



TAYLOR BUILDING COMMITTEE
December 10, 2019
4:30PM
Town Hall
Conference Room A



1. Refine Request for Concept Proposals

- a. Final edits to document
- b. Determine submission timeline
- c. RFP distribution

2. Next Steps

3. Future Meeting Dates

Materials (also available in the DropBox):

- Draft Proposal of Interest

Request for Concept Proposals

In March 2018, the Kittery Town Council established the Taylor Building Committee to gather public input on the goals, concerns, and options for the development of the Taylor Building parcel, to develop a request for proposals for the sale and/or development of the parcel and to evaluate proposals based on criteria it establishes. The Committee is also considering public/municipal uses for the parcel. It will recommend the most advantageous proposal to the Council for consideration and action.

The Committee is now accepting concept proposals from organizations, community groups, businesses, and other entities or individuals to consider for the re-use, renovation, sale and/or development of the parcel. The intent of this concept proposal is to facilitate a broad range of proposals from individuals, groups, and other entities that intend to bring the proposal to fruition. The Town anticipates the property will be vacated by the Library approximately January of 2022.

The Taylor Building, at 2 Walker Street, is a 4,910-square-foot masonry and wood-frame building, with 4,400 square feet of finished space, constructed in 1965, set on a 0.35 acre lot with 11 parking spots, and is now used by the Rice Public Library for its fiction and children's collections. In March 2019, Mainland Consultants of Portland appraised the property at \$770,000. The property is located in the Kittery Foreside Zone. For more information visit **XXXXX**.

The Taylor Building Committee will review concept proposals utilizing the criteria listed below, along with its collective judgement consistent with the Committee charge, and will select a short list of proposals for which it will gather additional information and public input. The Committee may request further information from applicants prior to making its recommendations to the Town Council.

EVALUATION CRITERIA

The Committee will use the following criteria for evaluation of proposals (not in order by priority):

- The extent to which the proposal is realistic and feasible.
 - What financing options would the applicant utilize to ensure the success of the proposal?
 - What prior experience or expertise can the applicant call upon to bring this proposal to fruition?
- The extent to which the proposal contributes to economic development and/or community development in the Foreside.
 - How will the proposal add to the Foreside?
 - What will it contribute to the economic vitality of the area, or to the sense of community?
 - Is the proposal consistent with the Town's Comprehensive Plan and the Foreside Land Use and Transportation Study?
- The extent to which the proposal will enhance the future quality of life for the community.

PROPOSAL REQUIREMENTS

Proposals should be submitted to the Town of Kittery no later than January **XX** at **XXPM**.

Each proposal shall be delivered to
Kittery Town Hall
Town Manager's Office
200 Rogers Road
Kittery, ME 03904

Each proposal shall be submitted in a sealed envelope clearly marked with the name of the entity or person(s) submitting the proposal and "Taylor Building Proposal" on the outside. Electronic format of proposals will not be accepted.

Proposals shall respond to the questions and information requested below. Proposals shall be submitted in hard copy with **XX** copies. Proposals that are incomplete, conditional or obscure, or which contain any additions not called for may be rejected by the Town.

Any proposal may be withdrawn or withdrawn and resubmitted on request up until the deadline.

Unless otherwise specified, questions pertaining to general information regarding the scope of services shall be addressed only in writing. No questions will be answered in-person or via telephone. Questions shall be written and emailed to the following:

Kendra Amaral
Town of Kittery
200 Rogers Road
Kittery, ME 03904
kamaral@kitteryme.org

PROPOSAL FORMAT

Each proposal must include the following information:

1. Name of person, group, organization, company or other entity:

Which of the following best describes the applicant?

- ☐ individual
- ☐ business
- ☐ community group
- ☐ 501c3 or other non-profit organization
- ☐ other (please describe)

2. Name of primary contact person:

Email:

Phone number:

Mailing address:

3. Does your proposal seek to (please check which applies):

- ☐ purchase the Taylor Property
- ☐ obtain a long-term lease for the Taylor Property
- ☐ partner with Town of Kittery
- ☐ partner with other entities
- ☐ other: (please describe)

4. Which best describes your vision for financing the proposal:

- ☐ owner-financing
- ☐ bank financing
- ☐ public financing (i.e. municipal, state)
- ☐ private fundraising
- ☐ private-public fundraising

5. In 1,000 words or less, please explain your proposal for the Taylor Property and how it responds to the criteria above.

6. Please briefly describe your financing in more detail, for example, by including information about how you have successfully financed projects in the past, or how you would go about raising funds for a non-profit project, etc.

7. Please briefly describe other projects you or your organization has successfully implemented in the past, or present any other evidence that helps to illustrate why your proposed re-use is feasible and realistic.