

REQUEST FOR PROPOSALS  
PROPERTY ACQUISITION  
KETCHIKAN, ALASKA

Community Connections is seeking proposals for the *donation, trade, or sale* of property to Community Connections for the site of a new Community Connections operational building. The proposals are to be based on parcels that would provide a minimum of 51,000 square feet for a *two* level structure and parking.

Proposal documents are available from the Executive Director, 201 Deermount Street, Ketchikan, Alaska, and on the Community Connections web page ([www.comconnections.org](http://www.comconnections.org))

Three copies of the proposal labeled, "Proposal for Property Acquisition, are to be submitted by 5:00 PM, August 6, 2010.

Bess Clark, Executive Director  
Community Connections  
201 Deermount Street  
Ketchikan, AK 99901

Questions regarding the proposal should be directed to Bess Clark, Executive Director, 201 Deermount Street, Ketchikan, Alaska 99901 (907)225-7825.

Community Connections reserves the right to reject and or all proposals and to waive any informality in the interest of organization.

Sincerely

Bess Clark  
Executive Director

Community Connections  
Request for Proposals  
Property Acquisition

INTRODUCTION:

Community Connections is seeking proposals for the *donation, trade or sale* of property to Community Connections for the site of a future operational building. Preliminary planning has established that the site for this facility must contain a minimum of 51,000 square feet for a two level structure and parking.

INVITATION:

Persons owning land meeting the minimum size requirements are invited to submit a proposal to Community Connections. Information about the selection process and instructions for submitting proposals are detailed below.

SELECTION PROCESS:

Selection and execution of any agreement for the property acquisition will be accomplished in accordance with Community Connections' policies and procedures.

The three steps include:

1. Proposals will be reviewed and evaluated by a selection committee.
2. Based upon this evaluation, Community Connections may create a short list up to three (3) sites for more comprehensive evaluation. Proposers may be required to submit title reposts, phase 1 environmental assessment reports, survey of the property, etc
3. Based upon the comprehensive evaluation, Community Connections may select a preferred site. Any sales agreement is subject to negotiation of a satisfactory sales price and terms of sale, and approval by the Community Connections Board of Directors.

Among the criteria to be considered by the selection committee will be the following:

1. Be fairly level with no existing structures or existing structures removed
2. Provide good access for the residents of Ketchikan
3. Be on or near public transportation
4. Have water, sewer, 3P power, and telephone at the property line.
5. Have reasonable acquisition/development costs.

SUBMITTALS:

- A. SUBMITTAL DEADLINE: No later than 5:00 PM, August 6, 2010.

B. SUBMIT RESPONSES TO: Bess Clark, Executive Director, Community Connections, 201 Deermount Street, Ketchikan, AK 99901

C. MARK SUBMITTALS AS FOLLOWS: "Proposal for Property Acquisition"

D. REQUIRED COPIES OF SUBMITTALS: Three (3) copies

#### PROPOSAL CONTENT:

Interested parties with property for consideration in this Property Acquisition RFP should submit a proposal to Community Connections. The proposal should contain the following information:

1. A legal description of the property along with square footage, zoning, utility locations, building descriptions and other maps, plans or pictures that would be beneficial in evaluating the property. Also list any easements and other reservations affecting the property.
2. A list of the property owners and type of title held on the property.
3. Site plan showing how a 19,000 square foot, two (2) story building with 70 parking spaces would be located on 51,000 square feet (including setbacks).
4. This section is **important**. Purchase price and financial terms available including but not limited to out-right purchase, lease, lease purchase or trade. Narrative and information should be of sufficient detail to allow Community Connections to clearly understand options available to it.

#### ADDITIONAL INFORMATION:

- A. Notice of Award: Community Connections reserves the right to award immediately or to withhold award for up to 45 calendar days from the end of the solicitation period. Notice is considered served upon release of written correspondence between the parties involved.
- B. Form of Proposals: Proposals should be typed and full sized. Three (3) copies of the proposal must be submitted; and one(1) of the three(3) copies must be suitable for copying, specifically it shall not be bound and it shall be printed on one side of 8.5 by 11 white paper.
- C. Preparation costs: This RFP does not in any way commit Community Connections to reimburse recipients of this RFP for any of the costs of preparing and submitting a proposal for these services. All costs incurred by respondents in the preparation of the proposal, including travel and personal expenses, shall be the sole responsibility of the respondent. Furthermore, this RFP does not obligate Community Connections to accept or contract for, any services expressed or implied.

- D. Clarification, modification, rejection of RFP: Community Connections reserves the right to:
1. Modify or otherwise alter any or all of the requirements herein. In the event of any modifications, all respondents who submitted proposals will be given an equal opportunity to modify their proposals in the specific areas that are affected.
  2. Reject any proposal not adhering to any and all requirements set forth in this RFP.
  3. Reject any or all responses received and to waive formality in solicitation procedures. Community Connections may reject all proposals at any time, when it is not in the best interest of the business to select a proposal. Community Connections reserves the right to terminate this RFP at any time
- E. Disclosure of proposal contents: Confidentiality and release of proprietary information during proposal evaluation, and the protection and opening of proposals is the responsibility of the Executive Director. Proposal information shall not be released prior to official Community Connections action. Subsequent to official Community Connections action, all proposals and their content will become available for public inspection, except that if a proposer identifies a particular portion(s) of their proposal as proprietary and confidential, and Community Connections concurs, then those portions will be destroyed. All proposals and other materials become the property of Community Connections and may be returned only at the option of Community Connections.
- F. Addenda to the RFP: In the event it becomes necessary to revise any part of this RFP, addenda will be provided to any entity that was provided the basic RFP package.
- G. Independent cost certification: By submission of a proposal, the respondent certifies that the cost in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition as to any matter to such cost with any other respondent or with a competitor.

WELSH  
WHITELEY  
ARCHITECTS

WELSH WHITELEY ARCHITECTS, LLC  
320 Dock Street #215  
Ketchikan, AK 99901  
(907) 225-2412, Fax (907) 225-2422

JOB COMMUNITY CONNECTIONS  
NEW CONSTRUCTION  
SHEET NO. \_\_\_\_\_ OF \_\_\_\_\_  
CALCULATED BY TW DATE JUNE 16, 2010  
CHECKED BY \_\_\_\_\_ DATE \_\_\_\_\_  
SCALE \_\_\_\_\_

