



# City of Tullahoma t e n n e s s e e

## **Request for Proposals Sale by City of Real Property**

Property commonly known as  
127 W. Lincoln Street  
Tullahoma, TN 37388

Proposal Submission Deadline: 4:00 PM, September 30, 2022

## I. Introduction and Overview

Pursuant to §§ 20-401 and 20-402 of the Tullahoma Municipal Code, the City of Tullahoma is exploring the potential sale and development of real property owned by the City of Tullahoma (the “City”) located at 127 West Lincoln Street, Tullahoma, TN (the “Property”). The building is located on the south side of W. Lincoln Street between the intersection with N. Jackson Street (SR-16) and Wall Street Alley in downtown Tullahoma.



The property can be generally described as a less than 0.1 acre parcel improved with a two-story structure, totaling approximately 4,350 sqft in size, consisting of brick side walls and wood framing. The building has a second story over approximately the front half of the structure and is only one-story at the rear half, which could possibly have been constructed in later years based on the method of construction observed. The building is accessible from a front entrance along W. Lincoln Street and at the rear of the building, accessible from Wall Street Alley. The site includes a small parking area at the rear of the building that may additionally be considered for sale. All utilities are available to be provided for this building by Tullahoma Utilities Authority. The property is zoned for commercial use and centrally located in the City’s vibrant downtown and would benefit from a retail, restaurant, or business tenant. Currently, the Property is vacant and in need of exterior façade, roof, and structural repairs prior to any occupancy of the building.

At this time, the City’s Board of Mayor and Aldermen are considering the possible sale of the Property with the goal to strengthen and complement the existing downtown business community with an economically vibrant and revitalized commercial tenant space. To that end, the City is seeking proposal from prospective bidders (“Bidders”) to make proposals for the purchase and redevelopment of the Property in accordance with the requirements set forth herein (“Proposals”). Proposals will be evaluated on a number of factors (outlined below) including, but not limited to: (i) ability to maximize the economic development potential of the site; (ii) timeline for redevelopment; (iii) demonstrated experience and financial capacity to complete

proposed redevelopment plan; (iv) proposed number of new jobs supported by the occupancy created; (v) total capital investment; and (vi) purchase offer amount. Consideration will be given to proposals that preserve the historic integrity of the building.

The City will accept sealed Proposals until 4:00 p.m., Friday, September 30, 2022 (the “Due Date”). Information relevant to this Request for Proposals (the “RFP”) and potential sale will be posted on the city’s website at: [www.tullahomatn.gov/453/Real-Property-for-Sale](http://www.tullahomatn.gov/453/Real-Property-for-Sale) .

It is the intention of the City to notify Bidders with Proposals which satisfy the requirements set forth in the Instructions to Bidders below, if any, on October 3, 2022 in advance of review and discussion of such Proposals by the Board of Mayor and Alderman at their October 10, 2022 meeting.

The City reserves the right to waive any irregularity or defect in any submission, request clarification or additional information regarding Proposals, to cancel this RFP, and to reject any and all Proposals at its sole discretion. The City shall assume no liability for expense incurred by a Bidder in replying to this RFP.

A. The following documents are available at the City’s website: [www.tullahomatn.gov/453/Real-Property-for-Sale](http://www.tullahomatn.gov/453/Real-Property-for-Sale)

- 1) Request for Proposal (RFP)
- 2) Link to the City Charter and Policy  
<https://www.mtas.tennessee.edu/system/files/codes/combined/Tulahoma-code.pdf>
- 3) Property Title of Record
- 4) Link to the City’s Zoning and Subdivision Regulations  
<https://www.tullahomatn.gov/DocumentCenter/View/1107/Tulahoma-Subdivision-Regulations---updated-06202022>  
<https://www.tullahomatn.gov/DocumentCenter/View/1088/Zoning-Ordinance>

#### B. RFP Timeline

- Monday, August 8, 2022 – RFP Release Date
- August 15, 2022 through September 15, 2022 – Optional Site Visits During Business Hours. Contact Jennifer Moody at City Hall to schedule.
- Friday, September 15, 2022 – Questions due by 4:00 p.m. All questions must be submitted in writing to [jmoody@tullahomatn.gov](mailto:jmoody@tullahomatn.gov).
- Wednesday, September 21, 2022 – Questions and Answers will be posted publicly at [www.tullahomatn.gov/453/Real-Property-for-Sale](http://www.tullahomatn.gov/453/Real-Property-for-Sale)
- Friday, September 30, 2022 – Proposals Due by 4:00 p.m.
- Anticipated: October 3, 2022 – Bidders under consideration will be notified

- Anticipated: September 26, 2022 – Board of Mayor and Aldermen to consider a recommendation for sale. NOTE: If the Board decides to proceed with a Proposal, such decision shall be subject to (i) the negotiation and execution of a mutually satisfactory Purchase and Sale Agreement; and (ii) satisfaction of the pertinent terms and provisions of the Tullahoma Municipal Code.
- Anticipated: September – Early October 2022 – Negotiate Purchase and Sale Agreement
- Anticipated: October 2022 – New owner takes title

## II. Instructions to Bidders

### A. Proposal Submission Procedures

- 1) Sealed Proposals must be received on or before the Due Date. Proposals received after the Due Date will not be considered.
- 2) Bidders shall submit one (1) clearly marked original, two (2) additional copies, and one (1) electronic version (either via email or flash drive), prior to the Due Date of their Proposal Package.

Proposals must be received in one envelope or box marked “PROPOSAL – 127 W. LINCOLN ST” and addressed to:

Jennifer Moody  
 City Administrator  
 P.O. Box 807  
 201 W. Grundy Street  
 Tullahoma, TN 37388  
[jmoody@tullahomatn.gov](mailto:jmoody@tullahomatn.gov)

- 3) Proposal Packages must include:
  - A letter of introduction
  - A proposed development plan outlining the proposed use of the Property, a corresponding business plan, demonstrated experience, timing of project completion, and demonstrated compatibility with existing and proposed zoning regulations. This should also include the number and types of jobs that will be created by the proposed development and/or tenant and the timing of jobs in the market, both in terms of availability and duration.
  - A proposed timeline for taking occupancy of the Property under the development plan
  - An estimate of the total capital investment
  - An offer of payment for the Property
  - A rendering of proposed façade improvements (see page 8 for a proposed rendering provided by the City)

- An analysis of municipal impacts of proposed development including property tax, sales tax, or other local revenues generated, if any, as a result of the redevelopment. For project anticipated to use a higher-than-normal commercial usage, an analysis of utility usage should additionally be provided.
- A document providing evidence of Bidders' financial capability to complete the purchase and development plan
- A statement indicating how your Proposal represents the highest value to the City in terms of direct or indirect financial, economic or community benefits

Please review the evaluation criteria when responding. Failure to provide any of the above requested information may result in disqualification of Proposal. The City reserves the right to request additional information pertaining to the Proposal Package, or any other matters related to the Request for Proposal. Proposal documents, including the Offer of Payment, must be signed and dated by persons authorized to contractually bind the Bidder.

#### B. Property Inspection

Bidders are encouraged to inspect the Property. Non-mandatory property site inspections will be scheduled between August 15 and September 15, 2022. Please contact Jennifer Moody at (931) 455-2648 or email at [jmoody@tullahomatn.gov](mailto:jmoody@tullahomatn.gov) to schedule a site inspection.

#### C. Questions Regarding Request for Proposal

Questions regarding the RFP must be made in writing and submitted electronically to [jmoody@tullahomatn.gov](mailto:jmoody@tullahomatn.gov). Questions are due no later than Friday, September 15, 2022 at 4:00 p.m. All questions and answers will be posted publicly on Wednesday, September 21, 2022 at [www.tullahomatn.gov/453/Real-Property-for-Sale](http://www.tullahomatn.gov/453/Real-Property-for-Sale) .

#### D. Official Contact Information

Jennifer Moody, City Administrator  
City of Tullahoma  
P.O. Box 807  
201 W. Grundy Street  
Tullahoma, TN 37388  
[jmoody@tullahomatn.gov](mailto:jmoody@tullahomatn.gov)  
(931) 455-2648

### **III. Method of Award and Selection Criteria**

Complete responses to this RFP will be evaluated by City staff and will be reviewed by the Mayor and Board of Aldermen. Decisions to sell the Property are at the sole discretion of the Board. This RFP process shall not create a binding obligation on the part of the Board to sell the Property unless and until a Purchase and Sale Agreement has been executed and the pertinent Municipal Code requirements have been satisfied. The selection criteria shall include, but not be limited to, the following:

- Completeness of the Proposal Packet
- Proposal recognizes the highest price and/or highest value to the City
- Proposal demonstrates readiness and proof that site can be operational within the proposed timeline
- Proposal contributes to our vibrant downtown and meets the Board's economic development goals
- Proposal satisfies requirements of current and proposed zoning regulations

### **IV. Terms and Conditions**

All information contained within this RFP and all supporting documents is based upon information from a variety of sources. Additional information may be made available via written addenda throughout the RFP process. Bidders shall be responsible for their own due diligence in preparing a Proposal. No representation or warranty is made by the City with respect to the condition of the Property, the suitability of the Property for a Bidder's potential use or the information provided herein.

A. Bidders shall be responsible for the accuracy of the information they provide to the City in connection with this RFP.

B. The Mayor and Board of Aldermen reserves the right to reject any and all Proposals, to waive minor irregularities in any Proposal, to issue additional RFPs, and to either substantially modify or terminate the proposed sale at any time prior to final execution of a Purchase and Sale Agreement.

C. The City shall not be responsible for any costs incurred by a Bidder in connection with the preparation, submission, or presentation of its Proposal. The City does not require an appraisal, however, if one is required, the successful Bidder will be responsible for the payment of such.

D. Nothing contained herein shall require the City to enter into exclusive negotiations with any Bidder and the City reserves the right to amend, alter and revise its own criteria in the selection of a Bidder without notice.

E. The City reserves the right to request clarification of information submitted in a Proposal and to request additional information from any Bidder.

F. The City may not accept any Proposal after the time and date specified in the RFP.

G. The Mayor and Board of Aldermen retains the sole discretion in the selection of a successful Proposal, if any.

H. Upon selection of a Proposal, the City shall enter into negotiations with the successful Bidder for a Purchase and Sale Agreement with terms and conditions acceptable to the City. Until the execution of a contract, the City is under no obligation to sell the Property and it reserves the right to cease negotiations at any time and retain title to the Property. Except with respect to matters of title, the Property shall be conveyed to the party acquiring the same "AS IS" and without warranty as to quality, physical condition, or environmental condition.

I. The successful Bidder will pay the customary cost for the preparation of a deed in addition to the bid for the property.

J. **CONFIDENTIALITY:** The successful response will become part of the contract file and will become a matter of public record subject to public disclosure, as will all other responses received. If the response includes material that is considered by the bidder to be proprietary and confidential, the bidder shall clearly designate the material as such, explaining why such material should be considered confidential. The bidder must identify each page or section of the response that it believes is proprietary and confidential with sufficient grounds to justify each exemption from release, including the prospective harm to the competitive position of the bidder if the identified material were to be released. Under no circumstances can the entire response or price information be marked confidential. Responses so marked may not be considered.

The RFP process shall in all respects be governed by, and construed in accordance with, the laws of the State of Tennessee.

Thank you for your interest in doing business in the City of Tullahoma.