

Request for Qualifications (RFQ)

*Sale and Use of the City-Owned
Shoenberg Farm Properties
Westminster, Colorado*



This is a redevelopment opportunity to adaptively re-use the historic City-owned Shoenberg Farm properties. The properties are located at the highly visible corner of West 73rd Avenue and Sheridan Boulevard, with a traffic count of over 37,000 vehicles per day.



**RFQ Submittals due by 6:00 p.m.
Thursday, November 18, 2021**

City of Westminster
Department of Economic Development
4800 West 92nd Avenue
Westminster, CO 80031

***Shoenberg Farm Properties
Request for Qualifications***

TABLE OF CONTENTS

	Page
Invitation to Submit	4
Executive Summary	5
1.0 General Requirements	
1.01 Introduction	6
1.02 Background	6
1.03 Site Characteristics	7
2.0 RFQ Content and Submittal Requirements	
2.01 Intent of RFQ	8
2.02 Access to RFQ Form	8
2.03 Pre-Submittal Meeting, Communication, and Conference Option	9
2.04 Submitted Capabilities and Qualifications	9
2.05 RFQ Content and Format	9
3.0 RFQ Evaluation and Award Process	
3.01 Evaluation and Selection Criteria	10
3.02 RFQ Process Timeline	11
4.0 Additional Information	
4.01 City's Rights and Options	11
4.02 Jurisdiction and Venue	11
4.03 City of Westminster Requirements	11
4.04 Compliance with Applicable Laws and Regulations	12
4.05 Colorado Open Records Act	12

TABLE OF CONTENTS (Continued)

Appendices

Appendix A	Ordinance No. 3406 designating Lots 5 and 14A of the Shoenberg Farm a Local Historic Landmark
Appendix B	Colorado Historical Foundation Conservation Easements
Appendix C	Preliminary Development Plan for Shoenberg Farms
Appendix D	Alta Survey 2011
Appendix E	Historic Structures Assessment
Appendix F	2008 Rehabilitation Cost Estimates
Appendix G	Declaration of Covenants (CAM Charges)
Appendix H	Final Replat
Appendix I	Asbestos Report
Appendix J	Asbestos Abatement Completion Report
Appendix K	Lead Based Paint Report
Appendix L	Topographic Report
Appendix M	Approved Drainage Plan
Appendix N	Shoenberg Farm Investments
Appendix O	Shoenberg Farm Vicinity Map
Appendix P	Development Review Guide

Invitation to Submit:

The City of Westminster, Colorado, respectfully requests a summary of qualifications from potential buyers interested in the adaptive re-use of the City-owned Shoenberg Farm Properties.

Process Schedule:

Request for Qualifications	Wednesday, 10.20.2021
Deadline to Submit Statement of Qualifications	Thursday, 11.18.2021
Notifications	Thursday, 12.2.2021

Submittal Format:

Materials are due no later than 6:00 p.m. on Thursday, November 18, 2021. No submittals received after the due date will be considered. Please direct all questions and deliver one (1) Adobe Acrobat Version (.pdf) of your response by email to the following Point of Contacts (POC):

Chase Evans
 Department of Economic Development
 City of Westminster
 4800 West 92nd Avenue
 Westminster, CO 80031
 Phone: 303.658.2111
 Email: ccevans@cityofwestminster.us

Stephanie Troller
 Department of Economic Development
 City of Westminster
 4800 West 92nd Avenue
 Westminster, CO 80031
 Phone: 303.658.2318
 Email: stroller@cityofwestminster.us

Subsequent Actions:

The selected team (Buyer) will enter into a letter of intent (LOI) with the City and begin negotiating a purchase and sale agreement (PSA).

EXECUTIVE SUMMARY
Request for Qualifications - Shoenberg Farm Properties

RFQ

Objective: The City of Westminster (City) is seeking a qualified, visionary Buyer to purchase and adaptively re-use the City-owned Shoenberg Farm properties described in this RFQ as well as the Appendices incorporated herein.

Vision: The City’s vision for the Shoenberg Farm property combines historic preservation with the opportunity to create a community focal point. The vision can include the following elements which may provide guidance when considering what types of uses would fit City objectives:

- Preserves the context for historical interpretation and education, including the history of Jewish pioneers in Colorado and the farming and commercial heritage of the Front Range.
- Establishes a focal point for creative professionals and their work product, including sculpture, music, and other cultural pursuits.
- Creates a community performance venue for music, theatre, and film, accessible to all abilities and ages.
- Provides an ideal location for a year-round Farmers’ Market.
- Strengthens connections, including the potential for establishing West 72nd Avenue as a local arts district axis and connecting Shoenberg Farm to the Harris Park/73rd Avenue neighborhood.
- Provides an outdoor, art-filled, pedestrian-scaled district for residents, visitors, and the local art community to enjoy throughout the year.
- Introduces unique dining opportunities through a new restaurant or brew pub.

While the vision represents some of the potential uses for the Shoenberg Farm properties, it is not intended to be limiting, and the City is open to a variety of potential uses within current zoning guidelines.

The City: Westminster is strategically located halfway between Denver and Boulder along the thriving U.S. 36 and I-25 corridors. It is a city with a population of 115,000 people and is well known for its excellence in development, parks, open space, and for providing a high quality of life for its residents and businesses. Celebrating its 110-year anniversary in 2021, Westminster has a rich history and a desire to ensure that its history remains a part of the culture of the community in the future.

Location and Lots: Shoenberg Farm is bounded by Sheridan Boulevard on the east, 73rd Avenue on the north, Hidden Lake Homes to the west and the Shoenberg Farms commercial subdivision to the south. The lots to be included in the sale are Lots 5 and 14A which are 0.17 acres and 0.81 acres, respectively (collectively the “Property”).

Teams: Qualified teams should have substantial experience operating the type of businesses proposed in the request for qualifications (RFQ) submittal as well as the expertise to complete the adaptive reuse of the Property in a timely fashion.

Selection Process: The RFQ process seeks statements of qualifications and expressions of interest from teams that have a desire to develop in Westminster. The award will be made to the best, most qualified, responsible team meeting the RFQ requirements, City objectives, and determined to best serve the public interest.

1.0 General Requirements

1.01 Introduction

The City is seeking a qualified, visionary individual or group to purchase and adaptively re-use the City-owned Shoenberg Farm. This RFQ is the first step in selecting an entity that will work with the City to implement a shared vision for the site and activate it in a way that will allow the public to experience one of the very few remaining historic farm properties in the City. The City intends to select a team that proposes the highest and best use of the site. Therefore, the City has elected to solicit submittals from interested parties that have the qualifications and capacity to successfully redevelop and adaptively re-use the Property.

1.02 Background

The acquisition and preservation of the Dudley C. Shoenberg Memorial Farm represents a significant investment of resources and capital by the City. In 2006, the City acquired the farm to save it from demolition and commenced efforts to preserve its character and historic significance. During the intervening years, the City has conducted the partial rehabilitation of the historic structures on the site.

The City has invested approximately \$825,000 into the acquisition and preservation of the property. This amount combined with over \$1,114,000 in grant funding primarily from the State Historical Fund and local Westminster Legacy Foundation brings the total investment in the Property to date to just under \$2,000,000. Through planning, funding of projects and hundreds of hours of volunteer effort, adverse site conditions have been addressed, a major drainage problem has been resolved and progress on rehabilitation of several of the Shoenberg Farm buildings has been completed. A breakdown of the City investment and grant funding received can be viewed in **Appendix N – Shoenberg Farm Investments**.

Preservation of the farm buildings is required by the Colorado Historical Foundation (CHF) preservation easement placed on the site in 2010 as a condition of the City's receipt of the State Historical Fund grants (**Appendix B - CHF Conservation Easements**). The property also received Local Landmark Designation from the City of Westminster in 2008, that identified the architectural features of each of the farm buildings to be preserved (**Appendix A - Shoenberg Farm Local Landmark Designation, Ordinance 3406**).

Per the details found within the CHF Conservation Easement and the Local Landmark Designation, certain limitations and restrictions must be adhered to with regard to any changes to the farm buildings. The Buyer must be aware of and willing to accept the limitations and restrictions. Additionally, per the CHF and Landmark agreements, the Buyer will be assuming all responsibility and commitment to preserve and maintain the farm buildings to the standard set forth within the documents.

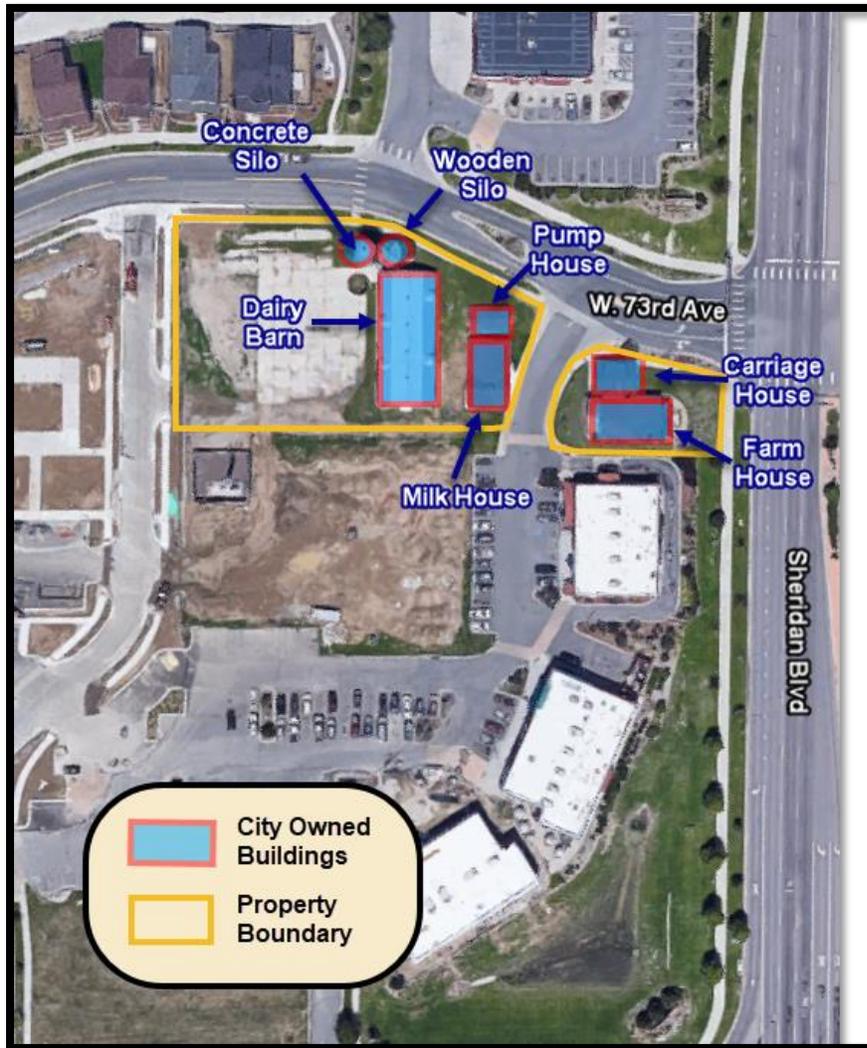
1.03 Site Characteristics

The existing zoning for the site is Planned Unit Development. Allowed uses are listed in the approved Preliminary Development Plan (**Appendix C – PDP Shoenberg Farms**). The City’s Comprehensive Plan designates the site as Mixed Use. Primary land uses allowed in this designation include townhomes, apartments, condominiums and lofts, offices, personal services, retail commercial, and live/work. Any deviations or additions of land uses not currently approved in the Comprehensive Plan and PDP would require staff review and, ultimately, City Council approval. The Buyer will be required to complete an Official Development Plan (ODP) in order to make necessary site improvements including but not limited to: landscaping, sidewalks, installation of adequate parking facilities, utility modifications and any exterior modifications to the buildings. Such exterior modifications may also require review and approval by CHF.

The Property consists of two lots: Lot 5 which is approximately 0.17 acres and Lot 14A which is approximately 0.81 acres. There are seven structures located on the lots. Lot 5 includes the farm house and carriage house while Lot 14A includes the dairy barn, milk house, pump house, wooden silo, and concrete silo. Approximate dimensions and square footage of the improvements are listed below. The City will consider selling Lots 5 and 14A separately or together depending on how well a proposed project fits with the City’s objectives for the site.

Shoenberg Farm Structures	Dimensions	Square Footage
1911 Two-Story Dairy Barn	37’ x 92’	3,404 SF – 1 st Floor, 1,030 SF 2 nd Floor
1911 Milk House with 1940’s addition	26’ x 42’	1,170 SF
1911 Farm House – Two-Story Craftsman Bungalow with basement	39.5’ x 36’	1,422 SF
1911 Carriage House – Two-Car Garage with residence apartment on 2 nd floor	26.5’ x 20’	530 SF
1911 Pump House	26’ x 16’	416 SF
1911 Wooden Silo		
1950s Concrete Silo		

The exclusive parking area, located to the west of the two-story barn, must serve all of the buildings included in this RFQ. The parking area is currently in disrepair and will require complete refurbishment prior to occupancy of the Property. At the present time, no cross-access parking agreements are in place to allow parking on adjacent parcels. Therefore, without new arrangements, parking for the Property must be entirely accommodated onsite. The City estimates that the parking area has room for approximately 35 spaces per previous planning efforts. The vicinity map below shows the immediate area and the buildings located on the Property as does **Appendix O – Shoenberg Farm Vicinity Map**.



2.0 RFQ Content and Submittal Requirements

2.01 Intent of RFQ

The intent of this RFQ is to invite submittals that will allow City staff to identify and select the most qualified team to acquire and adaptively re-use the Property consistent with the City's objectives. The selected team will enter into a LOI with the City and begin negotiating a PSA.

2.02 Access to RFQ Form

RFQ documents can be obtained directly from the POC or from the following web page: <https://www.westminstereconomicdevelopment.org>. Documents not obtained from the City or, if applicable, from the City's online bid platform, BidNet, may be incomplete or inaccurate.

2.03 Pre-Submittal Meeting, Communication, and Conference Option

All Submitters are strongly encouraged to attend a pre-submittal meeting at 8:30 a.m. on Wednesday, October 27, 2021 at the Property, located at 5202 W 73rd Ave Westminster, CO 80003. The meeting will be held in the barn building.

All communications in preparation for the RFQ submittal shall be directed to the POC via email. The POC may refer specific questions to other City staff members for additional information but shall be copied on all correspondence. Submitters may request an in-person conference with the POC to clarify information or present additional questions. Upon request, the City will provide each Submitter access to the site to conduct such investigations as each Submitter deems necessary for submission of its RFQ. Site access will be limited to normal working hours unless otherwise arranged with the POC. Such requests will be accommodated on a time-available basis only.

2.04 Submitter Capabilities and Qualifications

RFQ submittals are expected to include and address the following:

1. Executive Summary
2. Background and Team Members' History
3. Experience and Qualifications (focused on projects similar to the proposed adaptive re-use of Shoenberg Farms)
4. Identification of Lot(s) Considered in the Submittal (Lot 5, Lot 14A, or Both)
5. Description of Plan to Adaptively Re-Use the Property Consistent with City's Objectives
6. Description of Sources of Revenue of Proposed Business
7. High-Level Site Plan Showing Existing Structures, Proposed Future Structures, and Location of Proposed Parking
8. Description of Planned Renovations of the Existing Structures
9. Planned Redevelopment Budget
10. Ability to Secure Financing Including Sources of Debt and Equity
11. Minimum of Two References
12. Any Additional Data Relevant to the Submittal

Evidence of Submitter's qualification to do business in the State of Colorado may be required.

2.05 RFQ Content and Format

All submittals must be limited to no more than 12 pages, single-sided, and must be submitted in an 8 ½" x 11" format. Pages are to be numbered in sequence and font size must be a minimum of 11 point.

Submittals must include all information items requested in section 2.04 and must follow its order and format. Responses should provide a straightforward, concise description of Submitter's ability to satisfy the requirements of this RFQ.

The City shall not be liable for any expense incurred in the preparation of a submittal. Careful attention should be given to the informational requirements. Failure to adhere to these minimum requirements may result in the disqualification of submittal. Any untrue claims made in responses shall be a basis for disqualification.

3.0 RFQ Evaluation and Award Process

3.01 Evaluation and Selection Criteria

As previously stated, the intent of this RFQ is to gather information upon which to base the selection of a development team for the sale and adaptive re-use of the Property. The City has intentionally not issued a request for proposal (RFP) for design or full business proposals at this time in order to focus on the development team qualifications rather than a detailed project proposal that would require additional investment of time and resources. However, high-level business plans should be included in the RFQ submittal consistent with the requirements set forth in section 2.04.

The award will be made to the best, most qualified, responsible Submitter meeting the RFQ requirements, City objectives, and the public interest. In reviewing specific submittals, the following factors shall be considered:

1. The Submitter's skill, ability, and capacity to execute the proposed project
2. Whether the submittal complies with the prescribed requirements in section 2.04
3. Proposed project's alignment with the City's objectives for the site
4. Whether the Submitter has the staff and resources available to redevelop the site within a timely period, without delay or interference
5. The Submitter's reputation, judgment, experience and efficiency
6. The quality of the Submitter's previous performance with the City, if any
7. The sufficiency of the Submitter's financial resources necessary to effectively complete the project
8. The Submitter's ability to maintain the Property into the future

No agreement will be awarded to any person, team, or firm that is deemed irresponsible or unreliable by the City or is in arrears or default upon debt, contract, or any obligation to the City.

Based on the preliminary review of the RFQ submittals, Submitters may then be interviewed prior to selection.

3.02 RFQ Process Timeline

The RFQ process is anticipated to take no longer than two months total, after which an LOI will be executed and negotiations of a PSA will begin. Prior to closing or taking possession of the Property, the Buyer must submit and receive approval of an Official Development Plan (ODP) and execute a repurchase agreement. All agreements require City Council approval. A standard development review timeline for the ODP process is provided as **Appendix P – Development Review Guide**. Construction is expected to commence within 12 months of execution of a PSA unless otherwise mutually agreed upon.

4.0 **Additional Information**

4.01 City's Rights and Options

The City reserves the right to postpone selection for its own convenience, or to withdraw this RFQ at any time and to reject all submittals without indicating any reason for such rejection, or to contract with any or none of the responding development teams. As a function of the contract process, the City reserves the right to remedy technical errors in response to the RFQ, make minor adjustments to the published description, and to approve or disapprove of the use of professionals or consultants used by the responding development team.

Discrepancies between words and figures will be resolved in favor of the words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof shall be resolved in favor of the correct sum.

This RFQ is not a contract or a commitment of any kind on the part of the City and does not commit the City to enter into a contract or to pay any costs incurred in the preparation and submission of a submittal. The acceptance of any submittal pursuant to this RFQ is not a guarantee of any action or award of contract by the City, and any action by the City hereunder is expressly contingent upon the City obtaining such approvals as may be necessary pursuant to local, state, and federal law.

4.02 Jurisdiction and Venue

The responding teams agree by responding to this RFQ that Jefferson County shall be the venue for any legal issues arising out of this RFQ, and any contract that may be awarded pursuant to this RFQ. Colorado law shall govern the resolution of any such disputes.

4.03 City of Westminster Requirements

It is the responsibility of the responding team to conform with all requirements of the City of Westminster's permitting, building and business licensing processes. Further information may be obtained through the City's website at <http://www.cityofwestminster.us>

4.04 Compliance with Applicable Laws and Regulations

The responding team agrees to abide by all laws, rules, and regulations promulgated by federal, state, and local agencies. This includes all applicable wage and labor laws, regulations, ordinances and other governing authority. To the extent a responding team intends to secure local, state, or federal grants or funding at any time, such responding team shall be solely responsible for ensuring compliance with all laws applicable to a developer receiving governmental funds, including anti-discrimination laws.

4.05 Colorado Open Records Act

All information submitted to the City by the Submitter is a public record, and may be subject to disclosure under the Colorado Open Records Act, Colorado Revised Statute § 24-72-101, et seq. **The Submitter shall clearly identify any portion(s) of its RFQ that it believes constitutes trade secrets, privileged information, and/or confidential commercial, financial, geological or geophysical data which may not be subject to disclosure under the Colorado Open Records Act.**