
Request for Proposals
Office/Medical Office Park Developer
Blacksburg, Virginia



Table of Contents

I. Project Summary

II. Preliminary Master Plan and Site Information

III. Submittal Requirements and Review Criteria

IV. Selection Process and Timeline

V. Exhibits

Attachment A: Preliminary Master Plan

Attachment B: 2006 Preliminary Traffic Impact Study

Attachment C: Excerpt of Town of Blacksburg Zoning Ordinance for the Office Zoning District

Attachment D: Request for Information

I. Project Summary:

A. Invitation to Submit Proposals

The Town of Blacksburg and The Blacksburg Partnership invite submittals from qualified development teams interested in the purchase of, or a long term lease arrangement for, property in Blacksburg, Virginia, for the purpose of developing an office park site in the US 460 road corridor near the Virginia Tech campus. The selected development team will be responsible to oversee the development of the property and carry out the vision of The Blacksburg Partnership and the Town through a public/private partnership arrangement with the Town of Blacksburg.

The Blacksburg Partnership has adopted this project as a community service initiative. In the course of pursuing this project, it is the intent of The Blacksburg Partnership to achieve the following outcomes:

1. Negotiate and recommend to the Town of Blacksburg a purchase or long term lease arrangement with an experienced developer who will bring a quality project to the site;
2. Venture with the Town of Blacksburg to construct a public park for the enjoyment of the community that follows the Preliminary Park Master Plan;
3. Create a joint financial arrangement that generates the maximum amount of revenue to begin development of the community park.

The guidelines for this project are specifically designed to encourage creativity and allow flexibility for development teams to design proposals that assist The Blacksburg Partnership in achieving these goals.

B. Background

Blacksburg is home to over 43,000 residents and is located in Montgomery County, Virginia, which has a population of approximately 87,000 residents. Blacksburg is also at the hub of the New River/Roanoke Valley region, with more than 400,000 potential customers located within a 45-minute drive.



The US 460 road corridor property presents an opportunity that leverages some of the Town's great assets: Virginia Tech, The Virginia Tech Corporate Research Center and Montgomery Regional Hospital. Several years ago, the Virginia Department of Transportation (VDOT) redesigned and completed construction of a new US 460 road corridor in Blacksburg. The result of this redesign created approximately 34 acres of surplus property for the Commonwealth of Virginia. This property has been transferred to the Town of Blacksburg for use as open space or a community park.

The easy access to the property and the terrain make this property ideally suited for development as a community park. As a result of discussion with the Town of Blacksburg and through community input meetings, it is apparent that the Town has an immediate need for such space. A preliminary master plan has been designed to demonstrate how a community park and office space can work on this property.

In order to facilitate and finance the construction of the park amenities on this property, the proposed master plan for the park has identified approximately 6 acres to be carved out of the 34 acre site for the purpose of commercial development. The high visibility of this site as well as its proximity to the Virginia Tech campus and Montgomery Regional Hospital make it uniquely suited for an office and/or medical office park.

C. The Role of The Blacksburg Partnership

The local business community, along with the Town of Blacksburg and Virginia Tech, created a non-profit local economic development organization known as The Blacksburg Partnership. The Partnership is focusing its efforts on downtown revitalization, retail and “urban” economic development, business corridor improvements, and coordination with other local business and economic development organizations. Since its inception, the Partnership has focused on this project and played an integral role in the transfer of the property from the Commonwealth of Virginia to the Town of Blacksburg.

With the approval of the Town of Blacksburg, The Blacksburg Partnership is facilitating a process to bring about the appropriate development of the property as a community park. A sub-committee of the Partnership, the Interchange Property Committee made up of Partnership representatives as well as Town representatives, will guide the RFP process.

The Town and the Partnership have identified a portion of the property to be used as a source of revenue for the purpose of developing the park. It is the intent of the Partnership to identify and recommend a development proposal to the Town of Blacksburg that provides the financial capacity to complete all or most of the conceptual master plan for the park.

It is the intention of this RFP that this project be one of cooperation and partnership between the public bodies, the private builder/contractor/developer, and The Blacksburg Partnership. It is to be understood that the successful developer/builder will not necessarily be selected upon the basis of price. Most important to the successful completion of the interchange property is a joint cooperative undertaking between all of the parties involved. There are significant possibilities for public funds to be used on various aspects of the project, and these possibilities should be explored fully by the successful developer.

The respondent that exhibits the most innovative and cost-effective financing and cooperative agreement between the various bodies, while maintaining a financially feasible project, will be selected. The builder/developer should anticipate that, prior to the second step of this process (described on page 11), significant discussions should be held with the Town of Blacksburg and The Blacksburg Partnership to fully explore and propose a project that utilizes all available resources to feasibly construct a facility that meets the goal of a 6 acre commercial site plus public recreational facilities as shown on the master plan. In other words, we will work together to make this a win/win for all parties.

D. Point of Contact

The Blacksburg Partnership requires that Respondents restrict all contact and questions regarding this RFP to the individual named below on the Request For Information (RFI) form, Attachment D. Questions concerning terms and conditions must be directed to:

Diane S. Akers, CPA, CEcD
President
The Blacksburg Partnership
506 S. Main Street
Blacksburg, VA 24060

Phone: 540-443-2008

Fax: 540-443-3995

Email: diane@blacksburgpartnership.org

II. Preliminary Master Plan and Site Information

A study was completed by Draper Aden Associates for the purpose of preliminary master planning and assessment of preliminary site construction costs for the property. A copy of the study is included as Attachment A to this document.

A. Description of the Existing Property

The property is located in the southern portion of the Town of Blacksburg between US Route 460, Route 709 (Farmview Road) and Route 808 (Hightop Road). Route 460 (business) extends north into the Town of Blacksburg and south from Blacksburg through Montgomery County into the Town of Christiansburg. The area along Route 460 is a densely developed commercial area and continued commercial development between Blacksburg and Christiansburg is expected. The ADT on Main Street at the SCL is 18,000 vehicles per day (2009). Traffic count data is available at http://www.virginiadot.org/info/resources/2009/AADT_150_Blacksburg_2009.pdf.

Public water is available to the site and served by an existing 8" water line on the west side of Farmview Drive. Public sewer is located at the intersection of Route 709 with Route 808 and can be extended into the site. It is served by an 8" line in Farmview Drive. Storm drains and a retention basin currently exist on site for removal of surface storm water.

The intersection at Hightop Road and US Route 460 is controlled by a traffic light providing for convenient and safe access to the property. Access to the property is obtained from Hightop Road, as shown on the conceptual development plan. There is no direct access to this parcel from US Route 460. If the Town is successful in obtaining recreational access funds to access recreation amenities in the public park, the cost of road construction to the developer may be reduced.

The property is zoned by the Town of Blacksburg as Office District. This zoning district allows for general offices, as well as medical offices. Many typical office development support uses, such as business services, dry cleaning pick-up stations and day care centers, are also allowed in the district. A few of the support uses, such as restaurants, are allowed by-right only if the use is incorporated within a building with other uses and not freestanding. The Town Zoning Administrator should be consulted for specific details about permitted uses.

B. Description of the Conceptual Development Plan for the US 460 Road Corridor Property (Interchange Property)

The conceptual development plan divides the property into two tracts of land. The first tract is approximately 6 acres of land identified as a location for commercial development.

The larger tract of land is approximately 28 acres and is designed to accommodate an active park setting with recreational amenities, including the following:

- Baseball fields with concession stand
- Soccer field
- Paved parking for 300 plus cars
- Development of a neighborhood park space
- Walking trail around the perimeter of the park

C. Town Development Standards

The development standards in the office zoning district that govern height, floor area ratio, lot coverage, and setbacks are reflected in the preliminary master plan (attached). More detail on zoning development standards and uses can be found in the Town of Blacksburg Zoning Ordinance available online at www.blacksburg.gov by clicking on Codes. The Zoning Ordinance is Appendix A of the Town Code. An excerpt of the zoning ordinance for the office zoning district is attached.

If no conditional use permits are required, the first formal step in the development process is the filing of a site plan with the Town. Prior to the filing of a site plan, the Town staff encourage a pre-application meeting so they can answer your questions ahead of time and help make the site plan process as smooth as possible. The Site Plan processing time varies based on the complexity of the project and the number of reviews with an average processing time of about 6 months. There is a \$500.00 site plan filing fee and \$1,000.00 fee for review of the required Stormwater Management Plan. A Virginia Department of Transportation Traffic Impact Analysis may be required depending on the number of vehicle trips generated by the development. In the Town of Blacksburg, building plans may be submitted and reviewed concurrently with site plans. Building plans, however, cannot be approved until the site plan is approved.

For large scale projects, the Town of Blacksburg offers bi-weekly coordination meetings where the planning, engineering and building staff are present to talk

about project status and resolve any issues that may arise during the construction period.

D. Site Master Plan

Several conceptual site layouts were prepared consistent with the development goals described above. The primary objectives in preparing these concepts were to test the site's ability to accommodate the defined land-use program, to assess site grading requirements, and to quantify utility infrastructure needs. Site layouts are detailed to the degree that office building and playing field footprints are shown along with the general arrangement of site features and support facilities such as parking, picnic shelters, concessions areas, bleachers, and an internal pedestrian system that links these uses. Six (6) acres are shown as general office and/or medical office use.

The concepts also depict a public street to access the site with its entrance located as shown in the 2006 preliminary traffic impact study. "Lawn" areas are indicated around the office building footprints as to suggest logical (although not defined) subdivided lots. Within the office areas, conceptual building footprints are shown in an arrangement that balances building footprints and parking demand.

The Preliminary Master Plan for the Interchange Park was prepared to incorporate the site program elements. Graphically, the Preliminary Master Plan is presented in sufficient detail to indicate conceptual building footprint sizes, parking lot spaces, and the layouts of public utility lines, roads, and trails. Also included is a conceptual site grading plan showing grades and slopes for the uses depicted in order to determine preliminary volumes of cut and fill.

As allowed by the Town Code, shared parking between the office and recreation facilities was explored and incorporated into the design. By sharing parking, the area made available for the building footprint within the office tract and green space within the overall development are maximized.

E. Estimate of Site Construction Costs

A three part estimate of site construction costs was prepared for the project and is included in the attached Preliminary Master Plan. All cost estimates were derived based on the assumptions that 1) mass grading will occur across the entire site and 2) public utility "mains" and common stormwater management facilities will be installed at the time of road construction. Site survey, design, and site engineering fee estimates are not included in the following estimates.

1. **Part One** is an estimate of construction cost for the **Recreational Access Road**, which is a 1000-foot long, 24-foot wide public street (minimum width for access funds is 22-foot) with a heavy duty pavement section (higher standard than required) and the sidewalks within the public right-of-way. It is anticipated the Town of Blacksburg will apply for partial funding for construction of this road through a State of Virginia Recreational Access Grant.

2. **Part Two** is an estimate of construction cost for a **six (6) acre office park**. Included in this estimate is the grading associated with the building pads, the asphalt parking lots (light duty) on the east side of the access road, east sidewalks connecting the buildings to each other and the street, site specific stormwater management and erosion and sediment control, a portion of the common stormwater management facilities, and public utility extensions from “common” mains to the building sites from Farmview Drive. A nominal allowance is provided for fine grading and seeding.

3. **Part Three** is an estimate of construction cost for the **site preparation of the recreation areas** of the site (west and north of the access road). Included in this estimate is mass site grading and fine grading of the active and passive recreation areas, site-specific stormwater facilities directly associated with recreation facilities, a portion of the common stormwater facilities, parking lots and sidewalks connecting the facilities to the public road sidewalk, and public utilities from common mains (which are in the Part 2 estimate) to the recreation sites requiring such utilities. **Part Three estimates are for site preparation only;** actual recreation facilities such as trails, baseball and soccer fields, picnic shelters, concession stands, tennis courts, and playgrounds and passive park features are not included in this estimate.

OPINION OF PROBABLE CONSTRUCTION COST SUMMARY

Part One	Recreation Access Road	\$372,974
Part Two	Six Acre Office Park Site Prep	\$890,752
Part Three	Recreation Park Site Prep	\$1,659,343
Total Site Development		\$2,923,069

See Tables 2, 3, and 4 in Appendix A of the Preliminary Master Plan for additional information (Attachment A).

Additional information is also available for the option of phasing the development. This

provides the alternative of developing a portion of the property, with the remainder to be developed at a subsequent date.

An option to develop a first phase for Interchange Park includes:

- Construction of approximately 440 LF of public road constructed in accordance with Town of Blacksburg street design standards.
- Extension of public water and sanitary sewer designed and constructed to serve the Phase 1 development site and to allow for future extensions to serve the remainder of Interchange Park.
- Preparation of a subdivision plat and plans to create a development parcel of approximately 2.7 acres in size and right-of-way and easements for public improvements. The plat and plans are to be prepared in accordance with Town requirements.
- Construction of stormwater management facilities in accordance with the Town’s Stormwater Management regulations. The design and construction of such facilities is to be carried out as to allow for the expansion of, or addition to, the system to accommodate future development of the remainder of Interchange Park.
- The grading and stabilization of a pad for a multi-use recreation field. Construction of the field is not required.
- The grading and stabilization of a pad for a parking lot to serve the multi-use field. Construction of a hard surface parking lot is not required.

An analysis of costs for a Phase I development alternative is summarized below:

Office Park – Phase I	\$515,982.50
Recreation Park Site Prep & Infrastructure	444,510.00
Total	\$960,492.50

III. Submittal Requirements and Selection Criteria

A. Submittal Requirements

There will be a two step submittal process. In the first step, interested parties must submit a “Letter of Intent to Respond” including information outlining their qualifications and a written description of the intended use of the property. The letter should include the following:

- Statement of interest including a narrative description of the Respondent’s proposal as it pertains to this RFP.
- Description of the project team, identifying the Respondent and each principal and consultant proposed for the project.
- A brief description and history of the Respondent’s organization.

Two copies of the Letter of Intent to Respond are due to The Blacksburg Partnership on or before 4:00 pm Friday, October 1, 2010. An original signature must appear on all copies of the letter.

By October 15, 2010 The Blacksburg Partnership will send written notice to all applicants, informing them of the need to proceed to step two of the process.

The second step in the process is the submission of the completed package responding to the information identified in the Selection Criteria section of this RFP package. **Completed submittals are due to The Blacksburg Partnership on or before 4 pm on Wednesday, December 1, 2010.**

Please submit ten (10) bound copies of the response **no later than 4 pm on December 1, 2010.** An original signature must appear on all ten (10) copies of the response. The Partnership will not accept proposals that are delivered by telephone, facsimile or electronic mail (email). Submittal packages or containers must be clearly marked “RFP Response: US 460 Interchange Property.”

Mail or deliver letters and response packets to:

**Diane S. Akers, CPA, CEcD
President**

**The Blacksburg Partnership
506 S. Main Street
Blacksburg, VA 24060**

B. Broker Fees or Commissions

The Blacksburg Partnership and/or the Town of Blacksburg will not pay brokerage commissions. Any brokerage commission or fee will be an unreimbursable expense of the Respondent.

C. Selection Criteria:

All complete proposals must be bound and respond to the following information in the order stated below. The successful development team must demonstrate expertise in commercial development, including the proven ability of the team members to successfully develop and manage such projects. They must also demonstrate financial strength of equity members and the ability to secure construction and permanent financing for the project.

Responses should include the following information in the order stated below describing the qualifications of the development team:

1. Legal name of the Respondent's organization
 - Mailing and physical address
 - Number of years in business
 - Type of organization (Individual, Partnership, Corporation, Joint Venture, etc.)
2. Provide a brief summary of the firm and any members of the team.
 - Provide resumes giving the experience and expertise of the professional staff members and investors who will be involved in the project, including their experience with similar projects, the number of years affiliated with Respondent, and their city of residence.

3. List a maximum of three (3) projects that the Respondent has been responsible for developing. List the projects in order of priority, with the most relevant project listed first. Provide the following information for each project listed:
 - Project name, location and description (include photos if available)
 - Total project costs
 - Indicators of financial success of the project (e.g., annual rental income, gross annual sales, return on investment)
 - Project size in gross square feet or other applicable indices
 - Specific role performed by Respondent in the development of the project
4. State that the Respondent will provide appropriate financial statements for the past two (2) years, if requested. State whether or not such statements are considered proprietary information by the Respondent.
5. State whether there have been any significant developments in your organization in the last five years (changes in ownership, major personnel reorganization, and new business ventures). If so, please describe.
6. Provide details of past or pending litigation or claims filed against Respondent's organization that might affect its performance under an agreement with the Town of Blacksburg.
7. Is Respondent's organization currently in default under the terms of any loan agreement or financing agreement with any bank, financial institution or other entity? If yes, specify dates, details, circumstances and prospects for resolution.
8. Describe your competitive advantage over other development firms.
9. Please include any experience your development team has in working with community groups on community development projects such as the park project identified on the conceptual master plan.
10. Describe any operational or capital costs to the Town of Blacksburg that might be required in connection with your proposal and/or your proposed development project.
11. Describe any costs that the Respondent expects the Town of Blacksburg to pay.

Responses must include the following information describing the development arrangement proposed by the development team:

1. Explanation of the development improvements proposed for the commercial site. Description must indicate the approximate size of the development, number and size of facilities, intended use and schematic site improvements such as landscaping and parking. Schematic development plans may be included with your proposal to assist in the review by the selection committee.
2. Any descriptions of the arrangement the developer is proposing for the construction of the park improvements. For example, preliminary discussions with potential developers have included concepts like a long-term lease for the commercial site, developer provided funding for the town to construct the park, or suggestions that the developer would include the construction for all or part of the park in the site work for the commercial site.
3. Describe the financial arrangements proposed by the developer. Specifically, the financial description should identify the amount of funding offered for the property, any requested term for a lease, etc. Any information that can be provided in a pro forma or budget format would be useful to describe this arrangement. For more detail regarding suggestions for financial proposals, please contact The Blacksburg Partnership.
4. An estimated timeline that includes the submission of design documents for site plan approval, construction of the improvements and opening of the project.

D. Selection Process and Timeline

During the first phase of the selection process, a selection committee will review and evaluate submittals based on the criteria outlined in this RFP. Following the initial review the committee may recommend a “short list” of respondents that best meet the selection criteria. All respondents will be notified by October 15, 2010 of the need to submit a final response package.

The RFP Selection committee anticipates conducting interviews of top candidates to ask specific questions regarding the development team and its proposal. The Blacksburg Partnership expects to negotiate a final proposal and make recommendations to the Town of Blacksburg no later than January 25, 2011.

E. Blacksburg Partnership Options

Submission of a response to the RFP does not commit The Blacksburg Partnership to pay any costs incurred by the organization responding to this RFP. All costs associated with the development of a response to this RFP, or otherwise associated with participation in this selection process, are the responsibility of the respondent, including but not limited to real estate broker fees, travel expenses, printing, copying, overnight shipments, due diligence, etc.

The Blacksburg Partnership reserves and holds at its sole discretion the following rights and options:

- To reject any submitted Statements of Proposal from consideration should the selection committee deem that the submittal does not conform to minimum submission requirements.
- To issue a subsequent Request for Proposals for the same or similar purposes.
- Not to recommend a Developer from those submitting Statements of Proposal.
- To modify, revise, addend, reissue, or withdraw this RFP at any time.
- To revise and modify the selection schedule, selection criteria, or qualification requirements at any time and to waive procedural formalities of the selection process described herein.
- To recommend lease or sale of only a portion of the overall Property to the selected Developer while retaining the remainder for lease or sale to other Developers.

The Town of Blacksburg, through its Town Council, must authorize the sale of land described in the Request for Proposals.

IV. Exhibits

- Attachment A: Preliminary Master Plan**
- Attachment B: 2006 Preliminary Traffic Impact Study**
- Attachment C: Excerpt of Town of Blacksburg Zoning Ordinance for the Office Zoning District**
- Attachment D: Request for Information**

For additional information, please contact:

Diane S. Akers, CPA, CEcD
President
The Blacksburg Partnership
506 S. Main Street
Blacksburg, VA 24060
540.443.2008
diane@blacksburgpartnership.org

ATTACHMENT D
REQUEST FOR INFORMATION

Fax or email this form for information. Responses will be posted to The Blacksburg Partnership website under RFP: US 460 Interchange Property.

Project: US 460 Interchange Property Development

To: Diane S. Akers, Blacksburg Partnership
diane@blacksburgpartnership.org or fax 540-443-3995

Date:

From:

Company:

Email Address:

Phone:

Fax:

Question(s) or request(s) for information: