



**CITY OF ROANOKE, VIRGINIA**

**REQUEST FOR PROPOSAL**

**FOR**

**CAPITAL IMPROVEMENTS, MANAGEMENT, AND OPERATION**

**OF THE**

**CITY OF ROANOKE MARKET BUILDING**

**RFP NUMBER: 08-02-11**

**OPENING DATE: June 2, 2008**

**OPENING TIME: 2:00 P.M.**

The Request for Proposal and related documents may be obtained during normal business hours from the Purchasing Division located in the Noel C. Taylor Municipal Building, 215 Church Avenue SW, Room 202, Roanoke, VA 24011, or from the City web site at [www.roanokeva.gov/purchasing](http://www.roanokeva.gov/purchasing) under Current Bid/RFP Requests.

**THIS PUBLIC BODY DOES NOT DISCRIMINATE  
AGAINST FAITH-BASED ORGANIZATIONS**

**Date of RFP: February 27, 2008**

RFP No. 08-02-11  
Issue Date: February 27, 2008  
Commodity Codes: 90961, 95815

Title: Capital Improvements, Management, and Operation of the City of Roanoke Market Building

Issued By: **City of Roanoke**  
**Purchasing Division**  
**Noel C. Taylor Municipal Building**  
**215 Church Ave., SW, Room 202**  
**Roanoke, VA 24011-1517**  
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For: **City of Roanoke**  
**Office of the City Manager**  
**Noel C. Taylor Municipal Building**  
**215 Church Ave., SW, Room 364**  
**Roanoke, VA 24011**  
**Phone (540) 853-2333**  
**FAX (540) 853-1138**  
**Email: [brian.townsend@roanokeva.gov](mailto:brian.townsend@roanokeva.gov)**

Sealed proposals will be received on or before **2:00 P.M., June 2, 2008** for furnishing the services and/or items described herein. The time of receipt shall be determined by the time clock stamp in the Purchasing office.

All questions must be submitted before 5:00 p.m., May 20, 2008. If necessary, an addendum will be issued in the form of a facsimile and posted to the City web site at [www.roanokeva.gov/purchasing](http://www.roanokeva.gov/purchasing) ... Current Bid/RFP Requests.

If proposals are mailed, send directly to the Purchasing Division at the address listed above. If hand delivered, deliver to Purchasing Division at Noel C. Taylor Municipal Building, 215 Church Ave., SW, Room 202, Roanoke, VA.

THIS PUBLIC BODY DOES NOT DISCRIMINATE AGAINST FAITH-BASED ORGANIZATIONS.

The City reserves the right to cancel this RFP and/or reject any or all proposals and to waive any informalities in any proposal.

This section is to be completed by the Offeror and this page must be returned with the proposal. In compliance with this Request for Proposal and subject to all terms and conditions imposed herein, which are hereby incorporated herein by reference, the undersigned offers and agrees to negotiate the capital improvement, management and operation of the property described in this solicitation if the undersigned is selected as the successful Offeror. No proposal may be withdrawn for a period of sixty (60) days after the opening of the proposal, except as provided in the RFP.

Legal Name and Address of Firm:

----- Date: -----  
----- By: -----  
----- (Signature in Ink)  
----- Name: -----  
(Please Print) ----- Title: -----  
----- Zip: -----  
Phone: ----- FAX: -----  
Email: ----- Business License# -----

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CITY OF ROANOKE, VIRGINIA  
REQUEST FOR PROPOSAL  
FOR  
  
CAPITAL IMPROVEMENTS, MANAGEMENT, AND OPERATION  
  
OF THE  
  
CITY OF ROANOKE MARKET BUILDING

RFP NO. 08-02-11

**INTRODUCTION**

The City of Roanoke (“City”) hereby requests proposals from qualified Offerors for the provision of capital improvements to the City of Roanoke Market Building, located at 32 Market Square, S. E. (tax map no. 4010401), and for the operation and management of such facility (the “facility” or “property”) in accordance with all terms, conditions and specifications as set out in this Request for Proposal (RFP). The RFP and related documents may be obtained during normal business hours from the Purchasing Division, (540) 853-2871, or from the City web site at [www.roanokeva.gov/purchasing](http://www.roanokeva.gov/purchasing)...Current Bid/RFP Request.

There is a non-mandatory pre-proposal conference scheduled for 2:00 pm on March 31, 2008 in the Purchasing Division Conference Room #203, Noel Taylor Municipal Building, 215 Church Avenue, S. W. It is recommended that Offerors attend such conference.

Proposals, to be considered and evaluated, must be sealed and received on or before 2:00 p.m. on June 2, 2008 in the Purchasing Division, City of Roanoke, Noel C. Taylor Municipal Building, 215 Church Ave., SW, Room 202, Roanoke, VA 24011. Proposals appropriately received will be opened at this time. **Proposals received after 2:00 p.m. will not be accepted or considered.** The time of receipt shall be determined by the time clock stamp in the Purchasing Office, or if it is not

working, such time shall be determined by the Purchasing official who is to open the proposals. Faxed or e-mailed proposals are not acceptable.

Each proposal, to consist of one (1) original and seven (7) bound copies, must be appropriately signed by an authorized representative of the Offeror, and must be submitted in a sealed envelope or package. The notation **“Capital Improvements, Operation and Management of the City of Roanoke Market Building,”** RFP No. 08-02-11, and the specified opening time and date must be clearly marked on the front of that sealed envelope or package.

The City of Roanoke, and its officers, employees or agents will not be responsible for the opening of a proposal envelope or package prior to the scheduled opening if that envelope or package is not appropriately sealed and marked as specified.

The City of Roanoke, Virginia reserves the right to cancel this RFP and/or reject any or all proposals, to waive informalities in any proposal, to award any whole or part of a proposal, and to award to the Offeror whose proposal is, at the sole discretion of the City of Roanoke, determined to be in the best interest of the City.

Project evaluation and award will be accomplished in accordance with this RFP and Sections 23.2-1, et seq. of the Code of the City of Roanoke, Virginia, including the price or value of the benefits offered the City in the proposal. If an award of a contract is made, notification of such award will be posted for public review in the lobby on the second floor of the Noel C. Taylor Municipal Building, 215 Church Ave. S.W., Roanoke, VA 24011. The successful Offeror’s proposed lease will be considered by the City after the City advertises for bids on the same, as required by the Virginia Constitution for leases of public property in excess of five years.

No proposal may be withdrawn for a period of sixty (60) days after the opening of the proposal unless the proposal is the subject of a clerical error as defined in Section 2.2-4330 (A) of the Code of Virginia. The submitter of the proposal must give the City a notice of the request to withdraw within two (2) business days after the conclusion of the opening of the proposals, as set forth in Section 2.2-4330 (A) (i).

Inquiries related to the RFP shall be directed to Brian Townsend, Assistant City Manager for Community Development, at (540) 853-2333. Inquiries for information regarding procurement procedures, proposal submission, or the status of the selection process shall be directed to Sharon Gentry, Purchasing Manager at (540) 853-2871.

This RFP consists of this Introduction, nine (9) numbered sections, and the attachments hereto.

**If you download this RFP from the City website and intend to submit a proposal, you must notify Purchasing that you should be added to the list of entities having received a copy of the RFP and want to receive any addenda issued. The City is not responsible for any RFP obtained from any source other than the City, and may not accept proposals from those who download this RFP and fail to notify the City of their intent to submit a proposal. Contact Purchasing by phone at 540.853.2871, by fax at 540.853.1513 or by email at [Sharon.gentry@roanokeva.gov](mailto:Sharon.gentry@roanokeva.gov).**

Respectfully,



Sharon T. Gentry C.P.M., VCO, CPPB  
Purchasing Manager  
Date: February 27, 2008

**CAPITAL IMPROVEMENTS, MANAGEMENT, AND OPERATION  
OF THE  
CITY OF ROANOKE MARKET BUILDING**

**SECTION 1. PURPOSE.**

The purpose of this RFP is to obtain a successful Offeror who will propose and implement capital improvements, as approved by the City, to the City of Roanoke Market Building, and undertake the facility's subsequent operation and management associated with this proposal.

**SECTION 2. BACKGROUND AND CURRENT STATUS.**

The City Market Building is the heart of the City Market District, which is the center of downtown Roanoke and the region. The Lyndhurst Foundation recognizes the Historic Roanoke City Market as a "Great American Public Place," joining such company as the Vietnam Memorial in Washington, DC and New York's Central Park. The building was constructed in 1922 and served as an indoor market for local butchers. In the early 1980s, the City Market Building and Center in the Square became the centerpieces of downtown revitalization efforts sparked by the *Design '79* plan. The first and second floors became an international food court that has continued as a popular lunch destination for 25 years. The top floor, with its open floor plan and high ceilings, was used as recently as five years ago as a venue for live music.

Designed by local architect E.G. Frye in the Colonial Revival style, the building is a major contributor to the rich inventory of fine architecture in the City Market

District and downtown area. The building is a brick, three-story structure with an H-form and a metal gable roof. Entrances to the building front the streets on all four sides. The building footprint is approximately 90' X 177' (15,930 square feet) and is surrounded on four sides by public rights-of-way. Total building gross square footage is approximately 40,000 sq. ft. The first floor has a rigid, flat canopy sheltering the wide sidewalks that encircle the building.

The interior space is occupied by approximately nine food vendors who operate generally between 10am and 6pm Monday through Saturday. The exterior of the first floor is ringed with six retail shops approximately 18 feet deep and a restaurant. The expiration dates of leases for the existing tenant mix are contained in Attachment A. The second floor is a mezzanine open to the first floor and serves as overflow seating for diners. Rest rooms serving the entire building are located on the second level. The third floor is an open floor plan with 16-foot ceilings, tall windows, and a stage. Access to upper floors is provided through a single elevator and several stairways. Currently, the use of the third floor is limited by the size and location of rest rooms contained in the building. Because the number of fixtures in the bathrooms do not meet the current required ratio of fixtures per square feet of usable space, the use of the third floor is not permitted whenever the first floor and mezzanine are being occupied.

While the City has always been the owner of the building, there have been previous contractual arrangements for the management and operation of the facility. When the building was fully renovated and became a food court / retail facility in the early 1980s, the building was leased for a twenty year period to a management entity which assumed all aspects of its initial buildout, leasing, daily operation, and minor maintenance. In 2003, the City hired a commercial real estate management firm to handle daily operations and leasing. Since 2005, the City of Roanoke's Economic Development Office staff has assumed responsibility for all aspects of the building's operation.

The City has invested in both capital and ongoing maintenance of the building since expiration of the initial twenty year lease in 2003. Recent significant capital improvements include the replacement of the building's metal roof in 2005, and installation of a central HVAC system in 2004. In addition, the City is in the midst



of an approximately \$425,000 project to provide interior and exterior improvements, including upgrades to existing rest rooms, door replacements, painting, canopy repairs, and other cosmetic building repairs. It is anticipated that these improvements will be completed by November, 2008.

The City's emphasis on maintaining and enhancing the role of downtown Roanoke as the economic center of the region led to the City commissioning the development of the *City Market District Plan* (the "Plan") which was completed in March, 2006. The plan identified a number of specific and strategic projects as part of its overall framework including a proposal for the renovation of the City Market Building. The planning team, consisting of Duany Plater-Zyberk and SFCS, recommended significant changes to the configuration of uses within the building. Proposed changes included moving dining areas to the perimeter of the first floor with outdoor dining on the sidewalks, converting the first floor central hall into produce vendor space, making the top of the canopy an outdoor dining area, and establishing the top floor as a venue for events and concerts. Proposals do not necessarily need to conform to the recommendations of the Plan, but they will be evaluated on their relationship to development concepts that maximize the active use of the entire building.

The City envisions the development of a plan for capital improvements to the property by the successful Offeror along with the subsequent implementation of those improvements, the operation and management of the renovated facility by the same entity, and leasing of the facility (subject to the requirement of the Virginia Constitution that any lease in excess of five years be put out to bid).

### **SECTION 3. INSTRUCTIONS TO OFFERORS.**

- A. Proposals must be submitted in accordance with the instructions and requirements contained in this RFP, including the Introduction. Failure to do so may result in the proposal being considered non-responsive and it may be rejected. An Offeror must promptly notify the Purchasing Division of any ambiguity, inconsistency, or error which may be discovered upon examination of the RFP. An Offeror requiring clarification or interpretation of this RFP should contact the Purchasing Manager at (540) 853-2871.

- B. Any response to this Request for Proposal (RFP) should include information on the scale, nature, and estimated costs of the Offeror’s proposal for capital improvements, and additional statements as to how such proposal will generally enhance the function and operation of the facility, economic and fiscal vitality of the facility and its impact on the economic conditions of the City Market Area specifically, and of downtown Roanoke generally.

The Offeror should consider several factors related to the physical context of the building. Because of the historic significance of the building, it is expected that the successful proposal will maintain the basic shell of the building. However, it is expected that proposals may require the relocation or reconfiguration of certain exterior elements such as windows and doors or reallocation of space on the interior. Any plan for adaptive reuse as ambitious as that proposed by the *City Market District Plan* will involve significant capital improvements. The building is located in the D, Downtown, Zoning District, which provides for a wide variety of types and intensity of land uses. The building is also located in an H-1, Historic Downtown Overlay District. Accordingly, any exterior changes to the building are subject to approval by the City’s Architectural Review Board.

Given the building’s location in a State and National Register Historic District, rehabilitation / reconfiguration of the building may be eligible for historic rehabilitation tax credits, subject to the conditions and limitations of the state and federal programs.

- C. Offerors are to address in their proposal the Development Principles contained in Section 4 of this RFP as part of their submitted proposal. Other elements to be included in the proposal are outlined below. Proposals will be evaluated on the factors contained in Section 7 of this RFP, together with such other factors as will protect and preserve the interests of the City of Roanoke, which may also be considered. Proposals should include and address the following:

1. *Concept Plan.* A Concept Plan shall be submitted, including a drawing that illustrates the overall capital improvement plan proposed. At a minimum, the concept plan must contain the following information:
  - a. Proposed facility use by floor.
  - b. General layout of tenant spaces, common areas, and building support infrastructure, and estimated square footage of those spaces/uses.
  - c. Depiction or description of proposed interior or exterior modifications necessitated by the concept plan, including proposed design and material composition of such modifications.
  - d. Depiction of proposed improvements / modification to building infrastructure including, but not limited to, water, sanitary sewer, electrical, or HVAC systems.
  
2. *Narrative Description.* A Narrative Description of the Concept Plan shall be included. At a minimum, the Narrative Description shall contain the following:
  - a. General design and planning approach to developing the Concept Plan.
  - b. Description of how the Concept Plan responds to the Development Principles contained in this RFP and the recommendations contained in the *City Market District Plan*.
  - c. Description of how the Concept Plan responds to opportunities and challenges presented by the Market Building in its current condition.
  - d. Proposed phasing strategy and time frame for completion.
  - e. Proposed plan for managing the retention of existing tenants, or the transition plan for the recruitment of tenants in concert with the capital improvement phasing strategy in item (d) above.
  - f. Cost Estimates, proposed financing strategy and related financing structure.
  
3. *Organizational Structure.* Offerors should submit a statement outlining the proposed organizational structure and qualifications of its management personnel to undertake the capital improvement project.

The statement should indicate the length of time in business, corporate experience, strengths in the industry, business philosophy, and a description of the organizational structure of the firm. The statement should also include a description of the organizational structure that will be used for the subsequent management and operation of the facility and a narrative of the proposed approach to property management, sub-leasing, and other aspects of operations.

4. *Financial condition of the Offeror.* Documentation should demonstrate the sufficiency of the financial resources and the ability of the Offeror to comply with the duties and responsibilities described in this RFP. Each Offeror shall provide a current annual financial report and the previous year's report and a statement regarding any recent or foreseeable mergers or acquisitions.
5. *Ethics and Conflict of Interest.* Each Offeror is to state whether or not any of Offeror's owners, officers, employees, or agents, or their immediate family members, is currently, or has been in the past year, an employee of the City of Roanoke or has any responsibility or authority with the City that might affect the procurement transaction or any claim resulting therefrom. If so, please state the complete name and address of each such person and their connection to the City of Roanoke. Each Offeror is advised that the Ethics in Public Contracting and Conflict of Interests Act of the Virginia Code, as identified in Section 5 of this RFP, apply to this RFP.
6. *Statement of Development Experience.* Description of experience in retail facility management, and facility capital improvement projects of similar scale and nature that would demonstrate the Offeror's ability, capacity, and skill to successfully plan and implement facility improvements in a prompt and timely manner, along with successful operation and management of the facility.
7. *Conditions.* The Offeror should state any specific conditions or special considerations that are part of the proposal that are deemed necessary

for the successful undertaking of its activities in connection with the facility.

8. *References.* Each Offeror should provide names, addresses and telephone numbers of at least three (3) references relevant to the project described in this RFP, especially from other retail operations similar to those being requested in this RFP. Each reference should include organizational name, official address, contact person, title of contract, project dates, and phone number.

9. *Amount of investment.* The Offeror should include an estimated amount of total investment that the Offeror would propose for the capital improvements to the facility. All proposed terms and conditions for the City's consideration related to the leasing of facility and provision of any financial support (capital or operational) required from the City should be included in the Offeror's proposal. Final terms of a lease agreement are subject to negotiations between the City and the successful Offeror. The successful Offeror's proposed lease will be considered by the City after the City advertises for bids on the same, as required by the Virginia Constitution, for leases of public property in excess of five years.

- D. The City may request additional information, clarification or presentations from any of the Offerors after review of the proposals received.
- E. The City has the right to use any and all ideas and information provided in reply to this RFP without limitation, except any limitations that apply to proprietary or confidential data provided by the Offeror in accordance with this RFP.
- F. The City is not liable for any cost(s) incurred by any Offeror in connection with this RFP or any response by any Offeror to this RFP. The expenses incurred by Offeror in the preparation, submission, and presentation of the proposal are the sole responsibility of the Offeror and may not be charged to the City.
- G. Only the City will be permitted to make news releases pertaining to this RFP or any proposed Lease Agreement.

## **SECTION 4. DEVELOPMENT PRINCIPLES.**

In developing the Concept Plan and Narrative Description described in Section 3, the Offeror should propose a capital improvement plan which is substantially consistent with the Development Principles enumerated below. The following list of principles is not all-inclusive, and it is not in any order of importance. As part of the negotiation of a Lease Agreement with the successful Offeror, the Concept Plan and Narrative Description may be modified, refined, or altered. Nevertheless, the City requires that the successful Offeror will incorporate the following Development Principles into its proposed development to the greatest extent possible.

### **Development Principles**

#### **A. Financial.**

1. The proposal should be financially feasible based upon existing or projected market support for the facility.
2. The proposal should be conceptualized under the terms of a maximum 40 year lease from the City of Roanoke; the maximum permitted under the Constitution of Virginia.

#### **B. Facility use.**

1. Any proposed modifications to the building's interior or exterior will respect the architectural significance of the structure and its compatibility with other structures in the historic district.
2. The proposed uses of the facility will result in a mix of food court, restaurant, retail, and similar establishments in a configuration that maximizes efficient use of the building and ensures its functional vitality.
3. The tenant mix of the facility and leasing structure should ensure opportunities for locally owned vendors, food court, and retail establishment tenants.

## SECTION 5. MISCELLANEOUS.

- A. Ownership of Material – Ownership of all data, materials, ideas, and documentation submitted to the City pursuant to the RFP shall belong exclusively to the City and be subject to public inspection in accordance with the *Virginia Freedom of Information Act*. Trade secrets or proprietary information submitted by the Offeror shall not be subject to public disclosure under the *Freedom of Information Act*, unless otherwise required by law or a court. **However, the Offeror must invoke the protection of Section 2.2-4342(F) of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.** The written notice must SPECIFICALLY identify the data or materials to be protected and state the reason why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary, or trade secrets, is NOT ACCEPTABLE and may result in REJECTION of the proposal.
- B. As this is a RFP, no information regarding the proposal records or the contents of responses will be released except in accordance with Section 2.2-4342 of the Code of Virginia. Once an award has been made, all proposals will be open to public inspection subject to the provisions set forth above.
- C. Any interpretation, correction, or change of the RFP will be made by an addendum. Interpretations, corrections or changes of this RFP made in any other manner will not be binding and Offerors must not rely upon such interpretations, corrections, or changes. The City Purchasing Division or its designee will issue Addenda. Addenda will be faxed or mailed to all who are listed as having received the RFP Package.
- D. No Offeror shall confer on any public employee having official responsibility for a purchasing transaction any payment, loan, subscription, advance, deposit or money, service, or anything of more than nominal value, present

or promised, unless consideration of substantially equal or greater value is exchanged.

- E. The City may make investigations to determine the ability of the Offeror to perform the project described in this RFP. The City reserves the right to reject any proposal if the Offeror fails to satisfy the City that it is qualified to carry out the obligations of the proposal.
- F. The successful Offeror must comply with the nondiscrimination provisions of Virginia Code Section 2.2-4311, which are incorporated herein by reference.
- G. The successful Offeror must comply with the drug-free workplace provisions of Virginia Code Section 2.2-4312, which are incorporated herein by reference.
- H. It is the policy of the City of Roanoke to maximize participation by minority and women owned business enterprises in all aspects of City contracting opportunities.
- I. The successful Offeror shall comply with all applicable City, State, and Federal laws, codes, provisions, and regulations.
- J. Providers of any outside services shall be subject to the same conditions and requirements as the successful Offeror in regards to code or regulation compliance. The City reserves the right of approval for any subcontract work, including costs thereof.
- K. Ethics in Public Contracting. The provisions, requirements, and prohibitions as contained in Sections 2.2-4367 through 2.2-4377, of the Virginia Code, pertaining to bidders, Offerors, contractors, and subcontractors are applicable to this RFP.
- L. Conflict of Interests Act. The provisions, requirements, and prohibitions as contained in Sections 2.2-3100, et. seq. of the Virginia Code are applicable to this RFP.
- M. The procurement provisions of the Code of the City of Roanoke (1979), as amended, Sections 23.2-1, et seq., as well as the City Procurement Manual, apply to this RFP, unless specifically modified herein. The City's Procurement Manual can be reviewed at the Purchasing office.



- N. Insurance Requirements. Successful Offeror, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the life of the resulting Lease, the insurance policies and/or bonds required. Any required insurance policies and/or bonds shall be effective prior to the beginning of any work or other performance by successful Offeror, or any of its subcontractors, under any resultant Lease.

## **SECTION 6. PROTESTS.**

Any Offeror who wishes to protest or object to any award made or other decisions Pursuant to this RFP may do so only in accordance with the provisions of Sections 2.2-4357, 4358, 4359, 4360, 4363, and 4364 of the Code of Virginia, and only if such is provided for in such Code section.

## **SECTION 7. EVALUATION CRITERIA.**

Offerors will be evaluated for selection on the basis of those most qualified to meet the requirements of this RFP. Major criteria to be considered in the evaluation may include, but shall not necessarily be limited to the items referred to above and those set forth below:

- A. Quality and competitiveness of the overall proposal, specificity of capital improvement plan and its proposed financing.
- B. Quality and comprehensiveness of proposed operation and management approach for the facility.
- C. The extent to which the proposal implements the Development Principles set out in Section 4 of this RFP.
- D. Experience and success of the Offeror with projects of a similar nature and scale.
- E. Demonstrated financial capacity of the Offeror to undertake improvements, management and operation of the facility.

## SECTION 8. SELECTION PROCESS.

- A. Pursuant to Section 2.2-4301 (3)(b) of the Code of Virginia, selection shall be made of two or more Offerors, if there be that many, deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation of factors included in this RFP, including price. Negotiations shall be conducted with the Offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each Offeror so selected, the City (through the City Manager or City Manager's designee) shall select the Offeror which, in his/her opinion, has made the best proposal, and may award the Lease to that Offeror, subject to the requirement that any proposed lease in excess of five years be put out to bid as required by law.

The City may cancel this RFP or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. Should the City determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a lease may be negotiated and awarded to that Offeror, subject to the requirement that any proposed lease in excess of five years be put out to bid as required by law.

- B. As a part of the negotiations with the selected Offeror or Offerors, the City may request at any time additional drawings, plans, narratives, financial information or other relevant materials. The selected entities shall have such time period as the City may designate, to prepare and submit those requested materials. The specific date for receipt of the requested materials will be set by the City and provided to the Offeror or Offerors.
- C. All proposals submitted in response to this RFP will be reviewed by the Purchasing Division or its designee for responsiveness prior to referral to a selection committee or person. A committee consisting of City personnel and/or others and/or an appropriate individual will then evaluate all responsive proposals, conduct the negotiations, and make recommendations to the City Manager, or the Manager's designee, as appropriate. The award of a lease, if made, will be made to the Offeror whose proposal best furthers

the interest of the City, as determined by the City Manager, or the City Manager's designee, subject to the requirement that any proposed lease in excess of five years be put out to bid as required by law. The City reserves the right to reject any and all proposals, to waive any informality or irregularity in the proposals received, and to make the award to the Offeror whose proposal is deemed to be in the best interest of the City.

- D. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the selection committee or person. This provides an opportunity for the Offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are strictly at the option of the City and may or may not be conducted.

#### **SECTION 9. INFORMATION ON LEASE TO BE AWARDED.**

Any lease agreement awarded will contain all terms and conditions required in this RFP, and in the terms and conditions of the solicitation for bids issued by the City for any proposed lease in excess of five years to cause the Market Building's renovation, capital improvement to the facility, operation and maintenance of the facility, and such other terms and conditions as may be negotiated between the City and the successful Offeror, subject to the requirement that any proposed lease in excess of five years be put out to bid as required by law.

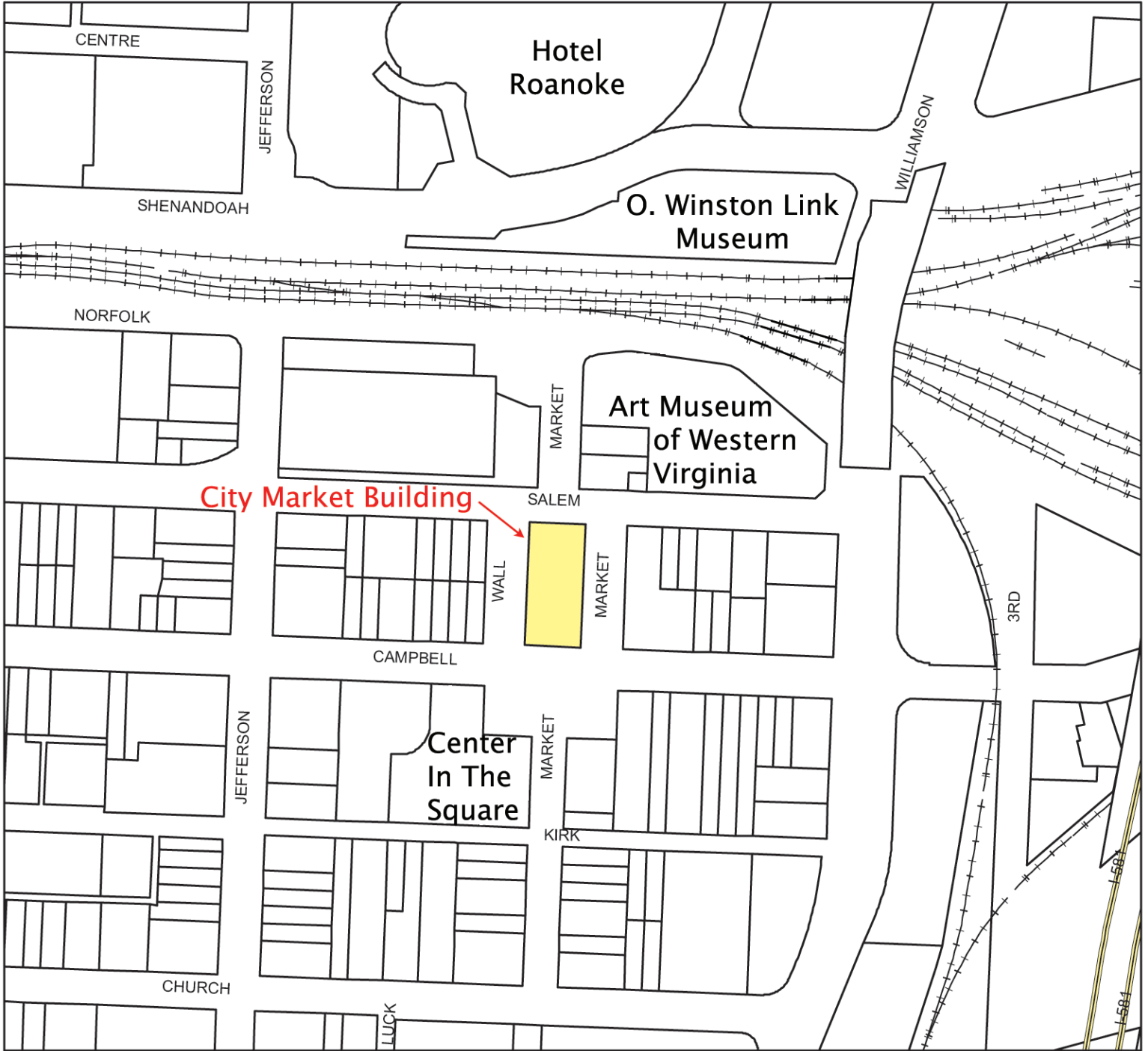
**ATTACHMENT A  
LISTING OF CURRENT LEASES**

<b>Tenant</b>	<b>Current Lease <u>Expiration</u><sup>1</sup></b>	<b>Tenant <u>Renewal Option</u></b>
Gone Co-Co (Clothing Retail)	3/31/08	N/A
Tavern on the Market (Restaurant)	7/31/08	N/A
Creations (Art/Retail)	9/31/08	N/A
Nicks (Food Court)	10/31/08	Three Additional Years
Hong Kong (Food Court)	10/31/08	N/A
Sharebike (Bike Rental)	11/19/08	N/A
Tokyo (Food Court)	12/31/08	N/A
Azars (Jewelry/Retail)	1/2/09	N/A
Burger in the Square (Food Court)	2/28/09	N/A
Chico's Pizza (Food Court)	2/28/09	N/A
Paradiso (Food Court)	2/28/09	N/A
Zorba's (Food Court)	2/28/09	N/A
Nuts and Sweet Things (Food Court)	2/28/09	N/A
New York Subs (Food Court)	10/31/09	N/A
Seeds of Light (Retail)	1/31/11	Three Additional Years
Kim's Seafood (Food Retail)	10/31/11	N/A

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<sup>1</sup> City of Roanoke will offer one year lease extensions to existing tenants whose leases expire (with no renewal options) during calendar year 2008.

### ATTACHMENT B



Downtown Roanoke

Site Location  
Request for Proposal for City of Roanoke  
Historic Market Building



**ATTACHMENT C**

**PHOTOS OF THE CITY MARKET BUILDING**



**NORTH AND WEST FACADES**

**Request for Proposal for City of Roanoke  
Historic Market Building**

**ATTACHMENT C**

**PHOTOS OF THE CITY MARKET BUILDING**



**SOUTH AND EAST ELEVATIONS**

**Request for Proposal for City of Roanoke  
Historic Market Building**