



TOWN OF FREEPORT - REQUEST FOR PROPOSALS
USE OF BARTOL LIBRARY BUILDING
55 MAIN STREET, FREEPORT, ME 04032



Table of Contents

- I. Summary
- II. About the Bartol Library Building
- III. Proposal Submission and Evaluation Criteria
- IV. RFP Timeline
- V. Evaluation and Award
- VI. Conditions and Disclaimers

Appendices:

- A. Freeport Zoning Ordinance: Allowed uses in VC1 zone
- B. Photos

I. SUMMARY

Through this Request for Proposals (RFP) the Town of Freeport (Town) seeks proposals for the use of the Bartol Library building, a centrally located and charming historic building in the heart of downtown Freeport village.

The Bartol Library Building (“the Property”), is a historic building owned by the Town of Freeport (“the Town”), located on Main Street in Freeport’s Village Commercial District. Over the past 20+ years, the building has been leased by the Town to two separate national retailers for use as a retail business location. The building is located immediately adjacent to L.L.Bean, Inc.’s Bike Boat and Ski Store on Main Street in Freeport, and is located along a stretch of businesses that traditionally attract a high level of retail traffic from tourists and residents.

Recent nationwide market shifts in the tourism-based retail environment have led to changes in how many retail businesses conduct their operations, including in Freeport. Specifically, a shift from mass market, discount retail based tourism toward experiential tourism (including retail) has been shown to be effective nationwide. Locally, the Town has seen encouraging signs among businesses that have aligned their business model with this philosophy.

Although the previous tenant was a major national retailer, the building has previously served as a public facility, and the Town is open to considering diverse uses of the property other than retail. To that end, in Section IV of this proposal, the Town has included weighted evaluation criteria that give value to proposals that serve to diversify the local economy and/or provide a tangible benefit to the community.

II. ABOUT THE BARTOL LIBRARY BUILDING

History: The Bartol Library Building was constructed in 1905 with a grant of \$6,500 from the Andrew Carnegie Foundation. It belongs to the group of public libraries often referred to as “Carnegie” Libraries, of which there were originally 1,600+ across the United States. The building functioned as the public library for the Town of Freeport from its construction until 1997, at which point the public library for was relocated to the newly constructed Freeport Community Library on North Main Street.

Interior space: There are approximately 5,000 sq.ft. of finished retail floor space and approximately 1,500 sq.ft. of utility/storage space on site. There are 2 “employee” restrooms in the basement. There are no public restrooms in the current configuration of the space. The finished retail floor space is in good condition, and could be used immediately, or refinished to suit a future user. Shelving and display fixtures were removed from the finished retail floor space, however shelving tracks are installed into 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. Tracks for a track lighting system exist throughout the finished retail space, but track lighting fixtures would need to be provided by future tenants.

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.

Utilities: The property is served by Maine Natural Gas, Maine Water Company, Freeport Sewer, and Central Maine Power. Numerous options for telecommunications utilities (fiber optic, cable broadband, DSL, wireless, etc.) exist due to the location of the property fronting on 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 a few areas of the building.

Cooling and ventilation is 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: The exterior of the building will remain the responsibility of the Town to maintain. The potential tenant will be responsible for maintaining exterior lighting, signage, and landscaping.

Exterior space: The only usable property on the exterior of the building are the small grassy areas fronting on Main Street and Nathan Nye St.

Parking: There is no parking provided on the site. The potential tenant will be responsible for providing off-site parking to meet local parking regulations as laid out in the Freeport Zoning Ordinance. Required parking varies by size and use. For more information, please contact the Planning Department at Town Hall, 30 Main Street.

III. PROPOSAL SUBMISSION REQUIREMENTS AND EVALUATION CRITERIA

Proposals should address the seven criteria listed below in a narrative manner. Proposals should contain a cover sheet listing the name of the company or individual responding to the RFP, as well as an email and phone contact for the respondent. In the case of a company, the cover sheet will designate an individual as the primary contact to respond to receive any inquiries or notifications from the Town.

Proposals may be submitted either by email to pjoseph@freeportmaine.com or by mail to: Town of Freeport, ATTN: Peter Joseph, 30 Main Street, Freeport ME 04032.

CRITERIA – Please address each of the seven following criteria in a narrative manner. The percentages listed indicate the weight that will be applied to each criteria in ranking the proposals.

- 1) Describe the proposed use in detail.
- 2) Describe the proposed utilization of space. How much of the building is proposed to be utilized by the user? What are the proposed operating days/hours?
- 3) Describe the proposed rent structure. The Town expects the successful respondent to assume responsibility for utility costs (estimated at \$24,000 per year) and property taxes (estimated at \$30,000 per year) during the term of any lease. Accordingly, the proposed rent structure should account for those costs, to be paid separately by tenant. **(35%)**
- 4) Describe how the product or service offered diversifies the economy and/or visitor experience of the Freeport area. Is the product or service offered new or unique to the Freeport Village area? **(30%)**
- 5) Describe how the product/service offered benefits the community. **(20%)**
- 6) Describe the respondent's experience providing the product or service being offered **(10%)**
- 7) Describe how the proposal highlights the unique history of the property. **(5%)**

IV. RFP TIMELINE

RFP issuance date: Thursday 03/14/19

Optional pre-proposal walk through of property Wednesday 03/20/19 3:00PM

RFP response deadline: Thursday 04/11/19 – 4:00PM

RFPs considered & evaluated by Municipal Facilities Committee: week of 04/15/19

V. EVALUATION AND AWARD

Proposals will be evaluated by the Town Council's Municipal Facilities Committee. After evaluation, the Municipal Facilities Committee will make a recommendation to the Town Council for award. Any agreement for use of the property will require the approval of the Freeport Town Council.

VI. CONDITIONS AND DISCLAIMERS

- a. Permits and/or Approvals Required - Award of an agreement by the Town for the proposed use to the successful bidder will be contingent upon the ability of the respondent to secure any and all required permits and/or approvals required to carry out the proposed use at the property. It is the responsibility of the successful respondent to determine what additional permits and approvals will be required to operate and/or construct the proposed use. Such determinations may involve conversations with the Town's Planning, Codes, and Engineering Departments, as well as with the relevant utilities. If selected, the preferred respondent will be expected to communicate their proposed timeframe for securing any required permits or approvals before an agreement executed with the Town.
- b. The Town will require the preferred respondent to provide proof of insurance sufficient to meet the requirements of the Town's property/liability insurance carrier.
- c. 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.
- d. The Town reserves the right to negotiate with the preferred respondent in order to reach mutually agreeable terms of agreement.
- e. 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.

APPENDIX A – Freeport Zoning Ordinance: Allowed uses in VC1 zone

Permitted uses (All permitted uses are subject to site review regardless of size):

1. Retail Trade
2. Commercial Recreation, Indoor
3. Business and Professional Offices
4. Arts Center – Indoor and/or Outdoor with or without permanent structures
5. Municipal Facility
6. Private Assembly
7. Public Assembly - Indoor
8. Public Utilities
9. Public or Private School
10. Commercial School
11. Outdoor Recreation School
12. Religious Institution
13. Peddler on Private Property subject to the requirements of Section 526
14. One or two dwelling units on other than the first floor
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 lots to serve A & B buildings, as defined in the Freeport Design Review Ordinance in the VC-II District, which meet the requirements of Section 413.D.2.
24. Personal Services
25. Parking Structure subject to the standards of Sec. 413.D.7 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}

APPENDIX B - Photos





