



June 15th, 2020

RE: REQUEST FOR INFORMATION (RFI): REAL ESTATE BROKERAGE SERVICES

BACKGROUND

Howard Center, Inc. (the Agency) is a private, nonprofit organization located in Burlington, Vermont committed to providing effective and accessible services, for the benefit of our community. Founded in 1873 to serve the children of the destitute, it now offers life-saving professional crisis and counseling services to children and adults; therapeutic interventions and education programs for children with emotional and behavioral issues; supportive services to individuals with autism and intellectual disabilities who need help with education, employment, and life maintenance skills; and counseling and medical services for adults struggling with substance abuse and mental health issues.

Howard Center operates the Jean Garvin School in partnership with the Chittenden County Consortium. This independent school provides specialized instruction in an alternative setting for children, grades 7-12 with emotional, behavioral and therapeutic needs. The Garvin School utilizes a small group setting to support the academic and therapeutic needs of student who have struggled in more mainstream settings.

STATEMENT OF NEED

In 2019 the Consortium identified an increase in the number of students in Chittenden County and surrounding areas in need of an alternative educational setting similar to what the Garvin School provides. Howard Center and the Chittenden County Consortium are seeking a new location to accommodate an expansion of the school. Howard Center and the Consortium aim to find and complete required fit up the new site for occupancy in August of 2021. The purpose of this RFI is to invite bids from Real Estate Brokers to assist Howard Center in securing an appropriate location for this project.



NEW SITE REQUIREMENTS

Location: Chittenden County, Centrally located near Consortium Membership Districts. The ideal location would be between Williston's Exit 12 and Colchester's 16, and would be served by public transportation.

Size: 13,000-16,000sf

Budget: \$15/sf

Term length: 5 years with renewal or "rent to own" option.

Occupancy: August 1, 2021

Features/amenities:

- Safe/accessible Location for Student Drop-off and Pick up
- Fully ADA Compliant
- Separate entrances for two groups of students
- Cafeteria
- Classrooms
- Administrative/Office space
- Single floor much preferred
- Stand-alone building much preferred
- The site should provide adequate parking and some green space but not in quantities a conventional school would for outdoor athletic activities

QUALIFICATIONS

Minimum Qualifications for Realtors responding to this RFI:

- Licensed as a Real Estate Broker in the State of Vermont
- Experienced in commercial real estate transactions
- Able to partner with the project leads to anticipate and mitigate risks where possible (e.g. fit-up challenges, zoning issues)
- Outstanding customer service and response time

INFORMATION REQUESTED

Responses must include:

- Company or Individual General Information
- Description of qualifications
- Details of similar projects executed successfully
- References



- Pricing/Cost structure and options

SELECTION CRITERIA

Howard Center, together with the Chittenden County Consortium will select the service provider that can provide the greatest value for stakeholders based on services available, demonstrated success with comparable projects, and total cost of services.

NOTE

All costs related to the submission of this RFI and the subsequent RFI must be assumed by the submitting agency. No expenses will be reimbursed.

TIMELINE FOR RESPONSES

RFI Responses due:
7/15/20

RFI CONTACT

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