



**OGDEN CITY REDEVELOPMENT AGENCY
REQUEST FOR PROPOSAL**

REDEVELOPMENT OF THE FOREST SERVICE BUILDING



Prepared by
Ogden City Economic Development
September 12, 2024

OGDEN CITY REDEVELOPMENT AGENCY

REQUEST FOR PROPOSAL

REDEVELOPMENT OF THE FOREST SERVICE BUILDING

ADVERTISEMENT

The Ogden City Redevelopment Agency (RDA) is requesting proposals from qualified developers to redevelop and renovate the historic Forest Service Building (FSB) located at 507 25th Street in Ogden, UT. The RDA does not currently own the FSB but is in the process of evaluating a potential acquisition of the property. This Request for Proposals is part of the RDA's due diligence process and does not guarantee that the RDA will acquire the FSB or award a contract for development services.

Proposal packets are available and may be obtained by downloading from the Ogden City website at <http://ogdencity.com/264/Purchasing>.

Respondents are responsible for securing any and all addenda issued.

A non-mandatory informational meeting and building tour will be held on **September 26, 2024 from 10:00 AM to 12:00 PM**. The meeting will be held on the 7th floor of the Ogden City Municipal Building at 2549 Washington Blvd., Ogden, UT 84401. All firms intending to submit a proposal are encouraged to attend the meeting to obtain relevant information.

Sealed responses to this RFP shall be submitted to the Purchasing Office, c/o 2nd Floor Information / Constable Desk, 2549 Washington Blvd, Ogden, UT, 84401 by **October 10, 2024, no later than 12:00 PM. LATE PROPOSALS WILL NOT BE ACCEPTED.**

The RDA reserves the right to accept or reject any proposal as it best serves its convenience and/or is found to be in the best interest of the RDA.

The RDA encourages and welcomes bids/proposals from small, local, women and minority owned businesses and other disadvantaged business enterprises.

Ad Published: September 14 & 21, 2024

OGDEN CITY REDEVELOPMENT AGENCY

REQUEST FOR PROPOSAL

REDEVELOPMENT OF THE FOREST SERVICE BUILDING

I – EXECUTIVE SUMMARY

1. OVERVIEW

The Ogden City Redevelopment Agency (RDA) desires to identify a qualified development team to redevelop and renovate the historic Forest Service Building (FSB) located at 507 25th Street in Ogden, UT. The RDA has identified the redevelopment of the FSB as an opportunity to collaborate with a development team to achieve the following objectives:

- Rehabilitation of the historically significant Forest Service Building
- Commercial space that supports local entrepreneurship and small to mid-sized businesses
- Residential space that provides homeownership or shared equity opportunities for residents
 - Note: a residential component is preferred but not required
- Creative parking solutions
- Publicly visible art
- Reuse plan that aligns with the MAKE Ogden Downtown Master Plan, Nine Rails Creative District Master Plan, and East Central Community Plan

Refer to Exhibit A: Redevelopment Objectives for additional details.

The RDA does not currently own the FSB but is in the process of evaluating a potential acquisition of the property from the General Services Administration (GSA) through a negotiated sale. This Request for Proposals (RFP) is part of the RDA's due diligence process for the potential acquisition and does not guarantee that the RDA shall acquire the FSB or award a contract for development services.

2. PROPERTY

The FSB is located at 507 25th Street in Ogden, UT on a 0.63-acre parcel (Weber County APN 01-014-0031), as shown on Exhibit B: Property Map. It is a four-story office building of approximately 53,000 SF with a basement and three small penthouse levels. Original and current floor plans will be provided upon request; to request access, respondents should sign the form provided in Exhibit C: Confidentiality Agreement and submit to

purchasing@ogdencity.com. The RDA will then provide respondent with direct access to the digital files via a shared link. The building occupies the majority of the parcel and parking is limited to an estimated five spaces on-site. The property is zoned Commercial Nine Rails Creative District (C-9), which is intended to provide a location for commercial, art-related fabrication, and mixed-use development that encourages artists and other creatives to live and work in the district.

3. BACKGROUND & HISTORICAL SIGNIFICANCE

The FSB was constructed for the Forest Service in 1933-1934 and remained in use by the Forest Service until 2022. It was designed by noted Ogden architecture firm Hodgson and McClenahan and was constructed with funding from the Works Progress Administration (WPA). The building is among the most significant Art Deco structures in Utah, along with Ogden High School (1936) and the Ogden Municipal Building (1939). The FSB was listed on the National Register of Historic Places (NRHP) in 2006; see Exhibit D: NRHP Registration Form.

The building has been well maintained over the years, and the historic exterior and interior are largely intact. Any future renovation will require significant upgrades, including seismic/structural upgrades, repair or replacement of windows, HVAC upgrades, and potential lead and/or asbestos abatement. Additional information on the structural condition of the FSB is provided in Exhibit E: Tier 2 Structural Analysis.

GSA intends to place a preservation easement on the building to require that it be renovated and maintained in keeping with historic preservation standards. The easement will require the exterior of the building and specific interior elements to be preserved according to the Secretary of the Interior's *Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings* (2017). Because the FSB is listed on the NRHP, there are opportunities for the development team to pursue historic preservation tax credits.

4. DEAL STRUCTURE

The Ogden City RDA will consider a range of options for the property acquisition structure, including a sale, lease, or equity partnership. The RDA's priority is to achieve its redevelopment objectives for the property (as outlined in Exhibit A) while also producing the highest economic return for the RDA. The FSB is located in the Adams Community Reinvestment Area (CRA), and it is anticipated that Tax Increment Financing (TIF) will be available to support the project. The FSB is currently tax exempt due to federal ownership. The RDA understands that the redevelopment of the FSB will have extensive capital requirements and will seek to work with the development team to develop a deal structure that achieves the RDA's objectives and is also financeable.

II – RFP INSTRUCTIONS

1. PROCUREMENT PROCESS

As described earlier, this RFP process is being conducted as part of the Ogden City RDA's due diligence as it evaluates whether to acquire the FSB. The procurement process is intended to identify a qualified and experienced development team; to solicit proposals for the redevelopment and renovation of the FSB; and to evaluate the financial requirements and feasibility of the project. If the RDA decides to proceed with the acquisition of the FSB, the RDA may then request additional information and initiate negotiations with the highest-ranked respondent to this RFP. This RFP does not guarantee that the RDA shall acquire the FSB or award a contract for development.

2. PROPOSALS DUE

October 10, 2024 at 12:00 PM (Mountain Time)

3. NON-MANDATORY MEETING AND TOUR

A non-mandatory informational meeting and building tour will be held on September 26, 2024 at 10:00 AM (Mountain Time). The meeting will be held on the 7th floor of the Ogden Municipal Building at 2549 Washington Blvd., Ogden, UT 84401. The meeting will provide an opportunity for respondents to ask questions regarding the FSB and this RFP. Following the meeting, at 11:00 AM, participating respondents will be able to tour the FSB. Please allow at least one (1) hour for the meeting and up to one (1) additional hour for the tour. All respondents are encouraged to attend to obtain relevant information.

4. SUBMITTAL INSTRUCTIONS

By October 10, 2024, no later than 12:00 PM (Mountain Time), respondents shall submit a digital copy of their response as a PDF file on a USB drive in a sealed envelope. Hard copies are discouraged. On the envelope, indicate your company's name and the RFP name.

Submit to:

Ogden City RDA
c/o 2nd Floor Information / Constable Desk
ATTN: Purchasing Office
RFP – Redevelopment of Forest Service Building
2549 Washington Blvd.
Ogden, UT 84401

LATE PROPOSALS WILL NOT BE ACCEPTED.

If the sealed proposal is submitted by mail or other delivery service, it must be received on or before the submission deadline.

The sealed proposal may also be hand-carried to the 2nd Floor Information / Constable Desk at the same address.

No facsimile or email transmittals will be accepted.

It is the sole responsibility of those responding to this RFP to ensure that their submittal is made to the correct location and in compliance with the stated date and time.

City offices are closed on the weekends and observed holidays.

5. ADDENDA AND QUESTIONS

All material changes or responses to questions related to this RFP will be published in written form on Ogden City's Purchasing webpage.

<https://www.ogdencity.com/264/Purchasing>

For any questions related to this RFP, please contact the Ogden City Purchasing Office via email purchasing@ogdencity.com or at (801) 629-8742.

Please check the City's Purchasing webpage for any published Q&A document(s) that might have already addressed your questions or concerns.

The question-and-answer period ends at 12:00 PM on October 4, 2024.

III – RFP REQUIREMENTS

The Ogden City RDA is seeking proposals from development teams qualified to redevelop and renovate the historic FSB in accordance with the redevelopment objectives presented in Exhibit A. Each proposal must include the following information. It is understood by the RDA that design concepts and project financials will be preliminary at this stage of the process. To facilitate review, information should be organized according to the outline below. Proposals should be no longer than twenty (20) pages.

1. COVER PAGE	a. RFP title b. Submittal date c. Respondent name d. Respondent website address (if available) e. Name of authorized representative for the respondent, along with their phone number, e-mail address, and mailing address
2. TABLE OF CONTENTS	a. List the sections included here with page numbers

3. QUALIFICATIONS	<ul style="list-style-type: none"> a. Provide a clear and concise summary of the development team's background, expertise, and ability. b. Describe team's experience in historic preservation and adaptive reuse. c. Describe team's experience in developing, financing, and building complex commercial and/or mixed-use developments. d. If team includes multiple entities, provide an overview of each entity's proposed roles and responsibilities for the project. <p>Note: resumes and qualifications of individual staff are NOT required at this time.</p>
4. PROJECT EXAMPLES	<ul style="list-style-type: none"> a. Provide information about no more than three (3) current or recent projects of similar scope, highlighting team's experience with historic preservation and complex commercial and/or mixed-use development. b. For each project, provide: <ul style="list-style-type: none"> i. Name and address of project ii. Development team members and respondent's specific role on project iii. Narrative overview of project scope and illustrative materials (photographs for completed projects, or renderings for projects underway). iv. Milestone dates for acquisition and construction state/completion v. Total project cost and description of financing tools used on project vi. Two (2) references with phone number and e-mail address

5. PROPOSED APPROACH	<p>a. Provide a summary of the proposed approach to redeveloping the FSB, including the following:</p> <ul style="list-style-type: none"> i. A description of the types of uses to be included ii. For commercial use, describe how the space will benefit local entrepreneurs and small to mid-sized businesses iii. For residential use (preferred but not required), describe the number and type of units and whether there are opportunities for homeownership or shared equity iv. A description of the proposed approach to rehabilitation of the FSB in accordance with the Secretary of the Interior's Standards v. A description of how parking would be provided for the building vi. A description of how the project will contribute to the surrounding neighborhood, specifically the Nine Rails Creative District and East Central Community
6. DESIGN CONCEPT	<p>a. Drawings/plans/renderings that show the respondent's proposed concept for reuse of the FSB, including the layout of proposed uses, potential parking solutions, public art, open space, and any other amenities</p>
7. PROJECT FINANCIALS	<ul style="list-style-type: none"> a. Proposed deal structure <ul style="list-style-type: none"> i. Proposed deal structure (e.g., purchase, lease, equity partnership, etc.) ii. Proposed acquisition price or lease rate for the property b. Project Costs (Uses) <ul style="list-style-type: none"> i. Provide initial estimate of project costs (uses) c. Project Funding (Sources) <ul style="list-style-type: none"> i. Describe how respondent anticipates funding the project, specifying sources of funds ii. If applicable, state if respondent intends to request gap financing from TIF from the RDA iii. If applicable, state if respondent intends to request other local, state, or federal funds, including tax credits iv. List respondent's anticipated equity contribution

IV – RFP EVALUATION

Proposals will be evaluated in accordance with the criteria listed below:

A. Qualifications and experience	40 Possible Points
B. Proposed approach and design concept	30 Possible Points
C. Project financials	30 Possible Points

*A total of **100 possible points** may be awarded to one proposal.*

The selection committee that reviews and scores the proposals will primarily be composed of Ogden City employees. On occasion, consultants or other stakeholders may be invited to participate in the review.

In the initial phase of the evaluation process, the selection committee will review all responsive proposals in a cursory manner to eliminate from further consideration proposals which in the judgment of the committee fail to offer sufficient and substantive responses to warrant further consideration. At the conclusion of this initial phase, finalist proposals will be selected for detailed review and evaluation.

The Ogden City RDA may require an in-person presentation by a respondent to supplement their written proposal.

Note that proposals that are received after the deadline or not conforming to the RFP requirements may be deemed non-responsive and eliminated. Each respondent bears sole responsibility for the items included or not included in the response submitted by that respondent.

All proposals in response to this RFP will be evaluated in a manner consistent with the Ogden City RDA policies and procedures. The RDA reserves the right to disqualify any proposal that includes significant deviations or exceptions to the terms, conditions and/or specifications in this RFP. The RDA reserves the right to disqualify a proposal due to any late response, no response or missed deadline.

V – INSURANCE REQUIREMENTS

Prior to entering into an agreement with the Ogden City RDA, the successful Respondent shall be required to procure and maintain for the duration of the agreement the required

insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of this agreement. **The Respondent shall pay the cost of such insurance.**

A. The amount of insurance shall not be less than:

1. **Commercial General Liability:** Minimum of \$3,000,000 commercial general liability coverage with \$1,000,000 for each occurrence. Policy to include coverage for operations, contractual liability, personal injury liability, products/completed operations liability, broad-form property damage (if applicable) and independent contractor's liability (if applicable) written on an occurrence form.
2. **Business Automobile Liability:** \$1,000,000 combined single limit per occurrence for bodily injury and property damage for owned, non-owned and hired autos.
3. **Workers' Compensation and Employer's Liability:** Worker's Compensation limits as required by the Labor Code of the State of Utah and employer's liability with limits of \$1,000,000 per accident.
4. **Professional Liability:** Minimum of \$1,000,000 aggregate with \$500,000 per occurrence

B. Each insurance policy required by this Agreement shall contain the following clauses:

1. "This insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after thirty days prior written notice by certified mail, return receipt requested, has been given to the Ogden City Redevelopment Agency".
2. "It is agreed that any insurance or self-insurance maintained by Ogden City Redevelopment Agency, its elected or appointed officials, employees, agents and volunteers shall be excess of Contractor's insurance and shall not contribute with insurance provided by this policy."

- C. Each insurance policy required by this Agreement, excepting policies for Workers' Compensation, shall contain the following clause in a separate endorsement:
1. "Ogden City Redevelopment Agency, its elected and appointed officials, employees, volunteers and agents are to be named as additional insureds in respect to operations and activities of or on behalf of, the named insured as performed under Agreement with Ogden City Redevelopment Agency."
- D. Insurance is to be placed with insurers acceptable to and approved by the Ogden City RDA. Contractor's insurer must be authorized to do business in Utah at the time the license is executed and throughout the time period the license is maintained, unless otherwise agreed to in writing by the RDA. Failure to maintain or renew coverage or to provide evidence of renewal will be treated as a material breach of contract.
- E. The Ogden City RDA shall be furnished with original certificates of insurance and endorsements effecting coverage required within, signed by a person authorized by that insurer to bind coverage on its behalf. **All certificates and endorsements are to be received by the RDA before work begins on the premises.**
- F. The Ogden City RDA reserves the right to require complete, certified copies of all required insurance policies at any time.
- G. Any deductibles or self-insured retentions must be declared to and approved by the Ogden City RDA. At the option of the RDA, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respect to the RDA, their elected and appointed officials, employees, agents and volunteers; or Contractor shall provide a financial guarantee satisfactory to the RDA guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- H. Contractor shall include all of its contractors as insured under its policies or shall furnish separate certificates and endorsements for each contractor. All

coverages for Contractor's contractors shall be subject to all of the requirements stated herein.

- I. Nothing contained herein shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from the activities of Contractor or its agents, employees, invitees, or contractors upon the Premises during the License Period.
- J. Under the "**Certificate Holder**" section, list the following information:

Ogden City Redevelopment Agency
2549 Washington Blvd.
Suite 510
Ogden, UT 84401

VI – GENERAL TERMS AND CONDITIONS

- A. Qualified respondents shall have demonstrated experience with all work defined in the scope of work and meet the Ogden City RDA's insurance requirements.
- B. The Ogden City RDA may reject any response to this RFP that involves services from a person or entity that the RDA determines is unfit or unqualified to fulfill the requirements of this RFP.
- C. All work must meet current industry standards including all Federal, State and local rules and regulations.
- D. The Ogden City RDA reserves the right to request clarification of the information submitted, and to request additional information from any Respondent.
- E. The Ogden City RDA will make every effort to ensure all Respondents are treated fairly and equally throughout the entire advertisement review and selection process. The procedures established herein are designed to give all parties reasonable access to the same basic information.
- F. Cost of Developing Proposals – All costs related to the preparation of proposals and any related activities are the sole responsibility of the Respondent. The Ogden

City RDA assumes no liability for any costs incurred by Respondent throughout the entire selection process.

- G. Proposal Ownership – Once submitted, all proposals, including attachments, supplementary materials, addenda, etc. become the property of the Ogden City RDA and will not be returned to the Respondent.
- H. Conflict of Interest – No member, officer, or employee of Ogden City or the Ogden City RDA, during his or her tenure shall have any interest, direct or indirect, in this contract or the proceeds thereof, except as permitted by Ogden City policy.
- I. Non-Collusion – The Respondent guarantees the proposal is not a product of collusion with any other Respondent and no effort has been made to fix the proposal price or any Respondent or to fix any overhead, profit of cost estimate of any proposal price.
- J. Award of Contract - The selection of the company will be made by a selection committee comprised of Ogden City employees and on occasion, consultants or stakeholders. The Ogden City RDA reserves the right to negotiate and hold discussions with prospective service providers as necessary, however, the RDA may award this contract without discussion of proposals received from prospective service providers.

The selected company shall enter into a written agreement with the RDA.

The RDA reserves the right to cancel this Request for Proposal.

The RDA reserves the right to reject any or all proposals received. Furthermore, the RDA shall have the right to waive any informality or technicality in proposals received, when in the best interest of the RDA. The RDA reserves the right to segment or reduce the scope of services and enter contracts with more than one vendor.

- K. Pursuant to the Utah Government Records Access and Management Act (GRAMA), proposals submitted to the Ogden City RDA are considered public records, unless protected within [Utah Code 63G-2-1](#). If Respondent wishes to

protect any records, a request for business confidentiality may be submitted to the Ogden City Records Office at the time of submittal. The form can be accessed through the Recorder's webpage at:

https://www.ogdencity.com/DocumentCenter/View/19762/May-2021-Business-Confidentiality-Claim_revised

VI – GOVERNING INSTRUCTIONS

This RFP will constitute the governing document for submitting Proposals and will take precedent over any oral representations.

VII – RFP SCHEDULE

The Ogden City RDA will follow the timetable below. The RDA reserves the right to modify the dates due to unforeseen circumstances. Revision of dates, specifically the RFP response deadline will result in an RFP amendment. Amendments will be published in the City's Purchasing webpage - <https://www.ogdencity.com/264/Purchasing>.

EVENT	TARGET DATE
Open RFP Process	9/12/2024
1 st Ad – Standard Examiner	9/14/2024
2 nd Ad - Standard Examiner	9/21/2024
Pre-Proposal Meeting – In-Person	9/26/2024; 10 AM-12 PM
Last day for Q&A	10/4/2024; No later than 12 PM
RFP Response Deadline	10/10/2024; No later than 12 PM
Committee Review and Selection process	To Be Determined
Contract Start Date	To Be Determined

Thank you for your interest in doing business with the Ogden City RDA.

EXHIBIT A: REDEVELOPMENT OBJECTIVES

The Ogden City Redevelopment Agency (RDA) is seeking proposals to redevelop and renovate the historic Forest Service Building (FSB) in a manner that preserves the historic integrity of the building, benefits the surrounding neighborhood and broader community, and aligns with adopted plans for the area. Specific objectives are as follows:

1. Rehabilitation of the historically significant Forest Service Building

The historical significance of the FSB is recognized through its 2006 listing on the National Register of Historic Places. The FSB is considered significant because it was one of the first buildings in the nation to be funded by the Works Progress Administration (WPA). It was designed by noted Utah architecture firm Hodgson and McClenahan and is an excellent example of the Art Deco style for which their firm was known.

Additionally, the General Services Administration (GSA) intends place a preservation easement on the FSB to require that it be renovated and maintained in keeping with historic preservation standards. The easement will require the exterior of the building and specific interior elements to be preserved according to the Secretary of the Interior's *Standards for the Treatment of Historic Properties with Guidelines for Preserving, Rehabilitating, Restoring & Reconstructing Historic Buildings* (2017). Due to the historic significance of the building and the preservation easement, the RDA will require that development proposals include the appropriate preservation and rehabilitation of the building.

There is also an opportunity for the development team to pursue historic preservation tax credits for the project. The selected developer will be responsible for securing the tax credits if included as part of the project's financing structure.

2. Reuse Plan with Neighborhood and Community Benefits

Development proposals should include commercial space that supports local entrepreneurship and small to mid-sized businesses. This could include, but is not limited to, coworking space, flexible workspace, business training or other support services, incubator programs, etc. Where feasible, development proposals should consider commercial space that will support artists and other creative professionals, per the Nine Rails Creative District Master Plan. Proposals should consider the property's potential connections to Downtown Ogden and Weber State University via the Ogden Express Bus Rapid Transit route.

Development proposals may, but are not required to, include a residential component. Residential opportunities that increase opportunities for homeownership or other wealth and equity building are strongly preferred. Proposals should demonstrate how any

residential component responds to a demonstrated need or unserved segment of Ogden's housing market.

3. Creative Parking Solutions

Development proposals must address how parking will be provided for the proposed reuse of the FSB. As noted in the RFP, the building occupies the majority of the property and on-site parking is currently limited to an estimated five spaces. Proposed parking solutions should promote shared parking and efficiencies with other nearby uses, to the extent feasible. The parking proposal should limit surface parking and the visibility of parking from the street. It should also consider the property's location on the Ogden Express Bus Rapid Transit route and its pedestrian connection to Downtown Ogden.

4. Publicly Visible Art

Development proposals are encouraged to include a durable public art piece located on the property. The art piece should be clearly visible to the public from the street and contribute to an enhanced experience of the public realm. The art piece will need to comply with the requirements of the preservation easement. Artwork that reflects the community, culture, history, and natural environment of the Ogden area should be prioritized. Specific proposals for artwork are not required at this time, but proposals should address if and how art would be incorporated into the project.

5. Alignment with Adopted Plans

The FSB is a unique location that sits at the intersection of several recently adopted plans. Development proposals should align with both the [Nine Rails Creative District Master Plan](#) (adopted 2018) and the [East Central Community Plan](#) (adopted 2009, amended in 2015 and 2022). Additionally, proposals should consider the project's adjacency and potential connections to Downtown Ogden, as envisioned in the [MAKE Ogden Downtown Master Plan](#) (adopted 2020).

EXHIBIT B: PROPERTY MAP

Property Address: 507 25th Street

Weber County Assessor's Parcel Number: 01-014-0031; contains 0.63 ac

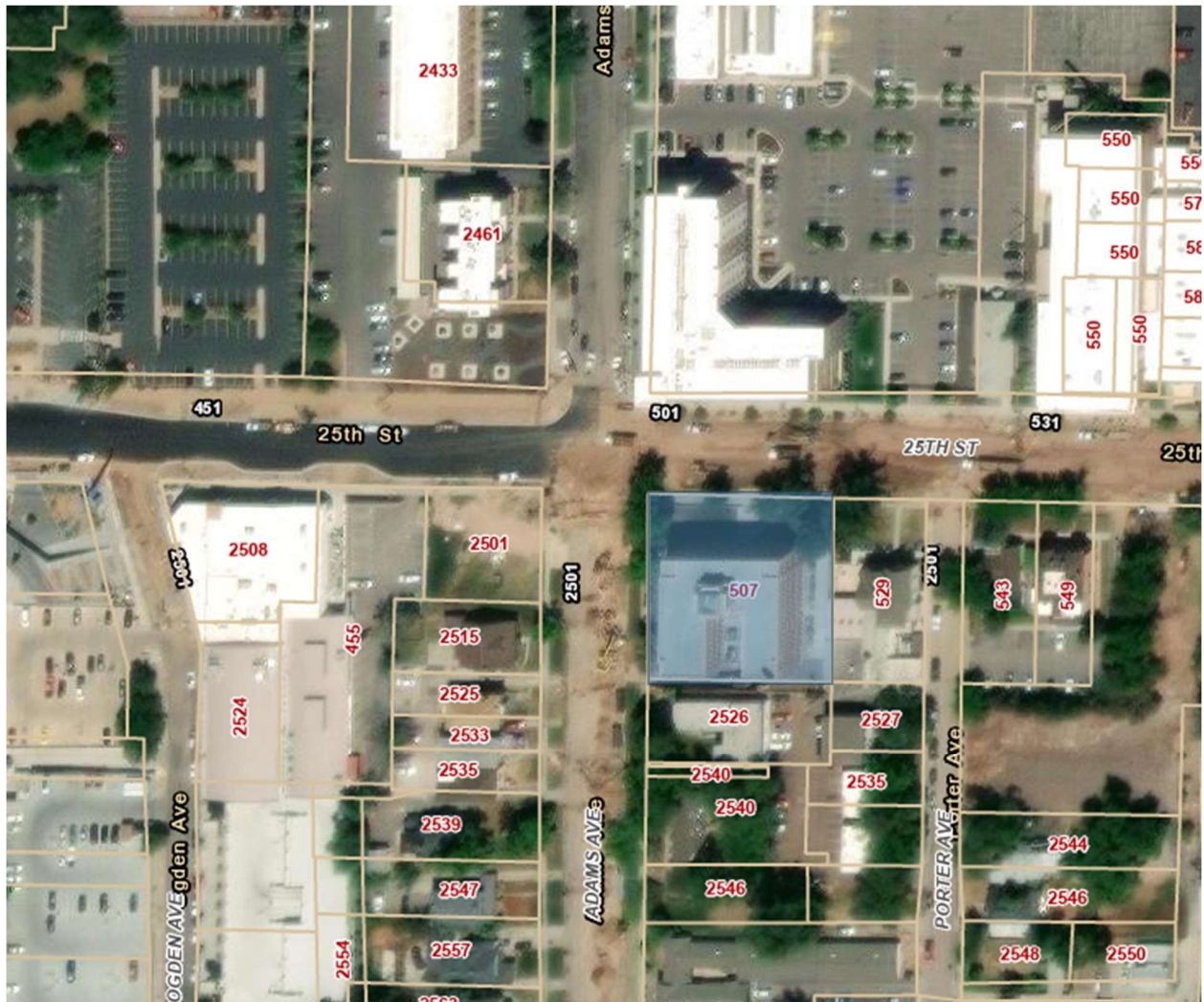


EXHIBIT C: CONFIDENTIALITY AGREEMENT

Original and current floor plans will be provided upon request; to request access, respondents should sign the Confidentiality Agreement and submit to purchasing@ogdencity.com. The RDA will then provide respondent with direct access to the digital files via a shared link.

EXHIBIT D: NATIONAL REGISTER OF HISTORIC PLACES (NRHP) REGISTRATION FORM

EXHIBIT E: TIER 2 STRUCTURAL ANALYSIS