

**Invitation for Public Comment:
Selection Committee Recommendation
for the Proposed Sale of Garfield School**

Date: September 25, 2009

RE: Selection Committee Proposal Evaluation and Recommendation for of Salt Lake City-Owned Property Known as “Garfield School”, Located at 1838 South 1500 East, Salt Lake City, Utah.

In accordance with Salt Lake City Code 2.58, Salt Lake City has been proceeding with a process to sell a parcel of city-owned real property known as “Garfield School” containing approximately 4.60 acres, and zoned I-Institutional District.

The property is the former site of Garfield School, which was a public elementary school operated by the Salt Lake City School District until 1970. In 2006 the City purchased the property and building from the school district.

The existing school building contains approximately 37,869 square feet of space. In addition to the existing building, the property contains a large section of asphalted pavement that has been used for parking and recreational activities for the school. Emigration Creek which is a tributary of the Jordan River traverses the western edge of the property. The creek is located at the bottom of a steep embankment and is segregated from the site by an existing chain link fence.

In April 2009, invitations to an Open House Meeting were mailed to residents in Westminster Heights and the meeting was held on April 30, 2009. At about the same time, notices of a public hearing regarding the determination to declare the property surplus, a step required before a significant parcel of City-owned property may be sold, were sent to surrounding property owners. The public hearing was held before the Planning Commission on May 13, 2009. , Acting on the Planning Commission recommendation, the City designated the property to be surplus to its needs.

The City determined that the best method for selecting a buyer for the property was through a competitive process, specifically by issuing a Request for Proposals (RFP). The RFP was publicly released in June 2009 and provided notification of a pre-proposal conference and site inspection, and the deadline for submission of proposals to purchase the site.

The following proposals were received:

Westminster College proposes to use the property as an extension of its main campus. Proposed uses include a graduate and continuing education center, may include a child care center; a laboratory school for the children of students and faculty as well as the community, which will also provide training and research opportunities for the School of Education; and may also include an environmental education center. Westminster plans to restore and update the historical portion of the school building. The remainder of the structure will be evaluated to determine if renovation is feasible and cost effective. The designated riparian corridor would be retained as required.

Chasebrook Company & Elizabeth Academy propose using the property to house the Elizabeth Academy, a not-for-profit school for special needs children focusing on a Montessori based education, with enrollment from pre-school through grade 6. In addition to the Elizabeth Academy, the proposal includes providing leased office space to specialists and professionals who provide school services, allowing parents to obtain additional services in one location. The original historic school building will be restored and updated, and the additional structure may be renovated or added to as future space requirements demand. The designated riparian corridor would be retained as required.

Gardiner Properties proposes to create medium density housing as rentals or condominium units in the existing structures, to build low density housing on part of the property, and to create a pocket park that integrates into the riparian corridor. It is intended that all of the building structures will be substantially preserved. The designated riparian corridor would be retained as required.

These proposals were each evaluated based on criteria developed through the public meetings processes and subsequently described in the RFP, which included the qualifications and financial capability of the potential buyer, historic preservation plans for the school building, the proposed use of the property, contributions to the economic vitality of the area, offered purchase price, estimated investment and financial feasibility.

The proposal submitted by Westminster College is recommended by the Selection Committee as the top ranked offer which met the City's requirements and the established criteria for selection. That award recommendation is based on the scoring of the proposal contents which incorporated these strengths as compared to the other proposals:

- **Qualifications and Financial Stability** – Westminster College has been in operation for 135 years and has been part of the Sugarhouse community since 1911. Of the three entities proposing, the Committee determined that Westminster had significantly more financial capacity and resources to successfully complete the proposed project than the other proposers.
- **Historic Preservation** – While all the proposals included a commitment to the restoration and preservation of the historic portion of the property, Westminster College has significantly more experience in such projects in the specific area. The Westminster proposal included many examples of major historic restoration projects on and around its current campus and maintained the nature of the neighborhood.

- **Special Knowledge or Information** – Westminster College has been a member of the Sugarhouse community since 1911 and has a long history of community engagement and responding to community needs. This community involvement has included hosting lecture series, concerts, plays and sporting events which are open to the public. Westminster provides concert space for local musical groups, art space for local artist displays, and is establishing a community chorale. In 2008/2009 Westminster students contributed 36,760 hours of volunteer service to the community. Westminster adjusts programs to meet community needs and has worked with the community to address issues of mutual interest. The proposal described a number of other areas of special knowledge of Westminster which the committee determined was unmatched as compared to the other two offers and would be expanded if selected as buyer for Garfield School.
- **Intended Use of the Property** – Westminster College proposes a variety of potential educational uses for the facility, as described in the proposal summary provided above. While the Committee would have preferred more specificity with regard to intended uses, all of Westminster’s proposed uses were considered to provide a wider community impact and involvement than the other proposals and would provide amenities to a broader section of the community. The plan for immediate landscape improvements to the property to make it more visually appealing was determined to be of particular and immediate benefit to the surrounding community.
- **Contributions to Economic Vitality of the Community** – The Westminster proposal was determined to be superior as compared to the other proposals in its contribution to the economic vitality of the community with benefits from the enhanced presence of students, faculty and staff through increased economic activity, enhanced transit, recreational and educational opportunities and improvements to space and facilities. The College guiding principles include working in partnership with community to develop a pedestrian and bicycle friendly, environmentally responsible community that discourages transient automobile use and the need for increased parking, supportive of a variety of retail, office, residential, entertainment, recreational and cultural uses. Westminster has engaged an economic and social impact study to gauge the economic impact the college has within the community. As of the proposal submission, the study had not been completed.
- **Sustainability & Environmental Measures** – Westminster College’s proposal was the strongest with regard to sustainability efforts. Its proposal described measures such as onsite solar electricity generation, 10% of total electricity through Blue Sky program, encourages alternate transportation, students and faculty have access to fleet of free bikes and free transit pass, opened Environmental Center, current construction of Meldrum Science Center will achieve LEED Gold rating, charter signatory of the American College and University Presidents' Climate Commitment, pledging to find ways to eliminate or offset all greenhouse gas emissions associated with campus.
- **Investment in the Property and Financial Feasibility** – The Westminster proposal was determined to be significantly more favorable regarding the estimated investment in the property and was considered to be superior to the other proposals with an estimate of \$9 million to \$11 million.

- Offered Purchase Price – The Westminster and Chasebrook proposals met the appraised value of the property although the payment schedule of Chasebrook was most favorable to the City. The Gardiner proposal was significantly less than the appraised value and the payment schedule was also determined to be less favorable than the other proposals.
- Zoning Requirement – The RFP included a statement that the City was unwilling to enter into a contract where the sale is contingent upon the property being rezoned for a prospective buyer’s intended use. The City recognizes that statement was not a specific evaluation criteria for ranking the proposals. As such, all of the proposals were evaluated and scored based on the proposal content. The Westminster and Chasebrook/Elizabeth Academy proposals fit the current I-Institutional District zoned use of the property as was stated in the RFP. While the Gardiner proposal states that the “sale” is not contingent upon a successful re-zoning application, implementation of its proposal and receipt of full payment is contingent upon re-zoning the property. Should the City ultimately decide against award to one of the top two ranked offers which utilize the property within the current zoning requirement, and should the City decide that it would consider offers contingent upon re-zoning, it is recommended that this solicitation be cancelled and a new solicitation issued to allow other prospective buyers to submit that may not have due to the statement in the current RFP.
- Planning Commission Recommendation for Protection of Riparian Corridor - All of the proposals appear to include a conservation easement on the riparian corridor on the property.

While all the proposals received would provide some community benefits, the Selection Committee determined that Westminster College’s proposal best met the stated RFP criteria and ultimately would provide the use of the property that would best benefit the Sugarhouse community and the City.

Mayor Becker has requested a period of public comment regarding the recommended offer for the proposed sale of this property. The deadline to submit comments for consideration is Monday, October 5, 2009. Comments are to be addressed to:

**Mail: Bryan Hemsley, Chief Procurement Officer
Salt Lake City Purchasing & Contracts Mgmt.
PO Box 145455
Salt Lake City, UT 84114-5455**

Fax: 801-535-6637

Email: bryan.hemsley@slcgov.com

Comments received will be compiled and forwarded to Mayor Becker for final consideration regarding the sale of this property.

Process and Timeline Summary:

- **October 31, 2008** / Appraisal on building and property
- **February 5, 2009** / Notice to City Administration / Garfield School to surplus
 - Public Utilities Response to notice recommended retaining a protection zone alongside Emigration Creek to ensure this property meets the intents of the Riparian Corridor rules. –
- **April 21, 2009** / Councilman J.T. Martin invited (via direct mail) residents of Westminster Heights to attend the Open House Meeting April 30, 2009 to discuss the Garfield School to surplus proposal.
- **April 29, 2009** / Planning Commission for the May 13, 2009 Meeting / public hearing notice was mailed to all “affected” property owners located within 450 feet of the Garfield School.
- **April 29, 2009** the May 13, 2009 Planning Commission meeting agenda was posted on the Planning Division and Utah Public Meeting Notice websites.
(<http://www.utah.gov/pmn/sitemap/notice/13604.html>)
- **April 30, 2009** / JT Martin / City Council Open House / Garfield School Gymnasium
 - Estimated 90 people attended the meeting
- **May 4, 2009** / Planning Division posted a sign on the property that announced the date and time of the Planning Commission public hearing.
- **May 13, 2009** / Salt Lake City Planning Commission Meeting
 - Planning Commission conducted a public hearing, solicited public comment, and made a decision to recommend the Mayor declare the former Garfield School as surplus property
- **June 18, 2009** / In accordance with City Code 2.58.030(C) a waiver was issued to use a Competitive Sealed Proposal (Request for Proposal or RFP) process in lieu of Competitive Sealed Bid process.
- **June 24, 2009** / RFP was published on the City’s website www.slcpurchasing.com (www.slcgov.com/purchasing) on the City Online Bid and Proposal System. A notice of the RFP was advertised in the Deseret News June 27 & 28 and individual notices were sent to individuals, companies and groups that had expressed interest in the property sale.
- **July 8, 2009** / Pre-proposal conference and site visit (attendees list attached)
- **July 31, 2009** / Deadline for submission of proposals
- **August 7, 2009** / Proposal packets and initial evaluation sheets to Selection Committee
- **August 20, 2009** / Selection Committee Meeting
- **August 28, 2009** / Recommendation to Bryan Hemsley, Chief Procurement Officer
- **September 28, 2009** / Post Timeline & Summary www.slcgov.com
- **September 28, 2009** / Announcement – Garfield School Public Comments
- **September 28 to October 5, 2009** / Garfield School Public Comments
- ***October 9, 2009** / Mayor announces selection
- ***October / November, 2009** / Property Management starts negotiations / closes on sale
- ***October / November, 2009** / Notice of Conveyance to City Council

*projected

Date: August 28, 2009

To: Bryan Hemsley
From: Sam Guevara, Garfield School Selection Committee Chair

Re: Request for Proposal, RFP No. 0103RFP0900

The selection committee has completed the evaluation of the proposals submitted and is ready to present the Selection Committee's recommendation for award.

The Selection Committee was comprised of the following voting members:

- Sam Guevara, Chair / Capital Asset Management
- Emy Storheim / Open Space
- Bob Farrington / Economic Development
- Brad Steward / Public Utilities
- Mary De La Mare-Schaefer / CED Planning

The committee used the criteria listed in the RFP for the evaluation. The committee members individually completed proposal score sheets that were tabulated, resulting in an initial ranking of the proposals. The composite score sheets resulted in the Selection Committee's ranking –

1. Westminster College
2. Chasebrook Company & Elizabeth Academy
3. Gardiner Properties

The committee, using the initial scoring process as a basis for discussion, met August 20, 2007 to analyze the results. The financial stability, willingness to preserve the historic portion of the building and meet the existing zoning presented in the applicant's proposal was the leading factors of discussed.

The Selection Committee noted the description of the intended use of the property and timeline in the long term needs to be defined better.

The Selection Committee unanimously selected Westminster College based on the criteria for evaluation from the RFP, the rating proposal score sheets and the follow up meeting discussion. Westminster College would be a good steward of the property.

If you have any questions in this regard, please feel free to contact me.



Sam Guevara
Garfield School Selection Committee Chair

Attached: Selection Committee composite rating proposal scores sheet

Compiled Score

| Proposal Evaluation & Scoring Sheet - Compiled Score | | | | | | |
|---|--|-------------------------------|-------------------------------|--------------------------------|---------------------|---------------------|
| Sale of Garfield School | | | | | | |
| | Evaluation Criteria: | Points: | | Offerors: | | |
| | | Possible points per evaluator | Multiplier (weighting factor) | Chasebrook & Elizabeth Academy | Gardiner Properties | Westminster College |
| QUALIFICATIONS OF THE BUYER: | | 40 | 32% | | | |
| I-A | Include general background information about yourself as an individual and/or an overview and history of your company, number of years in business, corporate headquarters location, and type of business. | 5 | 2 | 38 | 40 | 48 |
| I-B | Describe your financial stability which demonstrates your capability to carry out the proposed commitments to purchase the property. This may include an annual report or statement of finances. | 5 | 2 | 36 | 26 | 48 |
| I-C | Demonstrate your willingness and ability to preserve the historic portion of the building. Provide a list of similar properties that you have acquired. Include the property location, description of the land and buildings, and a brief description of the purchase or lease conditions including the end use of the property. | 5 | 1 | 19 | 17 | 24 |
| I-D | Are you or your company currently involved in arbitration and/or litigation for any reason? If so, please elaborate. | 5 | 1 | 23 | 23 | 20 |
| I-E | Have you or your company ever filed for reorganization or bankruptcy? If so, please provide dates and resolution. | 5 | 1 | 23 | 23 | 22 |
| I-F | In addition to the information and qualifications specified above, identify any special knowledge or information that may be related to your qualifications to make this offer to buy the specified City property. | 5 | 1 | 17 | 18 | 24 |
| PROPOSED USE AND HISTORIC PRESERVATION OF THE PROPERTY: | | 50 | 40% | | | |
| II-A | Provide a statement of interest to purchase the Garfield School property. | 5 | 1 | 20 | 17 | 22 |
| II-B | Provide a description of the intended use of the property including a clear definition of activities and clientele. Offeror may be required to give a presentation to the City's Development Review Team (DRT) prior to the final selection of a buyer. | 5 | 2 | 42 | 38 | 46 |
| II-C | Provide a description of how you would contribute to the economic vitality of the area. This element must address what sector(s) of the community (commercial, residential, social, etc.) would benefit and how such benefit could be measured. | 5 | 2 | 32 | 30 | 46 |
| II-D | Explain all proposed modifications to the exterior of the building and grounds, and interior renovations required to accommodate the intended use. Include a schedule for proposed improvements to the property. | 5 | 2 | 34 | 30 | 42 |
| II-E | Provide your approximate initial investment in the property and a financial feasibility summary indicating how rehabilitation and ongoing operations and maintenance would be achieved to preserve the property's historic value. Include offeror's financial capabilities to carryout the requirements described herein. | 5 | 2 | 32 | 32 | 46 |
| II-F | In addition to the elements specified above, identify and/or recommend any additional or innovative ideas that the City may have overlooked that may be related to or helpful to this RFP. If there is a better way for the City to package or define the requirements that it has requested herein, please explain. | 5 | 1 | 12 | 18 | 20 |
| PRICE PROPOSAL: | | 25 | 20% | | | |
| III | Include the specific amount you are offering to purchase or lease the property for and all terms or special conditions of the proposed offer. | 5 | 5 | 115 | 65 | 110 |
| OTHER INFORMATION: | | 11 | 9% | | | |
| IV-A | Sustainability (Environmental) Measures | 5 | 1 | 13 | 13 | 22 |
| IV-B | City's Ethics Clause agreed to | 5 | 1 | 19 | 19 | 19 |
| | Cover Sheet & Proposal Copies Received | 1 | 1 | 9 | 9 | 9 |
| Total Compiled Score: | | | | 484 | 418 | 568 |