

To: Mayor J.B. Lawrence and Blowing Rock Town Council  
From: Kevin Rothrock, Planning Director  
Subject: Authorization of a Request for Proposals for Lease of Historic Ice House  
Date: February 1, 2016

On the direction of Town Council, staff has prepared a Request for Proposals (RFP) to lease the historic Ice House located at 140 Maple Street. The Ice House has been vacant for several years, with the exception of serving as a staging office for the Blowing Rock Chamber of Commerce for the Blue Ridge Wine Festival activities. The RFP will seek to identify potential tenants that desire to utilize the interior space for office or retail purposes that will be most compatible with the downtown area. It is extremely important that the historical integrity and appearance of the building remain intact following the improvements identified below.

The draft RFP (attached) would require a successful bidder to complete a Scope of Work for improvements to the building including:

1. Remove paint, tar, and stains from exterior of building
2. Replace rotten wood trim
3. Prime and paint all trim
4. Remove vines from building
5. Replace roof shingles with a metal standing seam roof (or equal)
6. Replace front door and hardware
7. Add concrete to end of front walkway to fill in gap on lower side
8. Bury all utilities from service pole
9. Add a new concrete slab to top of rear porch
10. Fill in cracks and gaps between soffit/band trim and rock exterior
11. Remove any mold and prep walls
12. Prime and paint walls
13. Prepare and paint floor
14. Replace lighting fixtures

## **SCHEDULE**

The NC General Statutes have specific requirements for the lease of town property when the contract period exceeds 12 months. As such, the following schedule is recommended for the process of sending RFPs, receiving bids, establishing a lease rate, advertising a 30-day public notice, and selecting a potential tenant.

Feb 9	Town Council approve draft RFP at Council Meeting
Feb 10	RFP advertised on Town website
Feb 18	RFP advertised in Blowing Rocket
Feb 29	Proposal deadline 2:00 PM

March 8 Lease terms for ice house approved at Town Council meeting  
March 10 Public Notice advertised in Blowing Rocket  
April 12 Lease agreement authorized with winning bidder at Town Council meeting

Attached is a draft RFP document for Council consideration. The RFP includes some background on the recent use of the ice house, Scope of Work, proposal guidelines, and evaluation criteria.

# **REQUEST FOR PROPOSALS FOR USE OF HISTORIC ICE HOUSE TOWN OF BLOWING ROCK, NORTH CAROLINA**

## **Background:**

The Town of Blowing Rock (hereinafter "Town") owns the historic Ice House located at 140 Maple Street. Over the past several years the building has been vacant with the exception of occasional staging and ticket sales for the Blue Ridge Wine Festival. Prior to the Wine Festival, the Blowing Rock Stage Company used the Ice House for ticket sales for summer performances. The Town is now seeking proposals from interested parties desiring to utilize the historic Ice House building for retail or office purposes to operate during normal business hours (minimum 10 AM to 5 PM, M-F during May-November season). The proposed uses must be allowed within the Central Business zoning district and require only a zoning permit for administrative approval.

In addition to securing a tenant to actively utilize the building space, it is the desire of the Town that the potential bidder selected for this project complete minor renovations to the building. All renovations must be completed within the proposed timeframe and prior to any Certificate of Occupancy. No business operations will be permitted until all tasks in the Scope of Work are completed and approved by the Town. It is extremely important that the historical integrity and appearance of the building remain intact.

## **Lease Period:**

The Town is seeking lease agreements between one (1) year and three (3) years with renewal options after three (3) years.

## **Scope of Work:**

The Town expects several minimal improvements to be made to the Ice House building. These improvements will require a building permit.

### **Exterior:**

1. Remove paint, tar, and stains from exterior of building
2. Replace rotten wood trim
3. Prime and paint all trim
4. Remove vines from building
5. Replace roof shingles with a metal standing seam roof (or equal)
6. Replace front door and hardware
7. Add concrete to end of front walkway to fill in gap on lower side
8. Bury all utilities from service pole
9. Add a new concrete slab to top of rear porch
10. Fill in cracks and gaps between soffit/band trim and rock exterior

### **Interior:**

11. Remove any mold and prep walls
12. Prime and paint walls
13. Prepare and paint floor

14. Replace lighting fixtures
15. Replace bathroom toilet and sink
16. Replace rotten or missing trim

**Proposals Guidelines:**

Proposals must include:

- Business name, address and contact information
- The type of business and hours of operation
- Number of employees
- Business history
- A Scope of Work and timeline for completion of building improvements
- A proposed fee for monthly lease agreement. Monthly fee proposal submittal can be variable based on length of lease (i.e., higher monthly rate for shorter lease period).

Note that contract terms and conditions will be negotiated upon selection of winning bidder for this RFP. Terms may include scope of work, budget, schedule, monthly fee, parking designation, hours of operation, signage, utility fees, public use of restroom facilities, etc.

**Proposal Evaluation Criteria:**

The following criteria will be considered initially by staff when evaluating proposals:

- The schedule or timeframe for completing the Scope of Work
- Compatibility of proposed use with downtown business environment
- History of business
- Consistency of proposed business operational hours
- Proposed lease fee

**Submittal Process:**

Written responses to this RFP are due by 2:00 PM on Monday, February 29, 2016 by email to: [kevin@townofblowingrocknc.gov](mailto:kevin@townofblowingrocknc.gov). RFPs may also be hand-delivered to Town Hall at 1036 Main Street, Blowing Rock, NC 28605.

Questions may be directed by phone to (828) 295-5240.

Successful submittals will be evaluated by Town Staff to be submitted to the Blowing Rock Town Council for their review, consideration, and approval. Current scheduling will allow Town Council to approve a lease agreement with a successful bidder on April 12, 2016.

Kevin Rothrock, AICP  
Planning Director