

REQUEST FOR PROPOSALS – 502-506 W. WALNUT STREET



Issued by

the

Redevelopment Authority of the City of Lancaster (RACL)

for

502-506 W. Walnut Street
Lancaster City, Pennsylvania

Release Date: February 5, 2025

Proposals Due: April 2, 2025

Redevelopment Authority of the City of Lancaster
120 North Duke Street Lancaster, PA 17602
Contact: Kristine Logue
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REQUEST FOR PROPOSALS – 502-506 W. WALNUT STREET

Instructions:

The Redevelopment Authority of the City of Lancaster (RACL) is searching for an experienced developer to rehabilitate 502-506 W. Walnut Street (tax parcel 335-08773-0-0000) for residential or commercial purposes or a mixture of uses. The RACL is seeking technical proposals demonstrating an overall rehabilitation scope, proposed use, and program for 502-506 West Walnut Street. **PLEASE NOTE, this request is seeking proposals for technical concepts and plans for rehabilitation and NOT purchase price offers.** Select technical submissions will be invited to provide a competitive offer price or enter price negotiations.

Property Information & Neighborhood Contexts:

Property Information – Located in Lancaster’s Chestnut Hill Neighborhood, the property’s multiple-frontage lot comprises just over 10,000 square feet primarily off West Walnut Street but also adjacent to North Mary Street and 98 Alley Northwest. The main building is around 5,500 square feet across two floors and is attached to a single-story addition providing another 1,530 square feet – both are served by a stone basement. An additional unheated 1,155 square foot storage space is connected to the main building and its rear addition.

Originally constructed in 1891 as a public school, the five-bay brick building features elaborate ornamental brickwork within its dentils, recessed panels, key-stoned arches, window frames, and belt course. The structure’s hipped roof includes cross gables above the north and south entry doors. Squat modern window units or metal sliding have been used to either replace or fill most of the building’s long paired windows with 6/6 sash. After its service as a public school, the property housed the Association for the Blind before later being used by a business that sold office equipment.

The 1964 flat-roofed rear wing is built of brick-faced concrete block and contains a loading dock, side entry door, and two levels of windows fronting North Mary Street while an older square brick addition features a hipped pyramidal roof, arched 6/6 windows, and brick headers that served as a rear entrance to the school and contained bathrooms for students. This last feature is connected to both the main building and the modern loading dock wing.

Neighborhood Context – Chestnut Hill is primarily composed of two and three-story brick residential rowhomes with several commercial businesses as well as more prominent institutions such as churches and schools sprinkled throughout. Many of Chestnut Hill’s homes and structures are great examples of well-preserved historic architecture. 502-506 W. Walnut Street is located at the intersection of North Mary Street where residences have been part of the Local Historic District since 1981, and exterior work is subject to review by the City’s Historical Architectural Review Board (HARB). The property [502-506 W. Walnut Street] falls within Lancaster’s other locally controlled historic district, the Heritage Conservation District, and certain exterior work may be subject to review by the City of Lancaster Historical Commission. Proposals are encouraged to preserve the historic character of the site and defining architectural features on the structure.

Blighted Property Status – 502-506 W. Walnut Street was condemned on August 13, 2021, under the provisions of IPMC Section 108.13 Structure Unfit for Human Occupancy and later certified as a blighted property by the Lancaster City Planning Commission on August 19, 2022. The following criteria for blighted property under 1 Pa. C.S. Section 1991 were declared by the Lancaster Property Reinvestment Board and confirmed by the Lancaster City Planning Commission.

- Blighted Property definition under clause (1)(i): generally regarding a premise ascertained to be a public nuisance due to physical condition or use and regarded as a danger to public health, safety and welfare.
- Blighted Property definition under clause (1)(ii): generally regarding a premise being an attractive nuisance created by physical condition, use or occupancy, and related features.
- Blighted Property definition under clause (2): generally regarding a dwelling that has been condemned or otherwise deemed unfit for occupancy or use by the local authority having jurisdiction due to dilapidated, unsanitary, unsafe or vermin-infested condition or lacking required facilities and equipment.
- Blighted Property definition under clause (8): generally regarding a property that has been declared abandoned in writing by the owner or estate in possession.

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Development Entitlements:

Zoning and Parking – 502-506 W. Walnut Street is zoned R3 – please refer to the City Zoning Ordinance’s Table of Permitted Uses. Additional off-street parking may be required. The parking required can be reduced by up to 10% in exchange for bicycle parking facilities compliant with Section 300-41 B (2). Contact Jameel Thrash, Zoning Officer, at jathrash@cityoflanasterpa.gov or at 717-291-4736 with questions.

Reuse – The Lancaster City Planning Commission has provided a broad recommendation for the reuse of 502-506 W. Walnut Street which may include residential, commercial, or mixed-uses that are generally consistent with the City’s Zoning Ordinance. An educational or daycare facility reuse is highly desired.

Historical Requirements – 502-506 W. Walnut Street is located within the Heritage Conservation District and thus will need to comply with the City’s historic regulations per Chapter 155 Article II Heritage Conservation District. Within the Heritage Conservation District, projects such as new construction, additions, and demolition may be reviewed.

IMPORTANT – RACL will not accept proposals for complete demolition of the structure. Limited/partial demolition of the modern wing and rear addition may be permissible subject to Historical Commission approval.

Process & Timeline:

Technical proposals submitted to this Request for Proposals will be accepted from Wednesday, February 5, 2025, until the close of business (5:00 p.m.) on Wednesday, April 2, 2025. From the technical proposals submitted, RACL will select finalists and invite them to provide a price proposal for consideration in May of 2025.

Those interested in submitting a proposal in response to this request are welcome to schedule an appointment to tour the property on the following dates – Thursdays February 13th, 20th, and 27th and Thursdays March 6th, 13th, 20th, and 27th. Please contact Ada Rivera of Home 1st Realty at 717-208-3250 or homesbyada@gmail.com to schedule a showing on any of the dates provided. Participants must sign a release of liability wavier before entering the property.

After the Request for Proposals window closes, RACL will review technical proposals through its Proposal Review Committee. Proposers will be notified by email and requested to attend the Proposal Review Committee Meeting either remotely or in person to give a brief overview of their plans and to answer questions. The Proposal Review Committee will recommend select proposals to the RACL Board during its April 2025 Regular Meeting. The RACL Board will invite, at its discretion, technical proposers to submit a price proposal or entertain price negotiations. RACL is not obliged to accept any of the price proposal submissions or take the highest price offer.

The RACL intends to award 502-506 W. Walnut Street to the successful price proposal during its May 2025 Regular Meeting. After notification of the award, the selected buyer will have sixty (60) days to reach settlement on the property and enter into a Redevelopment Contract.

Basic Project Requirements:

All proposers are welcome to submit a technical proposal covering the scope of your planned rehabilitation, use, and building program. Select proposers will be asked to submit a price proposal. The RACL Board of Directors will choose a buyer from the price proposals submitted. Project requirements are outlined below.

1. Submit a technical proposal **WITHOUT** an offer price.
2. If your technical proposal is selected, you will be asked to make a competitive price proposal or enter negotiations.
3. If your price proposal is accepted, you must take title to the property within sixty (60) days:
 - a. Selected buyer must enter into a Redevelopment Contract with RACL at closing;
 - b. Selected buyer must obtain all necessary entitlements and permits within the timelines stated in the Redevelopment Contract. Permits may include, but are not limited to, zoning, building, demolition, plumbing, electrical, land development, stormwater, and historic among others; and
 - c. Per the Redevelopment Contract, the selected buyer must obtain certificates of occupancy and lead safety before RACL can issue a Certificate of Completion.

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Submission Requirements:

Technical proposals must contain the following elements: **DO NOT INCLUDE A PURCHASE PRICE**

1. Organization and/or Project Team –
 - a. Organization name, contact information, and mission/goals (if formally stated).
 - b. Identify any partners you plan to include in your rehabilitation and development process.
 - c. Explain why your organization is qualified to undertake your project proposal. Share team member or subcontractor experience, similar projects, certifications, etc.
2. Summary of Reuse Proposal and Building Program – Describe your proposed land use including the anticipated number of units and square footage estimates. If your proposal will include unconventional housing units, such as affordable units or housing for those with unique circumstances or needs, provide details on the housing program proposed.
3. Construction Scope of Work and Preliminary Cost Estimates – Include descriptions and cost estimates for the following elements, as well as any other anticipated work.
 - a. Permitting
 - b. Demolition
 - c. New Construction / Additions
 - d. Building Exterior including 1) roof and spouting; 2) windows, doors, and woodwork; 3) porches, decks, balconies, and stairs; 4) walkways and patios; 5) flatwork, brickwork, and stonework; 6) accessory structures; and 7) other work.
 - e. Building Interior including 1) Lead-based paint remediation and Lead Safe Certification (Required); 2) walls, drywall, structural repairs; 3) flooring; 4) ceilings; 5) cabinetry; 6) woodwork; 7) electrical; 8) plumbing; 9) mechanical, HVAC; 10) other work.
 - f. Other Requirements as applicable, including 1) subdivision and land development; 2) parking; 3) stormwater management; 4) curbing and sidewalks; 5) trees and landscaping; and 6) other requirements.
4. Estimated Project Timeline – Provide an estimated timeline for each stage of your proposed project.
5. Financing – Describe whether your proposed rehabilitation will be privately financed or whether grant, third-party, or government funding sources will be used and describe your intended funding sources. Indicate whether your proposed project is dependent on securing funding from one or more outside sources.
6. Long Term Management and Ownership Program – Describe how the building will be owned and managed after rehabilitation and include information on the relevant experience of the management or ownership organization.
7. Community Engagement and Benefits –
 - a. Describe how your organization or team intends to engage or inform the community throughout the planning and development process.
 - b. Aside from the rehabilitation of the blighted property, describe any other ways your proposal will provide tangible benefits for the neighborhood and community. Examples may include technical training opportunities for workers during construction or operation, environmental design features and energy efficiency, public streetscape amenities, multi-modal transportation elements, and other public resources, services, or amenities. See *Our Future Lancaster* and the Community Benefits Planning Resource provided within the Resource Links section at the end of this document for more information.

Submission – Technical proposals may be submitted by:

- Emailing to Kristine Logue at klogue@cityoflancasterpa.gov;
- Dropping it off at Lancaster City Hall located at 120 N. Duke Street, Lancaster; and
- Mailing it to Redevelopment Authority of the City of Lancaster at 120 N. Duke Street, Lancaster, PA 17608-1599 (mailed proposals must be posted marked by April 2, 2025).

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Technical Proposal Evaluation:

All submissions will be reviewed upon receipt and those determined to not be “administratively complete” will be rejected. In accordance with RACL Standard Operating Procedure 2024-2, an administratively complete proposal is one that provides a relevant response to each question, prompt, and request for information and/or documentation in accordance with the instructions given on this Request for Proposals. Review the “Process and Timeline” section for more information on the evaluation process.

Technical proposals that generally align with Lancaster City’s Comprehensive Plan, *Our Future Lancaster*, as well as the goals and objectives of RACL will be received more favorably.

Technical Proposal Evaluation Criteria				
Demonstrated Track Record / Capacity to Complete Project – 25 Points	0 Points – Track record not demonstrated and ability to complete project unknown from proposal submission.	5-10 Points – A few addresses given for projects completed, mostly outside Lancaster City.	15-20 Points – Multiple addresses given for completed projects within Lancaster City, each project summarized, references provided.	25 Points – Multiple addresses given for completed projects in Lancaster City; each project summarized; references provided; examples are clear, detailed, and recent.
Detailed and Realistic Scope of Work – 20 Points	0 Points – Little or no detail provided; scope of work for some elements is unclear or missing.	5-10 Points – Some detail provided for each component, multiple substantial questions remain; scope not clearly feasible.	15 Points – Full detail provided for each component, only minor questions remain; scope clearly feasible.	20 Points – Full detail provided for each component, no substantial questions remain; scope is clearly feasible and aligns with demonstrated capacity.
Financial Readiness – 25 Points	0 Points – Proposer omits response or otherwise does not demonstrate financial readiness (resources on hand, financing, etc.)	5-10 Points – Proposer’s financing presents uncertainty; multiple sources aren’t secured or otherwise not readily obtainable and depend on external timelines.	15-20 Points – Proposer’s financing is certain and adequate; nearly all sources secured or otherwise readily obtainable and are independent from external timelines.	25 Points – Proposer’s financing is certain, adequate, readily obtainable, and independent from external timelines.
Community Engagement – 10 Points	0 Points – Proposer demonstrates no strategy or thoughts on community engagement.	1-4 Points – Proposer makes a general statement or presents a vague idea for community engagement.	5-8 Points – Proposer presents ideas for community engagement and outlines details for outreach to the neighborhood or community.	9-10 Points – Proposer details clear vehicles for community engagement (hotline, forum, signage, flyers, etc.).
Community Benefit – 20 Points	0 Points – Little or no effort made to provide a community benefit.	5 Points – Minimalist effort made to provide a community benefit with no long-term strategy to sustain benefit.	10-15 Points – Noteworthy effort made to provide community benefits with sustainability strategy detailed.	20 Points – Multiple community benefits detailed with clear and feasible sustainability strategies described; any necessary partnerships formed.

Resources Links (click for access):

- 502-506 W. Walnut Street – [Photograph Gallery](#).
- City of Lancaster Comprehensive Plan – [Our Future Lancaster](#).
- Community Benefits Planning Resource – [Lancaster City Comprehensive Plan Objectives and Policies Potentially Relevant to RACL](#).
- Resource – [Potential Project Financing Resources](#).