

REQUEST FOR PROPOSALS

The Town of Southern Pines is interested in receiving proposals for the rent and use of the historic Railroad Warehouse/Depot structure located on Northwest Broad Street in downtown Southern Pines. Specifically, the Town will entertain offers to lease 2,000 +/- square feet of covered warehousing space along with the 1992 square feet of covered loading dock and 553 square feet of ramp. The balance of the warehouse square footage and office space will remain in use by CSX and is unavailable for lease.

Each proposal submitted shall include the following information:

1. Name and address of the proposed leasing entity (include names of all partners, board members, or specific individuals who comprise said entity and hold decision making and financial authority and responsibility for it.)
2. Intended Use of the space
3. Proposed Days and Hours of Operation
4. Proposed approach to Parking considerations, including letters of agreement from facilities offering any shared parking arrangements
5. Conceptual renderings of any proposed up-fits to either the exterior or interior of the structure*
6. Proposed Signage*
7. Proposed Financial Terms of any lease (no combination of terms/renewals of an initial lease may exceed ten years.) The value of any permanent improvements to the structure may be considered when reviewing proposed leasing rates. All Utilities and Maintenance will become the responsibility of lessee with Insurance requirements specific to proposed use anticipated.)

*All signage and construction will be subject to normal and customary permitting and Board approvals prior to commencement of any work.

In addition to items one thru seven, Town Council may consider additional information to include Letters of Support from downtown businesses, adjacent neighborhoods, or organizations, how a particular business or use integrates, supports, or is otherwise congruent with existing downtown entities, or any reputational or other matters – positive or negative – related to individuals involved with the proposed leasing entity. The Town Council reserves the right to reject any and all proposals, and to negotiate any final terms of a lease above and beyond those initially submitted through this proposal process. The Town of Southern Pines does not discriminate and further encourages HUB (historically underutilized businesses) to consider submitting proposals.

Appointments to look over the space may be made through Public Works by contacting Assistant Town Manager Adam Lindsay at 910-692-1983. The deadline for submittal of proposals shall be 4pm on Wednesday September 14th. Three hardcopies and one electronic file of all proposals should be submitted to the Southern Pines Town Administration Office, att: Town Manager Parsons, 125 SE Broad Street SP 28387 parsons@southernpines.net