

Request for Reuse Proposals
Historic Germantown Bank Building
Germantown, Maryland



Issued by
Montgomery County, Maryland
Department of General Services
June 13, 2014

Process Summary

Friday, June 13, 2014 – Request for Reuse Proposals Issued

Friday, July 18, 2014 – Submission Deadline

Friday, August 15, 2014 – Finalists selected and notified for interviews

Submission maximum length: no more than 10 typed pages, exclusive of exhibits such as maps, sketches, layouts, drawings, resumes, etc.

Submit one original and 2 copies of the proposal in 8 ½” by 11” format. One copy of large scale drawings and exhibits, if included, will be sufficient.

Contact: Greg Ossont, Department of General Services
Montgomery County Government
101 Monroe Street, 9th Floor
Rockville, Maryland 20850
greg.ossont@montgomerycountymd.gov

**Request for Reuse Proposals
Historic Germantown Bank Building
Germantown, Maryland**

I. Introduction

The Historic Germantown Bank Building was previously used as a local bank branch. It was deeded to the County in 1983 and has been leased to a local nonprofit organization for the past several years. The County is seeking an organization or entity that has the vision, interest and the ability to reuse the Historic Germantown Bank building. The County is seeking to meet several public purposes as listed below.

The objectives include but are not limited to:

- Preservation of the structure;
- Adherence to the Germantown Master Plan;
- Financial feasibility and viability; and
- Compatibility with surrounding land uses including surrounding transit operations.

The County will:

- Contribute its expertise in promoting the public purposes described above;
- Facilitate the successful reuse proposal with various County agencies;
- Help to coordinate with the surrounding community and the broader community of interest.

II. Property Description

The Historic Germantown Bank site consists of one property:

19330 Mateny Hill Road, Germantown, 20874

Parcel P168, Tax Map EU41, Tax Account # 00777430

3,987 SQ FT (property land area); 1134 SQ FT (above grade enclosed area)

Currently zoned R-200

Please note that 19330 Mateny Hill Road is the legal address for this building.

III. Background

The Historic Germantown Bank was built in 1900. It is bordered by Mateny Hill Road and Germantown MARC parking lot to the north, Blunt Avenue to the east, single family residences to the south, and Liberty Mill Road to the west. Pedestrian and vehicular circulation around the structure and access to existing parking facilities must be maintained.

The property is within the Germantown Historic District, as established in the 1989 Germantown Historic Master Plan. The building is one story and approximately 1,134 square feet.

The property was deeded to Montgomery County in 1983 by Suburban Bank.

IV. Existing Background Documents

Master Plan – The Historic Germantown Bank building is not specifically mentioned in the 1989 Germantown Master Plan. However, it is noted in Appendix L: Historic Resources that the site is part of the Germantown Historic District established in the Plan. The Appendix recommends that any subdivision or site plan in areas adjacent to the historic district be carefully considered in terms of impact to the historic district. Appropriate buffers, design guidelines and close review are mentioned as possible efforts.

The parcel is currently zoned C-1, but will be rezoned as part of the zoning rewrite process.

V. Qualifications

The County will accept proposals from interested and qualified parties. A qualified party may be an individual, a for-profit or not-for-profit organization, or a consortium consisting of builders, architects, developers, project managers, financial institutions or other entities. In all proposals, the end user(s) for the property should be identified, and a letter of intent to participate should be included with the submission, if applicable. Each proposal should include the qualifications of the individual, entity, or each member of the

team proposed to work on the project. It will be the sole determination of the County whether the offeror is qualified.

Responses to this Request for Reuse Proposals (“RFRP”) shall include the following:

1. Demonstrated ability to preserve a historic resource;
2. Compatibility of proposed reuse with surrounding neighborhood and compliance with Master Plan objectives, including the ability to maintain pedestrian and vehicular circulation around the structure and maintain access to existing parking facilities;
3. Project demonstrates achieving County objectives and initiatives, as listed in Section I.

VI. Proposal Requirements

Each proposal shall be limited to a maximum of 10 typed pages, exclusive of exhibits consisting of maps, sketches, layouts, drawings, etc. Resumes may be included beyond this page limit, with a two page maximum per resume. Proposals shall contain:

1. **The offeror’s qualifications as listed in Section V above.** If a group or consortium is the offeror, please submit a specific individual contact person with complete address, telephone number and email for each entity involved;
2. **A description of the proposed approach to reuse the property.** The description may include sketches, layouts, drawings or whatever means necessary to explain the proposer’s intent. Identify the property’s ultimate use(s) and user(s), if they differ from the proposer entity and have been determined at this phase of the project. The description must describe how the goals for reuse will be achieved, based on the following:
 - **Plan for the property to be compatible with the surrounding community with regard to use, access, parking, and level of activity.** Describe the level of public access that will be permitted on the site upon its reuse, and how parking needs for uses on and around the site will be accommodated. *Any reuse proposals must maintain pedestrian and vehicular circulation around the structure and maintain access to existing parking facilities.*
 - **The project must satisfy relevant laws, regulations and adherence to the Germantown Master Plan.** Include a description of the offeror’s understanding of the Master Plan requirements.
 - **A time line for acquiring the property.** Include the time frame you anticipate for acquiring the property.
3. **The offeror’s experience in historic preservation.**

4. **The offeror's financial capability** to implement the vision for this property and payment to the County.

VII. Process and Schedule

Time Schedule: The County expects all Reuse Proposals to meet the following schedule, but reserves the right to amend this schedule or cancel this solicitation at any time.

June 13, 2014	Request for Expression of Interest issued
July 18, 2014	Submissions due by 4:00 p.m.
August 15, 2014	Finalists selected and notified for interviews, if necessary

Submission Deadline: To be considered for ownership of the site, individuals or groups should submit sealed responses containing proposal team qualifications and statements of interest to Greg Ossont, Deputy Director, Department of General Services **no later than 4:00 p.m. on Friday, July 18, 2014.** The address for submissions is 101 Monroe Street, 9th Floor, Rockville, MD 20850. The outside of the proposal should state: "Statement of Reuse, Historic Germantown Bank Building, Germantown." The proposals will not be opened publicly; all information, especially financial capabilities, will be held in confidence.

Any proposal received after the deadline will not be reviewed.

Submission content and format: Offerors must submit **one original and 2 copies of their proposal in 8 ½" by 11" format** (one copy of large scale drawings and exhibits, if included, will be sufficient).

Submissions should provide enough detail to address the considerations listed above, but detailed technical analysis is not required for the submission. The County reserves the right to request additional information during the Reuse Proposal review period. The County will answer written questions from proposers between the date of issuance and one week prior to the submission deadline (June 6, 2014 – July 3, 2014). All such questions, and the County's answers thereto, will be provided to all recipients of this Request for Reuse Proposals.

Questions about the submission process: Questions about the required submission should be directed to Greg Ossont, Deputy Director, Department of General Services at 101 Monroe Street, 9th Floor, Rockville, MD 20850 or by email at greg.ossont@montgomerycountymd.gov.

All questions, and the responses from the County, will be posted on the Montgomery County Department of General Services' website at: <http://www.montgomerycountymd.gov/DGS/Resources/Files/OPD/HistoricGermantownBankBuilding-RFRP.pdf>

Responses to all questions will be posted by **2:00 P.M. on Thursday, July 10, 2011.**

VIII. Proposal Evaluation Process

The proposal evaluation committee will be composed of at least one representative from the Montgomery County Department of General Services and at least one representative from the Montgomery County Office of the County Executive.

In addition to the qualifications of the Offeror, the evaluation of each proposal will be based on the degree to which the proposal meets the requirements and preferences stated in this RFRP. Members of the evaluation committee will assess the degree to which each proposal meets the requirements and responds to the objectives stated in the request, based on the following:

1. Overall approach to the reuse, including the proposed uses and the extent to which the proposer's approach indicates an understanding of the goals for the project and a realistic approach to accomplishing the objectives. **(30 points)**
2. Relevant experience in historic preservation. **(15 points)**
3. Proposer's ability to acquire and maintain property in accordance with County laws and objectives. **(15 points)**

IX. Conditions and Limitations

This RFRP does not represent a commitment or offer by the Montgomery County Government to enter into an agreement with an offeror or to pay costs incurred in the preparation of a response to this request. The responses and any information made a part of these responses will become a part of the project's official files. The County is not obligated to return the responses from the individual offerors.

The County, or its individual members, reserves the right, in its sole and absolute discretion, to reject any and all Submissions received in response to this RFRP and to cancel this RFRP at any time, for any or no reason, prior to entering into a formal contract. The County further reserves the right to request clarification of information provided in Submissions submitted in response to this RFRP without changing the terms of this RFRP.

A response to this RFRP should not be construed as a contract or indicate a commitment of any kind. The RFRP does not commit the County to pay for costs incurred in the submission of a response to this RFRP or for any costs incurred prior to the execution of a final agreement.

The Submissions, and any information made a part of the Submissions, will become a part of the project's official files. The County is not obligated to return the Submissions to the Offerors. This RFRP and the selected Offeror's response to this RFRP may, by reference, become a part of any formal agreement between the Offeror and the County.

If an Offeror contends that any part of its Submission is proprietary or confidential and, therefore, is limited to disclosure under the Maryland Public Information Act, MD Code Ann. State Gov't §§10-611 *et seq.* (the "MPIA"), the Offeror must identify all information that is confidential or proprietary and provide justification for why such materials should not be disclosed by the County under the MPIA. The County, as custodian of Submissions submitted in response to this RFRP, reserves the right to determine whether or not material deemed proprietary or confidential by the Offeror is, in fact, proprietary or confidential as required by the MPIA, or if the MPIA permits nondisclosure. The County will favor disclosure of all Submissions in response to any request for disclosure made under the MPIA.

Offerors must familiarize themselves with the property included in Appendix A of this RFRP and form their own opinions as to suitability for any proposed reuse on the site. The County makes no representations as to the site. The County, or its individual members, assumes no responsibility for site conditions including, but not limited to, environmental and soil conditions on these sites.

Offerors are responsible for their own background investigation as to restrictions, if any, bearing upon title, zoning, subdivision, transportation, developability, utilities, and physical conditions at these sites. Soil tests and other invasive tests may not be conducted upon any of these sites during the RFRP stage.

The County, reserves the right, in its sole and absolute discretion, to reject any and all Submissions received in response to this RFRP and to cancel this RFRP at any time, for any or no reason, prior to entering into any binding agreements. Responses to this RFRP vest no legal or binding rights in the Offerors nor does it or is it intended to impose any legally binding obligations upon the County, or any officials or employees of the County unless and until final legal binding agreements are negotiated and executed. The County further reserves the right to request clarification of information provided in Submissions as a response to this RFRP without changing the terms of this RFRP.

Appendix A





