

REQUEST FOR PROPOSALS

# BARTOL BUILDING

LEASE OF TOWN-OWNED PROPERTY

55 MAIN STREET, FREEPORT, ME 04032



## INTRODUCTION.

The Town of Freeport requests proposals for the lease of the historic Bartol Library building (“Bartol”) located at 55 Main Street. **Proposals will be accepted until 12:00pm on Thursday, April 25, 2024.**

Bartol’s historic red brick façade is located steps from an eclectic mix of national, regional, and local shops and eateries, including L.L.Bean’s flagship store, Starbuck’s, Vermont Flannel Company, Vineyard Vines, Ben & Jerry’s, Freeport Oyster Bar, Sea Love Candle Bar, and Patagonia, among many others.

Freeport attracts nearly three million visitors per year and is easily accessed via U.S. Route One, two Interstate-295 highway exits, and direct Amtrak Downeaster service from Boston. For more information about local demographics and business environment, access the Freeport [leasing book](#).

National and local retailers have leased Bartol for the last 20+ years, but could be adapted for other uses, including dining, experiential services, or mix of shared uses.

The Town seeks a long-term partner at Bartol to advance Freeport’s [Downtown Vision Plan](#), a community-driven blueprint for new investment in gathering spaces, public art, housing, experiential and entrepreneurial business development, and bicycle and pedestrian amenities to enhance the experience of residents and visitors. To advance the Downtown Vision, the Town will entertain the option to waive at least the first three months of rent if the winning proposal includes comparable fit-up investments in Bartol and favorable lease terms.

## PROPERTY DETAILS.

### INTERIOR SPACE.

Bartol consists of approximately 4,500 square feet of finished retail floor space and approximately 2,000 square feet of utility/storage space on two levels.

THE FINISHED RETAIL FLOOR SPACE is in good condition. The selected respondent could use the space for retail immediately or fit-up the space for an alternative use(s). Shelving tracks are fixed in the finished wall and could be easily configured by installing shelving. The lighting in the finished retail space is a mixture of recessed “can” and “eyeball” lighting.

THE UTILITY/STORAGE SPACE is in fair/working condition, and can be used immediately, or refinished to suit a future user. Two of the basement utility rooms are configured as stock rooms complete with shelving and sliding rack storage units in working condition.

THERE ARE TWO RESTROOMS ON THE LOWER LEVEL previously used by employees; there are no public restrooms in the current configuration of the space.

**UTILITIES.**

Bartol is well-served with utilities and infrastructure for a variety of uses. Adequate Maine Natural Gas, Maine Water Company, Freeport Sewer, and Central Maine Power exist to serve a variety of tenant needs.

- Numerous options for telecommunications utilities (fiber optic, cable broadband, DSL, wireless, etc.) exist due to the location of the property fronting Main Street/US Rt. 1.
- Heat is provided primarily by a central natural gas fired boiler and forced hot water/radiant heating. Small auxiliary heating units are located in select areas of the building.
- Cooling and ventilation are provided by roof mounted AC units and forced air cooling and ventilation.
- An elevator accesses the entrance off Nathan Nye Street, as well as the upper and lower levels, providing good accessibility throughout the building.

**BUILDING EXTERIOR.**

Bartol was constructed in 1905 as a “Carnegie Library” and offers unique historic charm.

THE EXTERIOR OF THE BUILDING. Bartol’s red brick façade occupies a prominent Main Street location with large front windows in the Classic Revival style.

TWO GRASSY POCKET SPACES FRONTING ON MAIN STREET are available for outdoor seating or other parklet amenities.

**PARKING.**

There is no parking provided on the site. Required parking varies by size and use unless waived by the Town at the Town’s sole discretion. For more information, please contact the Planning Department at Town Hall, 30 Main Street.

**TERMS AND CONDITIONS.**

The Town reserves the right to refuse any and all proposals in part or in whole, for any reason within its sole discretion, provided that such reason is consistent with applicable law.

The Town is undertaking this Request for Proposals for the purpose of selecting an interested and qualified respondent to lease Bartol.

The Town reserves the right to negotiate with the preferred respondent to reach mutually agreeable terms of agreement.

An agreement offered by the Town to the selected respondent will be contingent upon the ability of the respondent to secure all required permits and/or approvals required to conduct the proposed use of the property.

The Town will require the selected respondent to provide proof of insurance sufficient to meet the requirements of the Town's property/liability insurance carrier and no less than \$2,000,000 liability coverage.

The Town reserves the right to require proof that the preferred respondent has the financial capacity to operate the proposed use. The Town shall be the sole judge as to whether the respondent's financial capacity is sufficient.

The selected respondent shall be responsible for all utilities, snow removal from and treatment of all steps, sidewalks and pathways, and maintenance of all interior spaces. The potential tenant will also be responsible for maintaining exterior lighting, approved signage, mowing, and landscaping.

The Town shall maintain Bartol's elevator, roof, exterior walls, and structure. The Town will ensure the HVAC system is fully operational at the commencement of the lease term and provide routine annual maintenance.

## PROPOSAL REQUIREMENTS

Complete proposals should address all six Submission Items below.

Proposals may be submitted either by email to [swilson@freeportmaine.com](mailto:swilson@freeportmaine.com) or by mail to: Town of Freeport, ATTN: Sophia Wilson, 30 Main Street, Freeport ME 04032. Proposal envelopes or email subject lines should reference "Bartol RFP."

### SUBMISSION ITEMS.

#### 1. **COVER LETTER.**

Include the name of the company or individual responding to the RFP and contact information for the respondent to receive any inquiries or notifications from the Town. Describe the structure of the entity who would lease Bartol, should the respondent be selected through this RFP, and the respondent's goals for Bartol.

#### 2. **PROPOSED RENT.**

State the proposed annual rent based for Bartol, assuming the tenant is responsible for utilities, snow removal and landscaping, insurance, and interior maintenance, and any proposed additional terms.

#### 3. **PROPOSED LEASE TERM.**

State the proposed lease term in years, including any proposed options for renewal(s).

**4. PROPOSED USE.**

State the proposed use of Bartol. Explain how the proposed use advances the goals of the Freeport Downtown Vision Plan, including experiential goods and services, local specialty retail, food and beverage, creative economy, and community gathering spaces, if applicable. Describe any planned interior alterations and state the total anticipated financial investment, if applicable, to fit-up Bartol for the proposed use. Respondents should state their ability to secure \$2mm liability insurance coverage.

**5. BUSINESS IMPACT & VIABILITY.**

Describe plans to maximize the economic and community benefits of the proposed Bartol use for Downtown Freeport. Respondents that represent a new venture should include a business plan summary or similar evidence of the venture's viability and describe how the new venture will contribute to Downtown Freeport's business mix. Respondents that represent an existing venture should include evidence of the business' viability and explain how leasing Bartol will advance the business' goals.

**6. MANAGEMENT TEAM.**

Introduce the management team and describe their qualifications and financial capacity to successfully execute the proposed use.

**SELECTION CRITERIA**

Proposals will be reviewed based on the following criteria:

- Rental Income
- Lease Term
- Business Viability
- Fit with Downtown Vision Plan Goals

**EVALUATION & AWARD**

The Town Manager will evaluate proposals against the Bartol Library Building Request for Proposals Scoring Matrix and make a recommendation to the Town Council. The Town Council must approve the winning proposal and lease agreement for Bartol.

SCHEDULE

RFP Available:	Tuesday, March 5, 2024
First Optional Walk-Through:	Tuesday, March 26, 2024, at 3:00pm
Second Optional Walk Through:	Wednesday, March 27, 2024, at 9:00am
Third Optional Walk Through:	Thursday, April 18, 2024, at 10:00am
Fourth Optional Walk Through:	Thursday, April 18, 2024, at 3:00pm
Submission Deadline:	Thursday, April 25, 2024, at 12:00pm
Respondent Interviews:	Week of April 29, 2024
Facilities Committee Review	Week of May 6, 2024
Anticipated Award:	May 21, 2024

ATTACHMENTS

1. Photos
2. Floor Plan
3. Allowed Uses

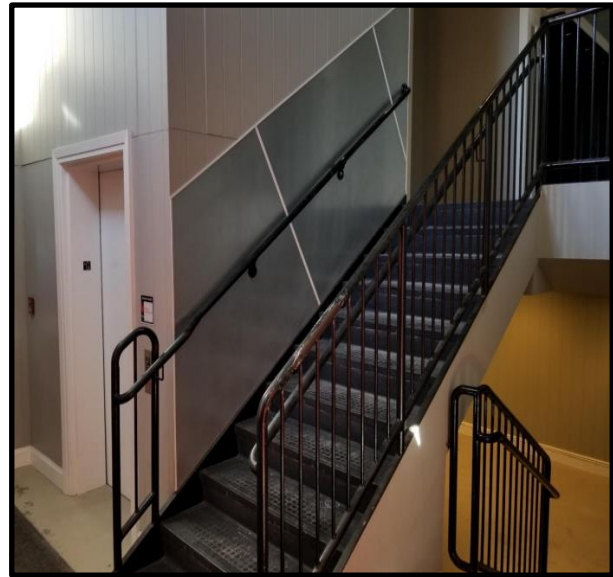
Attachment 1. PHOTOS



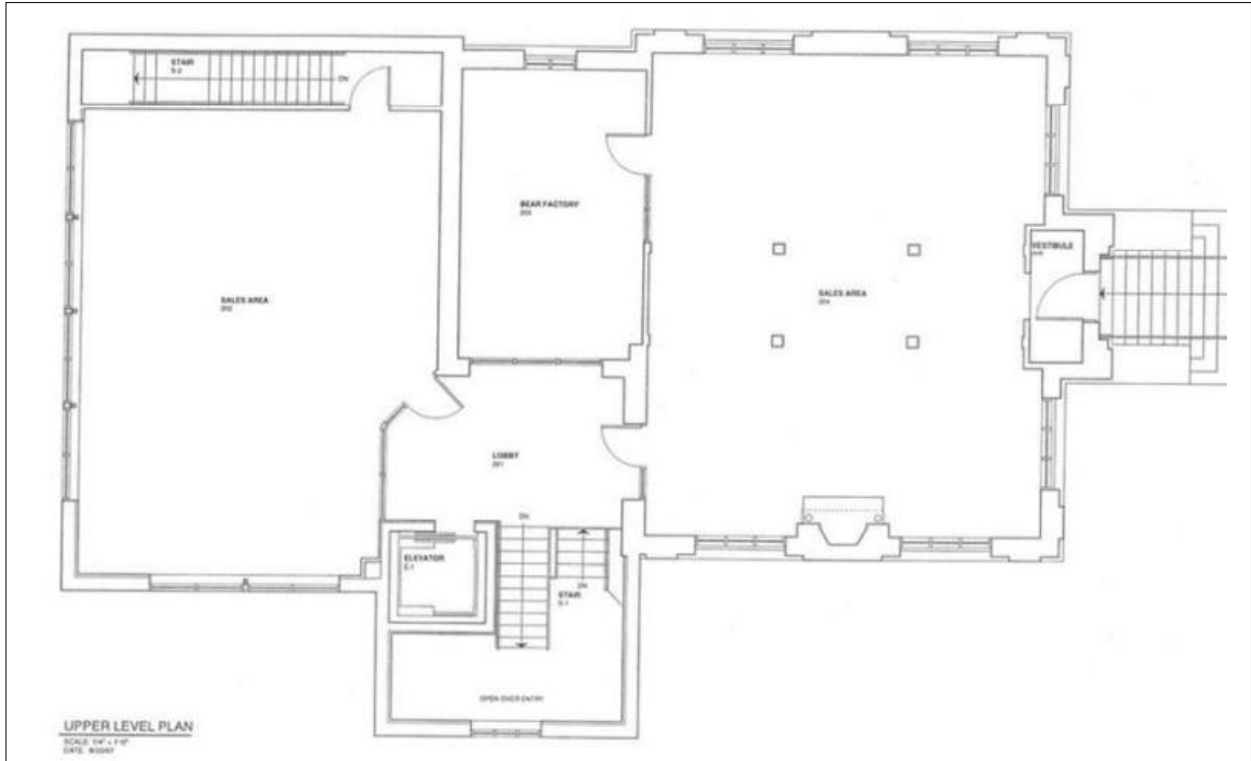
**INTERIOR PHOTOS**



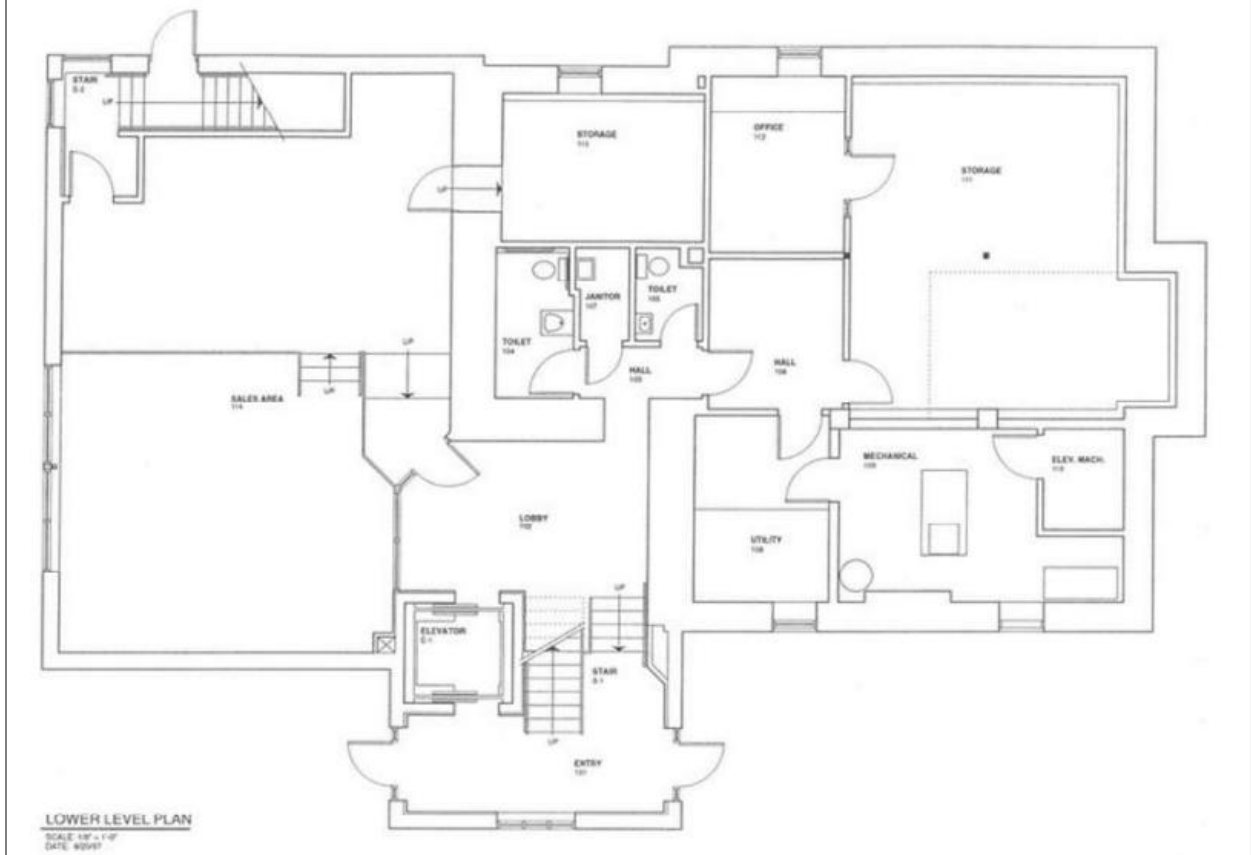




Attachment 2. FLOOR PLAN



First Floor



Lower Level

**Attachment 3. ALLOWED USES**

**Section 413. Village Commercial “VC-I”** *{Amended, Effective 04/27/21}*

A. Purpose:

It is the intent of this District to concentrate commercial activity within the Village Center:

B. Permitted Use

1. Single Family Dwelling (existing as of October 20, 2020) *{Amended, Effective 10/20/20}*

C. Permitted Uses subject to site plan review regardless of size: *{Amended, Effective 04/27/21}*

2. Retail Trade
3. Commercial Recreation, Indoor
4. Business and Professional Offices
5. Arts Center – Indoor and/or Outdoor with or without permanent structures
6. Municipal Facility
7. Private Assembly
8. Public Assembly - Indoor
9. Public Utilities
10. Public or Private School
11. Commercial School
12. Outdoor Recreation School
13. Religious Institution
14. Peddler on Private Property subject to the requirements of Section 526
15. Multiple Family Dwelling
16. Restaurant
17. Restaurant - Carry-Out
18. Visitors’ Center
19. Manufacturing accessory to or associated with a retail trade located in this District
20. Bed and Breakfast Inn
21. Day Care Center Facilities
22. Convenience Store
23. Parking lot
24. Personal Services
25. Parking Structure subject to the standards of Sec. 413.E.4 below
26. Inn – not over 25 rooms and shall be at least two stories high
27. Parking area for open space *{Amended, Effective 12/02/14}*
28. Artisan Food and Beverage *{Effective 12/17/14}*
29. Community Centers and Services *{Amended, Effective 12/18/18}*
30. Mixed Use Development

D. Space Standards:

- |                             |   |
|-----------------------------|---|
| 1. Minimum lot area:        | 8,000 s.f.  |
| 2. Minimum road frontage:   | None  |
| 3. Maximum building height: | up to three stories, with a maximum height of 45 feet |