



City of Novato
City Manager's Office
922 Machin Avenue
Novato, CA 94945

**Subject: Request for Information (RFI) – For Use of City-Owned Properties at 900 Sherman Avenue
APN: 153-063-14, and 908 Sherman Avenue APN: 153-063-15**

Dear Interested Parties:

As part of our ongoing efforts to foster economic development and support community initiatives, the City of Novato (City) is currently exploring potential opportunities for the utilization of several properties owned by the City. We believe that these properties can be leveraged to create positive social, economic, and environmental impacts for our city and its residents.

To gather information and identify potential interested parties, we are issuing this Request for Information (RFI). We invite you to provide us with information about your organization's interest, capabilities, and proposed ideas for the development or use of the City-owned properties identified in this RFI. This RFI will enable us to assess the viability and feasibility of various proposals and inform our decision-making process moving forward. The identified properties in this RFI are not for sale, and proposed projects must either be in the form of a lease or a public/private partnership of some kind.

In particular, we are seeking information regarding the following properties:

1. 900 Sherman Avenue, APN: 153-063-14 (commonly referred to as the Simmons House)
2. 908 Sherman Avenue, APN: 153-063-15 (commonly referred to as the Hanen House)

These properties are currently owned by the City of Novato and have been identified as available for potential development or repurposing. We encourage you to specifically address these properties and the proposed use of one or more either separately or combined in your response if you are interested in them.

Key objectives of this RFI include:

1. Identifying parties interested in leasing property owned by the City of Novato.
2. Evaluating proposals for the development, repurposing, or utilization of City-owned property.
3. Assessing the financial and technical capacity of potential partners.
4. Exploring innovative and sustainable ideas that align with the City's goals and objectives.
5. Encouraging collaboration and public-private partnerships for mutually beneficial projects.

To facilitate the submission and evaluation of information, we kindly request that interested parties address the following points in their responses:

1. Organization Information:
 - a. Name, legal status, and contact details of the organization.
 - b. Background and experience in relevant projects or initiatives.
 - c. Financial capacity and access to necessary resources.

2. Proposal Details:
 - a. Description of the proposed project or land use.
 - b. Location(s) of interest and desired land area, specifically addressing the properties mentioned above.
 - c. Proposed development timeline and milestones.
 - d. Potential social, economic, and environmental benefits.
 - e. Evidence of community engagement and support, if applicable.

3. Technical Capacity:
 - a. Demonstrated expertise and qualifications related to the proposed project.
 - b. Previous experience working with government entities or similar partnerships.
 - c. Resources, technical skills, and access to necessary infrastructure.

4. Financing:
 - a. Proposed financial structure, including potential sources of funding.
 - b. Ability to secure necessary financing or investment for the project.

Please note that this RFI does not constitute a commitment by the City of Novato to enter into any transaction or agreement with respondents. The purpose is solely to gather information to evaluate potential opportunities. All submitted information will be treated confidentially to the extent permitted by law and is subject to public disclosure. The timeline for the RFI process is as follows:

Wednesday, May 24, 2023	Release RFI and commence public outreach efforts.
Friday, June 23, 2023	Deadline for submission of RFIs.
Monday, June 26, 2023 to Monday, August 7, 2023	Staff review and scoring of RFIs.
Tuesday, August 22, 2023	Staff recommendations presented to the City Council for consideration.
To Be Determined	City Council decision on the future use of the 2 properties.

Please note that the timeline may be subject to adjustments based on the complexity and volume of proposals received.

Interested parties are requested to submit their responses in electronic format (PDF or Word document) no later than Friday, June 23, 2023. Please email your response to econdev@novato.org. If you have any questions or require further clarification, please email econdev@novato.org and a member of our team will get back to you.