



82 S. Winooski Ave.  
Burlington, VT 05401  
802-861-9700  
www.citymarket.coop

**City Market  
75 Briggs Street**

**Request for Proposals  
March 27, 2017**

**Objective**

City Market seeks proposals from Vermont individuals and/or organizations for the potential sale and use of a parcel of land at 75 Briggs Street of approximately 1.67 acres in size.

**History & Project Description**

City Market, Onion River Cooperative is Burlington, Vermont's community-owned food cooperative with over 12,000 Members. Currently, City Market is one of the largest single store Co-ops in the United States in terms of sales. Our downtown store located at 82 South Winooski Avenue is 12,000 square feet of retail space and another 4,000 square feet of office/storage space. In Fiscal Year 2016, our sales were over \$41 million with an average of almost 4,500 transactions daily.

City Market executed a purchase and sales agreement for property at 207 Flynn Avenue in June 2016. The approximately 4.1 acre parcel has been subdivided into two lots. City Market is in the process of building a second store with 14,000 square feet of retail space and another 9,000 square feet of offices, community space, and leased space with a grand opening planned for late fall 2017.

City Market currently plans to sell the south lot of about 1.67 acres following an RFP process to understand which Vermont individuals and/or organizations might be interested in purchasing this parcel. City Market's goal is to close on the property within one year of accepting a proposal.

**Selection**

The project team will review submissions from this RFP and may select an individual and/or organization with which to potentially create a purchase & sales agreement for this parcel of land. City Market reserves the right to reject any and all proposals and/or reissue the RFP.

**Criteria**

The initial selection will be made, in part, based on the following information:

- Timely and appropriate completion of the proposal;
- Organization's financial stability;
- Project alignment with City Market's Global Ends;
- Project's ability to fulfill a gap in services in the South End of Burlington;
- Reasonableness of estimated project timeline and budget;
- Whether or not current zoning regulations allow for this type of project on this parcel of land;
- Project compatibility with City Market's retail operation; and,
- Project compatibility with surrounding neighborhood.

## Submission Requirements

1. A short letter of interest, including individual and/or organization name, address and contact information (including information for the individual applicant), and for-profit or non-profit status.
2. A list of the organization's leadership team members, board of directors and project team.
3. A copy of the individual or organization's most recent annual report or audit or financial statements.
4. A brief statement regarding the organization's mission statement and how it aligns with City Market's Global Ends.
5. A detailed description of how the organization plans to use the building site, including the following:
  - a project description including, but not limited to, the number of staff expected to be working at the site, the days and hours of operation, and the anticipated numbers of customers or clients that will access the site each day;
  - estimated project scope, timeline and budget;
  - goals for the project;
  - a statement about how the project aligns with City Market's Global Ends, City Market's use of the northern parcel of land, and the surrounding neighborhoods and businesses;
  - any draft architectural renderings or descriptions of what types and sizes of buildings and parking areas are planned for the site; and
  - a statement about how the project fills a gap in services in this area of Burlington.
6. If the organization is a non-profit, please indicate whether or not the project will require a capital campaign or other fundraising initiative. If yes, please provide a draft project scope and timeline.
7. Any other information the individual or organization feels would be relevant to City Market in the decision-making process.

## Timeline

- Deadline for submissions in response to this Request for Qualifications: Monday, May 22, 2017 5:00 PM. Submissions must be received at City Market's physical location by this date and time, not postmarked. Submissions received after May 22, 2017 will not be considered.
- City Market's team will review all proposals and determine the next steps which may include the following: selecting one or more responding organizations to present to the Co-op's leadership team, selecting a responding organization to enter into a purchase and sales agreement for the parcel, rejecting all proposals and reissuing the RFP or taking another course of action.

## Submit Proposals To:

*Electronically:*

Via email to Allison Weinhagen, [aweinhagen@citymarket.coop](mailto:aweinhagen@citymarket.coop). Email proposal with appropriate attachments or email the appropriate link to a file sharing site, like Dropbox.

*By Mail:*

Allison Weinhalten  
Director of Community Engagement  
City Market, Onion River Cooperative  
82 South Winooski Avenue  
Burlington, VT 05401

*In Person:*

City Market, Onion River Cooperative  
Customer Service Desk  
82 South Winooski Avenue  
Burlington, Vermont  
Attn: Allison Weinhalten

For more information contact Allison Weinhalten at 802-861-9750 or email [aweinhalten@citymarket.coop](mailto:aweinhalten@citymarket.coop).

### **City Market's Global Ends**

The Onion River Co-op will be central to a thriving and healthy community, where:

- Consumers have local access to progressive social, environmental and healthful choices;
- Residents enjoy an enhanced quality of life;
- The local food system is strengthened;
- The cooperative model is supported; and
- Our owners have a sense of pride in their cooperative.

The Co-op works to support its Global Ends by implementing a variety of community outreach projects. Our goal is to provide low-income consumers with access to progressive, social, and healthful choices through education and outreach and to specifically reduce childhood hunger in Burlington.