



**Daviess County Economic  
Development Corporation**

**REQUEST FOR PROPOSAL (RFP)  
207 E MAIN STREET**



**Prepared By: Discover  
Downtown Washington  
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Washington, Indiana  
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**Date: July 17, 2023**



**REQUEST FOR  
PROPOSAL 207 E MAIN  
STREET  
Washington - Indiana**

**QUESTION SUBMISSION DEADLINE: September 15, 2023**

Questions may be submitted in written form to:

**Contact Name:** Amber Warden  
**Contact Address:** 201 East Main Street, Suite 202  
Washington, Indiana 47501  
**Telephone Number:** 8122541500  
**Email Address:** awarden@developdaviess.com

**INTRODUCTION**

Discover Downtown Washington and Daviess County Economic Development Corporation invites and welcomes proposals for their 207 E Main Street project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration will be reviewed monthly by Discover Downtown Washington until a proposal is adopted.

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) – NO EXCEPTIONS.*

**PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 207 E Main St, Washington, Indiana 47501.

**PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

**For questions or information regarding details of location 207 East Main Street, contact:**

**Name:** Shea Jones  
**Title:** Office Manager  
**Phone:** 8122541500  
**Email:** [sjones@developdaviess.com](mailto:sjones@developdaviess.com)

**PROJECT OBJECTIVE**

The objective and ultimate goal for this project is to find a tenant for building 207 on East Main Street that will expand business options for downtown Washington with the preference for retail, arts, restaurant, or entertainment.

**PROJECT SCOPE AND SPECIFICATIONS**

**The Project Scope and Specification are:**

Applicants must commit to fully participating in downtown events, being open a minimum number of hours, and willingness to create jobs. New business, relocation, or second locations are eligible to apply.

**SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved; however, the following project timeline shall be subject to change when deemed necessary by management.

**MILESTONE**

**Bids Open:**

**DATE**

**August 14, 2023**

# **PROPOSAL BIDDING REQUIREMENTS**

## **PROJECT PROPOSAL EXPECTATIONS**

Daviess County Economic Development Corporation (DCEDC) shall award the contract to the proposal that best accommodates the various project requirements. DCEDC reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

## **DEADLINE TO SUBMIT PROPOSAL**

All proposals will be considered in the project proposal selection process through monthly reviews. Once a proposal is approved for adoption, Discover Downtown Washington will no longer accept proposals.

## **PROPOSAL SELECTION CRITERIA**

All proposals submitted will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposal eligibility is at the full discretion of Discover Downtown Washington and Daviess County Economic Development Corporation. All rules and guidelines are subject to change at any time.
2. Property or properties of the owner must not be delinquent of any property taxes, city liens, or fines.
3. Bidder's alleged performance effectiveness of their proposal's solution.
4. Bidder's performance history and alleged ability to timely deliver proposed services.
5. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
6. Overall cost effectiveness of the proposal.

Discover Downtown Washington reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

- Bidder's Name(s)
- Bidder's Address
- Bidder's Contact Information (and preferred method of communication)
- Legal Formation of Bidder (e.g., sole proprietor, partnership, corporation)
- Date Bidder's Company was Formed.
- Description of Bidder's company in terms of size, range and types of services offered and clientele.
- Bidder's principal officers (e.g., President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Managers) and length of time each officer has performed in his/her field of expertise.
- Bidder's Federal Employee Identification Number (FEIN)
- Evidence of legal authority to conduct business in Indiana (e.g., business license number).
- Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Financial Information**

- Provide a copy of the most recent audited financial statement, or an annual report by a certified public accountant.
- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.
- The awardee must participate in Mentor Meetings. Discover Downtown Washington or Daviess County Economic Development Corporation will provide mentors.
- The awardee must attend quarterly check-ins with Discover Downtown Washington to provide updates on business status.

**Equipment or Service**

- List all equipment or services required for this proposed project and the number of each.
- Detailed estimated cost for each piece of equipment or service.
- List any equipment or services required of a subcontractor, along with a brief explanation.
- List any accommodation, services, or space required from Discover Downtown Washington, along with a brief explanation.

**Cost Proposal Summary and Breakdown**

- A detailed list of all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost.
- Summary of the total cost of the proposal.

**Licensing and Bonding**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project.

**Insurance**

- Details of any liability or other insurance provided with regard to the staff or project.

**References**

- Provide 2 references.

**By submitting a proposal, Bidder agrees that Discover Downtown Washington may contact all submitted references to obtain all information regarding Bidder's performance.**