



NOVA Parks  
 5400 Ox Road  
 Fairfax Station, VA 22039  
 703-352-5900

<b>Request for Proposals:</b>	<b>Bank of Alexandria Building Sale or Lease</b>
Issue Date:	July 16, 2019
Date/Time of Closing:	Thursday, September 12, 2019 at 2:00 p.m. EST
Contract Administrator:	Brian Nolan, Director of Planning and Development

Name and Address of Offeror:
Check One: <input type="checkbox"/> Individual <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC
Telephone Number:
Email Address:

By signing this proposal, Offeror(s) certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in this RFP.

\_\_\_\_\_  
 Offeror's Legally Authorized Signature

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Print Name

*\*This document must be completed and returned with proposal.*

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## **Attachments:**

- A. Property Deed
- B. Property Plat
- C. National Register Property Details
- D. City of Alexandria Online Property Records
- E. Proprietary/Confidential Information Identification Form
- F. Building Floor Plans
- G. Property Photographs

# Request for Proposal Bank of Alexandria Building

## ***1. Purpose***

The Northern Virginia Regional Park Authority (A public body, also known as NOVA Parks) is marketing for sale or lease a four story building and .2 acre parcel referred to as the Bank of Alexandria building. The building consists of approximately 10,000 square feet of commercial and residential space and is located on an 8,750 square foot parcel. After the evaluation of proposals received, NOVA Parks will make a determination whether a lease or sale option is in its best interest. Any lease agreement will be an Absolute Net Lease.

## ***2. Timetable***

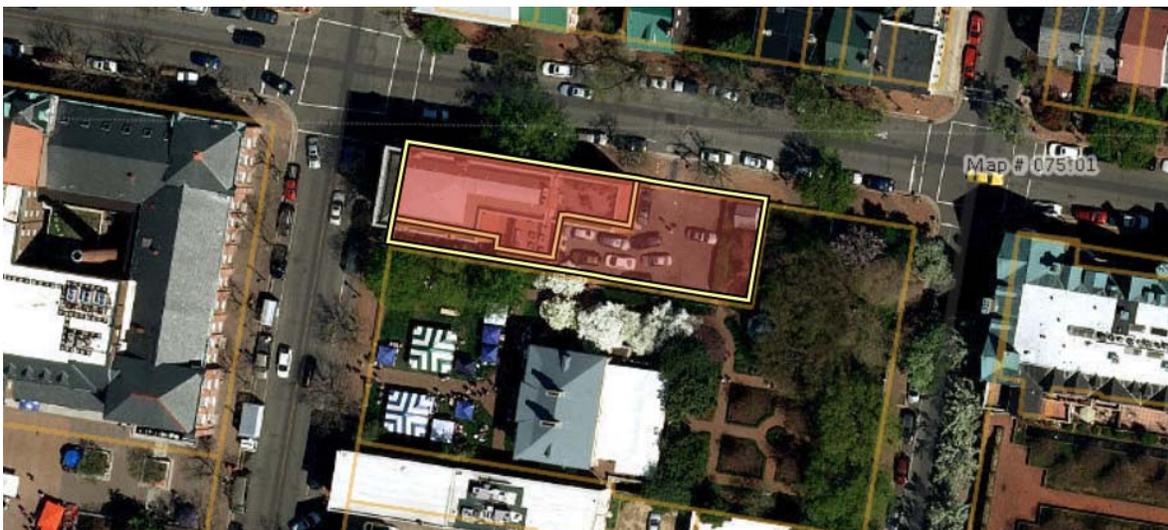
The Bank of Alexandria is currently under a lease agreement that terminates on December 31, 2020. It is NOVA Parks' intent to enter into a lease or sales agreement as soon as possible. A new lease would commence on January 1, 2021.

## ***3. Qualifications***

Offerors must have the necessary financial resources to comply with the terms of a lease or purchase contract.

## ***4. Property Description***

The property is located at the intersection of N. Fairfax and Cameron Streets in Alexandria, Virginia. The 8,750 square foot parcel is outlined in yellow on the aerial photo below. The property deed is included as Attachment A and the plat is Attachment B.



The original Bank of Alexandria building was completed in 1807 and is currently listed on the National Register of Historic Places. Attachment C includes a copy of the National Register Nomination Form that outlines the significant history and prominent architecture of the building. Attachment F includes building floor plans and Attachment G includes current building photographs.

The building was completely restored and renovated in the early 1980's. Copies of the renovation plans will be provided to Offerors upon request. Some of the improvements made since the original renovations include:

- Repair and restoration of portions of exterior stone cornice and window arches
- Replacement of first floor terrace roof and patio
- Replacement of fire alarm control panel and sensors
- Replacement of roof membrane on main roof and third floor
- Various replacements of individual HVAC units

In the City of Alexandria property records, the building is currently divided into five parts with separate addresses. The table below summarizes the various parts of the building:

<i>City of Alexandria Property Account #</i>	<i>Address</i>	<i>Description</i>	<i>Zoning</i>	<i>Property Class</i>	<i>Building Type</i>	<i>Square Footage Per Tax Records</i>
50257910	133 N. Fairfax St.	1 <sup>ST</sup> Floor	CD	Retail Condo (165)	Mixed Retail W/ Office Units	3,303
50257920	222 Cameron St.	Basement	CD	Retail Condo (165)	Mixed Retail W/ Office Units	2,661
50257930	131C N. Fairfax St.	APT 1 (3 <sup>rd</sup> Floor)	POS	Cooperative (145)	Condo	2,200
50257940	131D N. Fairfax St.	APT 2 (2 <sup>nd</sup> Floor)	POS	Cooperative (145)	Condo	1,500
50257950	131E N. Fairfax St.	APT 3 (2 <sup>nd</sup> Floor)	POS	Cooperative (145)	Condo	1,000

The City of Alexandria property records include a separate listing for the combined land and building as follows:

<i>City of Alexandria Property Account #</i>	<i>Address</i>	<i>Description</i>	<i>Zoning</i>	<i>Property Class</i>	<i>Building Type</i>	<i>Square Footage Per Tax Records</i>
50257900	133 N. Fairfax St.	Lot 2 Carlyle Square	CD	Regional/ General (720)	Mixed Retail W/ Office Units	8,750

Attachment D includes excerpts from the City of Alexandria online property records for the six account numbers listed above.

To arrange a tour or inspection of the property, contact Todd Hafner, NOVA Parks Senior Project Manager, at [thafner@nvrpa.org](mailto:thafner@nvrpa.org) or 703-352-5900.

Please respect the privacy of the current building occupants and do not enter the building without first making arrangements through NOVA Parks.

### **5. Property Taxes**

Payment of property taxes shall be the responsibility of the purchaser or lessee.

Under a sale arrangement, the purchaser shall assume all property tax responsibility beyond the purchase date.

Under a lease arrangement, the City of Alexandria may reduce property tax rates since the building is publicly owned and because the lessee will not have ownership rights. Tax rates may also vary based upon proposed use.

It shall be Offerer's responsibility to contact the City of Alexandria Office of Real Estate Assessments to determine tax liability.

### **6. NOVA Parks Future Use of Bank Building**

NOVA Parks owns and manages the Carlyle House Historic Park located adjacent to the Bank of Alexandria. NOVA Parks also occupies approximately 800 square feet of bank building space on the eastern side of the basement level for administrative purposes. (See attached floor plan). Under a Bank of Alexandria lease or sales arrangement, provisions must be made to allow NOVA Parks continued free use of this space, or approximately the same amount of space in other parts of the bank building.

Water and sewer costs for this space are to be paid for by purchaser or lessee, as there is one combined meter and account for the entire building. The electricity for this space is metered separately and is paid for by NOVA Parks. Interior maintenance and renovations of the interior space shall be the responsibility of NOVA Parks.

### **7. NOVA Parks Future Use of Parking Area**

NOVA Parks/Carlyle House currently utilizes four parking spaces on the Bank of Alexandria parcel as outlined in yellow below. The five spaces outlined in blue are for use by the future bank building lessee or purchaser.

Under a Bank of Alexandria lease or sales arrangement, provisions must be made to allow NOVA Parks continued free use of the parking area outlined in yellow. Alternatively, Offerors may propose a different parking layout in the lot shown below, provided NOVA Parks maintains parking spaces for four vehicles.

Access to the parking area from Cameron Street is indicated by the white arrow. Under a Bank of Alexandria lease or sales arrangement, provisions must be made to allow NOVA Parks continued free use of this access route to its parking spaces and to the Carlyle House.



## ***8. Utilities***

The building is served by Dominion for electricity, and there are seven separately metered accounts - one for NOVA Parks' basement space, one for the building common areas, one for each of the three residential units, and one each for the basement and first floor office/retail space.

Water service is provided by Virginia American Water Company and sewer service is by Alexandria Renew Enterprises.

NOVA Parks is in the process of gathering utility usage data and costs and will make the information available when received.

## ***9. Maintenance and Building Renovations***

Lessee shall be responsible for all necessary interior and exterior building repairs and maintenance, and any mechanical system replacements/upgrades during the term of the lease, with the exception of the NOVA Parks' interior space noted in section 6 above. Lessee shall maintain the property to a high standard of care and shall protect and preserve the historic fabric of the Bank of Alexandria.

Lessee, at its sole expense, may complete changes of building use, renovations and/or improvements to the property, provided that the historic fabric and character of the building are not significantly damaged or altered. Lessee must obtain NOVA Parks, written approval for any property changes of building use, improvements and renovations. Such approval shall not be unreasonably withheld.

Under a Bank of Alexandria lease or sales arrangement, provisions shall be made requiring protection of the historic fabric and character of the building to ensure it remains on the National Register of Historic Places.

### ***10. Insurance***

Lessor shall maintain an insurance policy, which provides public liability and protects Lessor's interests in the building and any improvements on the property. Lessee shall maintain an insurance policy, which provides public liability and protects Lessee's property. Exact terms and policy amounts are to be determined during lease negotiations.

### ***11. Lease Term***

NOVA Parks prefers a lease term of 40 years. Optional lease term proposals will be considered.

### ***12. Proposal Requirements***

Proposals must include all information and documentation listed below:

1. Name of individual or entity submitting proposal.
2. Type of business entity (i.e. corporation, partnership, etc.)
3. Place of incorporation, if applicable.
4. Name, location, email and telephone number of the Offeror's contact representative.
5. A non-binding purchase price and/or annual leasing fee proposal for the property along with any required special terms or conditions. Lease payment to be increased annually based upon Washington D.C. area Consumer Price Index.
6. A description of the intended use of the property.
7. A description of any proposed renovations or enhancements to the property.
8. A description of specific experience or interest the Offeror may have in historic building conservation.
9. Proof of funds indicating Offeror's ability to enter into a lease or purchase contract.
10. Any other information the Offeror believes would assist NOVA Parks in evaluating its proposal.
11. If applicable, Attachment E identifying proprietary/confidential information.
12. RFP cover sheet, completed and signed.
13. Written acknowledgement of receipt of any RFP addenda.

Five paper copies of the Proposal must be submitted in a sealed envelope or package and received at NOVA Parks Headquarters, 5400 Ox Road, Fairfax Station, VA 22039 by Thursday, September 12, 2019 at 2:00 p.m. EST. Proposal envelopes or packages must be prominently marked as "Bank of Alexandria Proposal." Emailed or faxed proposals will not be accepted. NOVA Parks reserves the right to waive any informalities in the proposal review process or submission of documentation.

### ***13. Proposal Review Process***

NOVA Parks will evaluate the proposals received and rank them based upon the overall value to NOVA Parks, the financial ability of the Offeror to perform in accordance with a lease or purchase agreement, the proposed use of the building and Offerors experience in historic building conservation. Offerors are encouraged to discuss proposed building use with NOVA Parks early in the process to make sure the use is acceptable to NOVA Parks.

NOVA Parks may request additional information and financial records from Offerors. NOVA Parks may interview one or more of the top ranked Offerors. NOVA Parks will negotiate with the preferred Offeror to agree upon a lease or purchase agreement. If negotiations are not successful, NOVA Parks will proceed to negotiate with next Offeror until an agreement is reached.

NOVA Parks reserves the right to reject all proposals.

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For questions regarding this RFP, or to arrange a tour or inspection of the property, contact Todd Hafner, NOVA Parks Senior Project Manager, at [thafner@nvrpa.org](mailto:thafner@nvrpa.org) or 703-352-5900.

This RFP and attachments can be found on the NOVA Parks website at:

<https://www.novaparks.com/about/bids-proposals>

Additional information and RFP addenda will be posted at this web address. It shall be the Offerors responsibility to be aware of any RFP addenda.

**\*\*\*\*\*END OF RFP\*\*\*\*\***