



Request for Proposals

Lease Opportunity

Crozet Library Lower Level

Introduction/Background:

The County of Albemarle, Virginia, is seeking to lease one or both spaces on the first floor of the new Crozet Library, located at 2020 Library Avenue, Crozet, Virginia. The new library is expected to be open to the public by September 2013. The first floor of the library is comprised of approximately 4,796 gross square feet (gsf) of available space, including restrooms, a 700 gsf entrance/lobby area, and windows fronting Crozet Avenue. The entrance/lobby area and bathrooms are finished space, the tenant space is currently unfinished. The lower level may be split into a larger tenant area of 1,697 gsf and smaller tenant space of 1,038 gsf. The space is connected physically and visually to Crozet Avenue in a prime area of downtown Crozet. The space is accessible via a Crozet Avenue entrance and via the Library elevator (during library business hours). The property is Zoned Downtown Crozet District (Entrance Corridor).

Evaluation and Selection Criteria:

A successful proposal will:

1. create foot traffic/pedestrian activity for downtown Crozet to maximize activity and revenues for other downtown businesses;
2. rent at fair market rental rates, as established by a market survey;
3. remain compatible with the library's mission and operations;
4. avoid uses, such as food preparation, that could involve fumes, odors, or noises that would negatively impact the public's enjoyment of the library;
5. create a lively street front presence for this important frontage on Crozet Avenue.

Based on these criteria, a proposal will be deemed:

- Highly Advantageous -- if it strongly supports guiding principles and enhancement to Library and Downtown functions.
- Advantageous – if it is moderate or neutral in supporting guiding principles and enhancement to Library and Downtown functions.
- No Advantage or Unacceptable – if it does NOT support guiding principles and/or enhancement to Library and Downtown functions.

Initial Concepts/Ideas for Collaborating Businesses:

Preliminary concepts of use include, but are not limited to:

- Tourism support – At least a portion of the space could be used to market and support the significant tourism assets that are immediately available in the Crozet and general western Albemarle County vicinity, including the Blue Ridge Parkway, Shenandoah National Park, Skyline Drive, Monticello Wine Trail, Monticello Artisans Trail, and the Brew Ridge Trail.
- Crozet history/heritage – A portion of the space could be used to document and celebrate the history of Crozet including displays, etc.

- Collaborative workspace – Many communities are finding ways to offer collaborative workspace, defined as places where independent workers, small businesses and corporate workgroups can gather to share ideas, team up on projects and get some work done. Collaborative workspaces offer casual and flexible workspaces to support freelancers, entrepreneurs and mobile workers among others. UVA’s Open Grounds facility is a local example of this approach.
- Private sector venture – Any business meeting the objectives described in evaluation criteria section may be considered.

Lease Terms:

The tenant space(s) will be leased at the fair market value rental rate, with annual terms renewable for up to five years. The proposed use shall maintain flexibility in the space, with the understanding that at some point in the future, the space could convert to library usage.

Communications:

All questions and/or requests for information regarding this RFP shall be directed to (Trevor Henry), County of Albemarle, 401 McIntire Road, Charlottesville, Virginia 22902-4596; phone (434) 872-4501; thentry@albemarle.org. Email communication is preferred.

Site visits may be scheduled by calling (434) 872-4501.

Submission Requirements:

Interested parties should send a proposal to: County of Albemarle, Purchasing Department, 401 McIntire Road, Room 248, Charlottesville, Virginia 22902.

Proposals will be **accepted up to 4:00pm May 31, 2013.**

The County of Albemarle reserves the right to reject any and all proposals, to waive any technicalities in proposals received, to negotiate and to accept the proposal which may be in the best interest of the County of Albemarle.

This public body does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.