



Village of Belleville Request for Proposals
to Purchase or Lease Property

Belleville, Wisconsin
A Request for Proposal

The Village of Belleville, Wisconsin is soliciting development proposals for the purchase or lease of
The Old Library at 130 South Vine Street.

Issued: Tuesday, April 23rd, 2024

Due: Monday, July 22nd @ 12:00 p.m.



Disclosure and Disclaimer

This Request for Proposal (“RFP”) is being furnished to the recipient by the Village of Belleville (the “Village”) for the recipient’s convenience. Any action taken by the Village in response to submissions made pursuant to this RFP, or in making any awards of failure or refusal to make any award pursuant to such submissions, or any cancellation of awards, or any withdrawal or cancellation of this RFP, either before or after issuance of any awards, shall be without any liability or obligation on the part of the Village and its officials and employees.

The Village, in its sole discretion, may withdraw this RFP before or after receiving submissions, may accept or reject any requests, and may waive any irregularities if the Village deems it appropriate and in its best interest. The Village shall determine the responsiveness and acceptability of any proposal submitted.

Prospective firms or individuals should rely exclusively on their own investigations, interpretations, and analyses in preparing and submitting proposals and not on communications with Village staff or officials. The Village makes no warranty or representation that any submission that conforms to the requirements of this RFP will be selected for consideration, negotiation, or approval.

This RFP does not commit the Village to pay any costs incurred by any firm in preparing and submitting a proposal, marking and preparing necessary investigation studies or designs, or procuring or contracting for services to be furnished under this RFP.

The Village and the selected firm(s) will be bound only if and when a submission, as same may be modified, and any applicable definitive agreements and budgetary authorizations pertaining thereto, are approved by the Village Board of the Village of Belleville and then only under the terms of the definitive agreements executed among the parties.

Firms submitting bids shall make all investigations necessary to inform themselves regarding the service(s) requested and to be performed under this RFP and any resulting contract(s). By submitting a proposal, the firm represents that it has read and fully understands this RFP and any addenda.

Firms who request a clarification of the RFP requirements must submit questions either in writing to Broadwing Advisors, the Agent, by the deadline of July 22nd, 2024. The Agent must receive all written requests no later than the date or time stated herein. The Village or its authorized Agent will issue a response in the form of an addendum to the RFP if substantive clarification is necessary. Oral instructions or information concerning this RFP provided by the Village or its employees and Agents to prospective firms shall not bind the Village.



Introduction

The Village of Belleville, Wisconsin, seeks to redevelop its downtown business corridor by selling or leasing Village-owned property and is soliciting proposals from buyers with demonstrated capacity and an adaptive reuse vision that aligns with the long-term goals of the community.

Subject Property Description *(detailed property information sheet included)*

The Old Library, 130 S. Vine Street

The old library is a single-story brick building with a finished basement that is served by elevator access.

- Parcel #: 050834364148
- Site Size: 0.4 acres
- Zoning: P-G: Public Grounds
- Building Size: 3,131 SF main level & 3,281 SF lower level (Approximate)

Additionally Available Property

The Village is additionally marketing an adjacent property located in the heart of Belleville's downtown business district. The two properties are separated by the highly trafficked Badger State Bike Trail.

The Village will consider proposals to purchase or lease the properties individually or as a combined assemblage (separated by the Bike Trail).

Property #2 – Central Depot Building, 109 S. Park Street

Built in 1988, the Central Depot Building is listed on both the State of Wisconsin and National Register of Historic Places.

- Parcel #: 050834363916
- Site Size: 0.9 acres
- Zoning: I: General Industrial
- Building Size: 4,050 SF (Approximate)



Community Vision

The Village of Belleville adopted its Comprehensive Plan 2021-2041, in June of 2021. This plan provides a collective vision and guide for the future community physical, social, and economic wellbeing. Proposals will be evaluated through the lens of this plan.

RFP Property Project Goals –

The Goals below are critical components of a successful proposal:

- **Historic Preservation** - It is a stated goal to preserve and protect the small-town historic character of the Village’s downtown by encouraging improvements, rehabilitation, and new development downtown that match and preserve the historic character of the Village.
- **Community Activation** – Support uses that attract both residents and visitors that contribute to spending at local businesses.
- **Economic Development** – Support locally-owned businesses, small businesses, and micro-enterprises that support resident entrepreneurship. Additionally, downtown retail spaces will strive to support locally-owned, neighborhood-serving businesses. In reviewing development proposals, seek to maintain a balance between the interests of the Village and the interests of the developer.

No Representations and Warranties: As-Is Condition

It is the intent of the Village to sell or lease the Property(s) in “as-is” condition, with all faults. The Village Disclaims all warranties and representations that concern the Property. The Buyer/Tenant shall rely on its own inspections and shall be solely responsible for the structures and materials located on the Property from and after the date of closing or delivery. The Buyer/Tenant will have relied exclusively upon its own inspections and reviews, and not upon any representation or warranty of the Village or its agents or employees.

The Village is prepared to negotiate an option period for the Property upon review and selection of proposals submitted through this RFP.

Purchase Price

All proposals must include a proposed price or rental rate for the purchase or lease of the Property(s) from the Village. The Village and its agent reserve the right to negotiate the purchase price after submittal of the proposals with the prospective Buyer/Tenant. The Village is not obligated to select a Buyer/Tenant based solely on the highest purchase price or lease rate offered.

Transaction Guidelines

Proposal Requirements – Each proposal should contain all of the following information and should be drafted in the form of an LOI.

- 1. Use Concept**
 - a. How do you plan to activate the property.
 - b. Describe the long-term business plan and services to be offered.
- 2. Project Description**
 - a. Include design concept and land use.
- 3. Project Team**
 - a. Describe the composition, expertise, and experience of the team including examples of previous successful projects and operations.
- 4. Financial** (to include pro-forma and sources and uses document)
 - a. Indicate the proposed purchase price or lease rate along with financing conditions or contingencies.
 - b. Include a list of sources and uses of funds that demonstrate project feasibility. Please indicate if you are utilizing tax credits or other financial assistance programs. Include any requests of Village financial support. (** the property is located within in a TID*)
- 5. Other Contingencies**
 - a. Provide a description of any contingencies or due diligence required for closing
- 6. Ownership / Leaseholder Structure**
- 7. Outline of the Proposed Schedule for Due Diligence and Closing**

Selection Criteria

1. Expertise, experience, and financial capacity
2. Quality of proposed use
3. Economic feasibility
4. Alignment with the Village of Belleville’s stated goals
5. Value of estimated future tax base
6. Purchase price or lease rates, financing terms, and conditions for the purchase or lease of the Property(s)
7. Feasibility of the project

RFP Proposed Schedule

April 23 2024 – Release of RFP

July 22 2024 – RFP Responses Due

August 2024 – Village and Agent to Receive, Review, and Qualify Proposals –*Interviews and Public Hearing*

September 2024 – Selection

**Exact timing subject to change*



Village of Belleville
24 W. Main Street Belleville, WI
(608) 424 - 3341

Submission

All proposals and offers should be submitted to Broadwing Advisors prior to the RFP response due date. Proposals should be submitted in two separate .pdf files. One file to include the financial items including the proposed purchase price or lease rate along with financing conditions or contingencies. All other proposal requirements to be included in the second file.

Broadwing Advisors will be available to assist with inspections of the property and in the review of the information contained within this request for proposal. All inquiries and offers related to this solicitation should be made directly to the following:

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