the Purchase and Sale Agreement.

IX. ADMINISTRATIVE INFORMATION

Issue Date: The issue date of this RFP is June 1, 2016.

Issuing Officer: This RFP is issued by: The Ambridge Area School District

Represented by: Hobart J. Webster, Esquire
Weiss Burkardt Kramer, LLC
445 Fort Pitt Boulevard, Suite 503
Pittsburgh, PA 15219

Obtaining RFP

This Request For Proposals will be made available free of charge. The RFP may be picked up at 909 Duss Avenue, Ambridge, PA 15003 between 9 a.m. and 4 p.m. beginning on Wednesday, June 1, 2016. The RFP can also be obtained from the District's website: www.ambridge.k12.pa.us

Property Inspections

Ambridge Area School District's Facilities Director will open the property for inspection by bidders from 9 a.m. to 12 p.m. on Tuesday, June 14, 2016.

Questions and Inquiries

Written questions and inquiries will be accepted from bidders but must be submitted by Wednesday, June 15, 2016. Written responses will be posted on the Ambridge Area School District website by Friday, June 17, 2016.

Deadline

The deadline for receipt of proposals is 12 p.m. Tuesday, June 21, 2016. Proposals will be dated and time stamped upon submission and a receipt will be provided. The District will not accept proposals after the deadline. Use of the U.S. Postal Service, private delivery companies or courier services is undertaken at the sole risk of the bidder. It is the bidder's sole responsibility to ensure that the proposal is in the possession of the District by the deadline.

Submitting Responses to RFP

All proposals, with the accompanying non-refundable fee of Two Hundred-Fifty Dollars (\$250.00) made payable to the Ambridge Area School District, must be delivered to:

Dr. Joe Dimperio, Substitute Superintendent
C/O June Mueller
Ambridge Area School District
909 Duss Avenue
Ambridge, PA 15003

SUBMITTALS MUST INCLUDE: ONE (1) ORIGINAL PLUS EIGHT (8) COPIES TOTALING NINE (9) SUBMISSIONS OF EACH PROPOSAL AND ALL MATERIALS TOGETHER IN ONE ENVELOPE OR PACKAGE IF POSSIBLE.

Incurring Expenses

The District shall not be responsible for and will not pay for any cost incurred by any bidder in preparing and submitting a proposal or requested supplemental information in response to the RFP.

Public Information Act Notice

All proposals when submitted become the property of the District and, as such, become a public document.

The District commits to handling all information regarding financial assets and holdings of bidders in strictest confidence; therefore, the financial information contained in the proposal will not be included on any posting of the proposals or any other disclosure. Bidders should give specific attention to identifying any additional portions of their proposals that they deem to be confidential, proprietary or trade secrets.

Compliance with the Law

By submitting an offer in response to this RFP, the bidder selected for award agrees that it will comply with all Federal, State, and City laws, rules, regulations, and ordinances applicable to its activities and obligations under this RFP.

EXHIBIT A BIDDER INFORMATION

A.1 BIDDER INFORMATION

Name of Bidder	
Address	
Contact Person	
Email Address	
Telephone	
Facsimile	

Please be advised that Weiss Burkardt Kramer LLC, on behalf of the District, will use the above contact information to keep the Bidder informed about the RFP process, to schedule oral representations to the Review Panel or community groups, to make any requests for additional information and notifications regarding selection.

A.2 TYPE OF ORGANIZATION

Type of Organization <i>(i.e., partnership, joint venture, corporation, limited liability company, not the profit organization, etc.):</i>	
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A.3 PRINCIPALS

If entity is a joint venture please provide principals for each entity. If entity is a not-for-profit organization please provide a list of the officers of the Board of Directors. Use other sheets as necessary.

Principle Name	Title/Position	Home Address	% Interest

A.4 Check the boxes below regarding each individual and/or business entity buyer and any of the business entities listed above:

Party in a pending lawsuit.	Yes	No
Indicted for or convicted of any felony within the past 10 years	Yes	No
Adjudged bankrupt, either voluntary or involuntary, within the past 10 years.	Yes	No
Unpaid delinquent taxes, municipal liens, and/or outstanding judgments.	Yes	No
Declared in default of a loan or failed to complete a development project.	Yes	No
Failed to complete or currently in violation of a Purchase & Sale Agreement or other agreement involving the District and/or the City of Pittsburgh.	Yes	No
Own a property which currently has a housing code violation in Economy Borough or elsewhere.	Yes	No
Failed to obtain required building permit for work performed.	Yes	No

If the answer to any of the above is yes, please provide a full explanation including as appropriate for each case (1) date, (2) charge, (3) place, (4) court, (5) action taken and (6) current disposition. Attach documentation, as necessary.

A.5 DISCLAIMER AND CONFLICT OF INTEREST STATEMENT

Please note: If the Bidder is a joint venture, this certification form A.6 must be signed by an officer of each entity composing the joint venture.

I _____ am an officer authorized to make a binding contractual commitment for the Bidder.

To the best of my knowledge and belief, I/we have no business, financial or personal relationship or involvement with any member, officer or employee of the Ambridge Area School District.

It appears that I/we do have a business, financial or personal relationship or involvement with a member, officer or employee of the District. Details of each of these situations and/or actions are as follows (if necessary, continue on another sheet).

- 1. _____

- 2. _____

- 3. _____

I have read and understand the provisions of this Disclaimer. I agree to notify the District promptly if any new situation or actions that might be regarded as a potential conflict of interest with my duties as a consultant to the District should develop at any time during my contract period.

Signature _____ Date _____,2015

Name & Title: _____

A.6 CERTIFICATION

Please note: If the Bidder is a joint venture, this certification form A.6 must be signed by an officer of each entity composing the joint venture.

I _____ am an officer authorized to make a binding contractual commitment for the Bidder.

I have received, read and understand the provisions of this Request for Proposals (RFP).

I acknowledge that failure to disclose a material fact or to misrepresent a fact can result in disqualification of the development proposal from further consideration. I certify that all information contained in this response to the RFP, including but not limited to, the disclosure information above is true and correct to the best of my knowledge and belief.

I understand by signing this form in conjunction with a response to this RFP, that the District may, at its choosing, conduct a check with Dun and Bradstreet and other credit verification or similar agencies.

I understand that the District is not obligated to pay, nor will it in fact pay, any costs or losses incurred by the Bidder at any time, including, but not limited to, the cost of: (1) any prior actions by the Bidder in order to respond to the RFP, and/or (2) any future actions by the Bidder in connection with any negotiations between the Bidder and the District, including, but not limited to, actions to comply with requirements of the District, the Economy Borough, or any applicable laws.

I agree that I will not enter into, execute or be a party to any Covenant, Agreement, Lease, Deed, Assignment or Conveyance, or any other written instrument which restricts the sale, lease, use or occupancy of the property or any part thereof, upon the basis of race, color, religion, sex, or national origin and will comply with all Federal, State, and local laws, in effect from time to time, prohibiting discrimination or segregation and will not discriminate by reason of race, color, religion, sex or national origin in the sale, lease, use or occupancy of the property.

Dated: _____

Bidder Entity _____

Signature: _____

Name & Title: _____

EXHIBIT B.1 PROPERTY INFORMATION

Location: 1855 Zehnder Road
 Economy Borough
 Beaver County, PA

Tax Parcel: 60-018-0337.000

Property Owner: Ambridge Area School District

Property Rights: Fee Simple Estate

Site Area: 3.65 Acres

Improvements: One story metal school building
 Containing 22,234 square feet,
 Plus a partial basement; built in 1962

