

Criglersville School Property Repurposing Advisory Committee

July 24, 2018 at 7:30 PM (After the Board of Supervisors meeting adjourns)

Board Auditorium, 414 N. Main Street

Proposed Agenda:

1. Discussion and/or approval of the July 10, 2018 meeting minutes
2. Report to the Board of Supervisors
3. Discussion on Project Schedule and Next Steps
 - a. Report on Building Cleanup
 - b. Request for Proposals for Auctioneer Services
 - c. Discussion on Demolition Contractor Procurement
4. Schedule the next meeting

A meeting of the Criglersville School Property Repurposing Advisory Committee was called to order at 7:15 PM on July 11, 2018 in the County Administration Building auditorium at 414 N. Main Street in Madison, VA. Member attendance was as follows:

A Connie Aylor
P Daniel Crigler
P Charles Fisher
P Lynn Graves
P Charlotte Hoffman
P Clay Jackson
P Maxwell Lacy

County Administrator Jack Hobbs and Gracie Brooks from the Madison Eagle were present.

A proposed agenda, minutes from the June 19, 2018 meeting and other information was distributed. Discussion on the Criglersville school property continued as follows.

Mrs. Hoffman reminded the members of the need to have the old school building tidied up to a "broom clean" condition so as to make it presentable to potential purchasers. The County Administrator was asked to ascertain whether inmates could be used to do this kind of work in a building with a known presence of asbestos and lead paint.

Mr. Crigler reviewed his research into the cost of renovating the old school building. By consensus, the members agreed that alternatives involving County-sponsored renovations are not practical.

Mr. Jackson reported on his building inventory survey. It was noted that the following items appear to have sentimental value:

- The "C" on the stage curtain in the cafetorium
- The sign over the front entrance to the school
- The freestanding sign near the road

Items that might have significant monetary value include:

- Vintage light fixtures
- Stair rails (although removing those prior to offering the building for sale appears to be problematic)

Items not reported during the meeting that might not be available for "disposal" include:

- *Main Street Christmas decorations (in the "voting house" building)*
- *After-Prom Items (in the voting house building)*
- *Seats removed from the auditorium at 414 N. Main Street (in the cafetorium)*

By consensus, members agreed that the County should consider the "voting house" along with any sale or demolition process it undertakes for the brick school building. Mr. Lacy indicated that the Madison County Historical Society would be receptive to the relocation of the polling place to the museum house.

Mr. Fisher led a discussion on the configuration of the Criglersville property lot lines and possibilities for resubdivision that would allow for the disposal of the real estate except for the monument site and the museum house.

Mr. Jackson reiterated his concern that any sale of the property with the buildings needs to include a "bonded" guarantee that they either be appropriately upgraded or demolished.

The County Administrator was asked to prepare a draft request for proposals that would result in the removal of all "loose" items from the buildings for consideration at the Committee's next meeting. It was noted that an on-site auction event would an opportunity to show the condition of the building to interested County citizens and generate conversation about the future use of the site. It was understood that the sale of some or all of the property and the selection of a demolition contractor would require procurement processes in the coming weeks or months.

The need to develop a proposal before holding a community meeting or public hearing on the Criglersville property issue was discussed.

The Committee agreed that it hoped to work toward an on-site auction that would be held on a Saturday in late September and to target the October 3 Board of Supervisors meeting for a public hearing on the Committee's recommendations.

After the group agreed to meet again at 7:30 PM on July 24, 2018 at 414 N. Main Street, the session broke up at about 8:00 PM.

Respectfully Submitted,

Jack Hobbs
County Administrator

MADISON COUNTY BOARD OF SUPERVISORS AGENDA ITEM STAFF REPORT

MEETING DATE: July 24, 2018

AGENDA TITLE: 9a – Report on the Criglersville School Property

INDICATED MOTION(s): N/A

AGENDA CATEGORY: Public Hearing Financial Old Business **New Business** Other

STAFF LEAD: County Administrator Hobbs

TIMING: This is a staff report to inform the Board on the status and anticipated work of the Criglersville School Property Repurposing Advisory Committee which is scheduled to meet at following the Board meeting at 7:30 PM.

DISCUSSION: The Committee has had several meetings and is working to facilitate a building cleanup, procurement activity and a public hearing in advance of its official report to the Board. Staff plans to advise the Board on the status and how the matter is expected to develop in the coming months.

FISCAL IMPACT: N/A

REFERENCES: N/A

HISTORY: N/A

RECOMMENDATION: Receive the report as presented.

ENCLOSURES:

- Criglersville School Property: Anticipated Timetable as of July 20, 2018

Criglersville School Property: Anticipated Timetable as of July 20, 2018

Events to Date

May 8, 2018	Committee members appointed by the Board of Supervisors
May 22, 2018	Adoption of the Committee's charter by the Board of Supervisors
May 23, 2018	Initial Committee meeting; toured Criglersville Elementary School buildings and site
June 7, 2018	Committee discussed potential options; assigned tasks to Committee members
June 19, 2018	Committee heard reports from members; consensus developed to focus on sale and demolition instead of renovation and reuse
July 10, 2018	Committee consensus developed to prioritize staging an auction for the contents and otherwise clean up the building and grounds in preparation for a viewing, a hearing and a good-faith property sale/reuse effort before the County switches to demolition mode; a tentative timetable through October 2018 was established

Planned Events Criglersville School Property Repurposing Advisory Committee

July 24, 2018 @ 7:30pm	Committee approval of an auctioneer RFP and site/buildings cleanup plan
TBD	Bid and award a contract for a building contents auctioneer
TBD	Develop, approve and advertise a realtor/sales RFP
Late September (on a Saturday)	On-site auction for contents of Criglersville property plus surplus items from other County operations as practical. <i>Note that this would be an appropriate time for the building to be open for viewing by the public.</i>
September 30, 2018	Goal date for complete buildings and site cleanout/cleanup
October 3, 2018	Community meeting or public hearing (concurrent with Board of Supervisors meeting) on the building disposition plan
TBD	Contract for a realtor or sale (6 months?)
Ongoing	Discuss future use of the site as a County park and appropriate site improvements in the event the property is not sold
TBD	If the sale effort is not successful, develop a bid package for a demolition contractor
TBD	Bid and award a contract for demolition
TBD	Demolition/site restoration

Note: Current uses of the Criglersville school site include the resettlement monument, the playground and the museum house. The consensus of the Committee members is that the County should consider the "voting house" along with any sale or demolition process it undertakes for the brick school building, and it appears that the Madison County Historical Society would be receptive to the relocation of the polling place to the museum house which would require a public hearing process.

Items at the Criglersville Elementary School building that appear to have sentimental value:

- The "C" on the stage curtain in the cafetorium
- The sign over the front entrance to the school
- The freestanding sign near the road

Building contents that might have significant monetary value:

- Vintage light fixtures
- Stair rails (although removing those prior to offering the building for sale appears to be problematic)

Items that need to be retained (moved to storage elsewhere):

- Main Street Christmas decorations (in the "voting house" building)
- After-Prom items (in the voting house building)
- Seats removed from the auditorium at 414 N. Main Street (in the cafetorium)

From: Frank E. Dyer III [mailto:fdyer@cvrj.org]
Sent: Thursday, July 12, 2018 9:29 AM
To: Jack Hobbs <jhobbs@madisonco.virginia.gov>
Subject: RE: Rules for trustee labor

Good Morning Mr. Hobbs,

Yes that would be fine.

Frank

From: Jack Hobbs [mailto:jhobbs@madisonco.virginia.gov]
Sent: Wednesday, July 11, 2018 5:06 PM
To: fdyer@cvrj.org
Subject: RE: Rules for trustee labor

Frank,

There would be no chemicals but maybe push mops, brooms and shovels and possibly vacuum cleaners. We would not have them in areas that are in any way hazardous. Would it work if we set your guys up with goggles and dust masks?

Jack Hobbs
Madison County

From: Frank E. Dyer III [mailto:fdyer@cvrj.org]
Sent: Wednesday, July 11, 2018 10:59 AM
To: Jack Hobbs <jhobbs@madisonco.virginia.gov>
Subject: RE: Rules for trustee labor

Mr. Hobbs,

The Work Force can assist with clean-up of the county owned property, my concern would be proper protective equipment being provided as necessary to work in an area containing asbestos or lead paint. I would not want the inmates exposed to any chemicals that may cause health concerns, if this can be assured that they will not be exposed I do not see any issues.

Frank

From: Jack Hobbs [mailto:jhobbs@madisonco.virginia.gov]
Sent: Wednesday, July 11, 2018 7:42 AM
To: SUPERINTENDENT FRANK DYER
Cc: Roger Berry
Subject: Rules for trustee labor

Frank,

Madison County is in the process of "repurposing" the Criglersville Elementary School site. The building has been all but abandoned for approximately 15 years and needs to be cleaned up before it is "shown" to potential tenants or purchasers. The building is secure and in relatively good structural condition but is known to contain asbestos and lead paint.

Would you advise on whether the trustee crew from CVRJ could assist with the building cleanup and what, if any, limitations there would be on their involvement? We hope that they could assist with moving loose items around, hauling out debris and unusable/unusable items and "sweeping up"; the asbestos and lead paint would (of course) be handled by others.

Jack Hobbs
Madison County



COUNTY OF MADISON, VIRGINIA REQUEST FOR AUCTIONEER SERVICE PROPOSALS

Issue Date: July 25, 2018

Due Date and Time: **August 13, 2018 at 10:00 AM**

Anticipated Award Decision Date: August 17, 2018

RFP #: 180725

Issuing Agency: Madison County Administrator's Office
302 Thrift Road
P.O. Box 705
Madison, VA 22727

Procurement Contact: Jack Hobbs, County Administrator
Phone: 540-948-7500
E-mail: jhobbs@madisonco.virginia.gov

Madison County requests proposals from qualified individuals or firms willing provide [auctioneer services](#). A copy of the request for proposals document is available at www.madisonco.virginia.gov. All proposals shall be delivered in the format specified in the RFP document to 302 Thrift Road, Madison, VA 22727 no later than **10:00 AM on August 13, 2018**. This procurement shall utilize competitive negotiation.

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I. General Information & Background

- a. Madison County is a rural community located just north of Virginia's geographic center. Nestled below the magnificent Blue Ridge Mountains, the County displays the best of the Virginia Piedmont's character. The County comprises 327 square miles and had a 2016 population of approximately 13,078.
- b. Good information on Madison County can be found in documents such as the Comprehensive Plan, annual budget and financial audit reports. Electronic copies of these documents are available on the County web site (<http://www.madisonco.virginia.gov/>).
- c. The motivation for this request for proposals involves the Criglersville Elementary School property. The old brick school building on the property (1120 Blue Ridge Turnpike) has deteriorated, but the County would rather see it be appropriately reused as opposed to demolished. There being no proposed use of the property by any County agency, the proper disposal of all building contents is needed prior to building cleanup for "showing" to prospective purchasers.
- d. To complement this cleanup/clean out effort, furniture and other County surplus items will be moved into the Criglersville Elementary School building for concurrent disposal. This includes items from the 300 Thrift Road building, the Emergency Service Coordinator's office in the War Memorial Building, the "voting house" building at the Criglersville Elementary School site and possibly others. The County will be responsible for moving all surplus items into the Criglersville Elementary School building.
- e. Surplus items that might have significant monetary value include vintage light fixtures.
- f. Items specifically excluded from this auction include:
 - i. The "C" on the stage curtain in the cafetorium
 - ii. The sign over the front entrance to the school
 - iii. The freestanding sign near the road
 - iv. Main Street Christmas decorations (in the "voting house" building)
 - v. After-Prom items (in the voting house building)
 - vi. Seats removed from the auditorium at 414 N. Main Street (in the cafetorium)

II. Qualifications

- a. The Madison County Board of Supervisors intends to procure the services of a qualified Auctioneer through this Request for Proposals. In this context, Auctioneer includes both auctioneering companies and individuals who are auctioneers.

- b. It is mandatory that the Auctioneer selected under this process shall:
 - i. possess appropriate experience, training and licensure for such work and
 - ii. have experience as a practicing auctioneer in the greater Madison County area.
- c. It is anticipated that the Auctioneer selected under this process will:
 - i. be knowledgeable of Virginia law and regulations that pertain to the proper disposal of property owned by local government,
 - ii. excellent interpersonal, written and oral communication skills, and
 - iii. the ability to manage conflict professionally and effectively. Familiarity with Madison County, its local government and current events is desirable.

III. Scope of Work

- a. The Auctioneer will prepare the Criglersville Elementary School property for the auction on a date established by agreement with the County Administrator.
- b. Access and parking for current uses of the site, including the museum, voting house and monument, are to be preserved by the auctioneer so as to not negatively impact those facilities – including on the day of the auction.
- c. The Auctioneer will gather information on the items available for disposal to distribute to the public in an effort to inform prospective bidders and enable them to make wise purchase decisions.
- d. The Auctioneer will conduct an on-site visit to consolidate the items in to lots, digitally photograph each lot and conduct a first-hand assessment of the condition and value of each lot.
- e. The Auctioneer will prepare and locate signage to promote the sale event on the site twenty-one days prior to auction. The sign shall also direct prospective buyers to the Auctioneer's website and provide a phone number for further information.
- f. The Auctioneer will work in conjunction with County Administrator to prepare and place a proper notice of sale in the Madison Eagle that will run (3) weeks prior to auction day.
- g. The Auctioneer will author and post good information regarding the auction on its company website including a numbered list with a lot number, description of the lot and photograph of each lot. All website information will post twenty-one (21) days prior to auction.
- h. The Auctioneer will engage its staff to answer questions and help interested individuals gather information that will help them to become informed buyers at the auction.

- i. On auction day, the Auctioneer will prepare the facility for the auction by setting up audio/visual equipment, chairs, table for registration and for the Auctioneer's staff to complete sale transactions, and possibly provide light refreshments for the crowd.
- j. Auctioneer will provide a proper accounting and a check with the net proceeds to the County Administrator no later than 30 days after auction day.

IV. Proposal Format

- a. Proposals are to be submitted in a simple and economical format, which allows uniform review and easy access to information by evaluators. Emphasis should be placed on completeness and clarity of content.
- b. Each printed and electronic copy of the proposal is to be bound or contained in a single volume. All documents that pertain to the proposal should be contained in that single volume.
- c. Proposals should be organized in the order in which the requirements are presented in the Request for Proposal (RFP).
 - i. The cover page at the end of this RFP.
 - ii. An introductory letter of interest containing a statement by the proposer evidencing an understanding of the work to be done as set forth in this RFP, including an acceptance of the terms of this RFP with exceptions clearly referenced should be provided.
 - iii. A table of contents, which cross-reference the RFP requirements, should be provided. All pages of the proposal should be numbered. All submissions are to be in a narrative form and address the requirements set forth in this RFP.
 - iv. A Statement of Qualifications including any additional information that the Contractor considers pertinent to its qualifications and which respond to the Scope of Services described should be provided. "Additional information" includes but is not limited to:
 1. Biographical data on the individuals who will be assigned to the project, including their relevant experience for Virginia local governments by locality. The individual who would be designated the "Auctioneer" should be clearly identified.
 2. All current certifications, related experience, training, and education of the personnel proposed.
 - v. Narratives clearly articulating the scope of work proposed, exceptions to items listed in the RFP and a draft contract articulating scope of work, conditions, etc. should be provided.

V. Contract Form

- a. The Auctioneer selected will be awarded a contract to handle surplus contents of Criglersville Elementary School and other buildings (see Section I.d), but disposal of items in the future may or may not be with the selected auctioneer as best suits the interests of the County of Madison.

- b. The method for computing the compensation for the Auctioneer's services is subject to proposal and negotiation. Proposers are advised that Madison County strongly prefers to not "guarantee" any minimum proceeds to the auctioneer.
- c. Proposers are advised that all resultant contracts will be extended, with the authorization of the Proposer, to other jurisdictions and political subdivisions of the Commonwealth of Virginia to permit their ordering of supplies and/or services at the prices and terms of the resulting contract or as may be negotiated between the parties. If any other jurisdiction decides to use the final contract, the Contractor must deal directly with that jurisdiction or political subdivision concerning the placement or orders, issuance of the purchase order, contractual disputes, invoicing and payment. Madison County acts only as the "Contracting Agent" for these jurisdictions and political subdivisions. Failure to extend a contract to any jurisdiction will have no effect on consideration of any bid/proposal.
 - i. It is the awarded vendor's responsibility to notify the jurisdictions and political subdivision of the availability of the contract.
 - ii. Each participating jurisdiction and political subdivision has the option of executing a separate contract with the awardee. Contracts entered into with them may contain general terms and conditions unique to those jurisdictions and political subdivisions covering minority participation, non-discrimination. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee, the awardee may withdraw its extension of the award to that jurisdiction.
 - iii. Madison County shall not be held liable for any costs or damage incurred by another jurisdiction as a result of any award extended to that jurisdiction or political subdivision by the awardee.

VI. Submittal Instructions

- a. An authorized representative of the Contractor is expected to sign the proposal.
- b. In order to be considered for selection, all contractors must submit a complete response to the RFP. Ten (10) paper copies of each proposal and/or one digital copy (pdf format on a memory stick in a single file) must be submitted to the County as noted on the cover page. The Contractor shall make no other distribution of the proposal. Packages containing proposals are to be marked accordingly per instructions on the RFP cover page.
- c. Addenda will be issued if necessary. It is the sole responsibility of the vendor to be aware of addenda which will be posted on the Madison County web page. It is anticipated that no addenda will be issued less than three days before the due date.

VII. Evaluation & Award

Madison County will procure auctioneer services under the RFP/competitive negotiation method articulated in the Virginia Public Procurement Act. As such,

- a. An Evaluation Committee will be formed to review and/or screen all submittals.
- b. Each submittal will be reviewed by the County who has full discretion in this procurement, including suspending the details of this request for proposal and proceeding as it deems appropriate. The following criteria will be used in the evaluation process:
 - a. Offeror's experience in providing the services requested,
 - b. Offeror's capability and skills to perform the services required,
 - c. Services to be provided by the Offeror,
 - d. Completion of need services in a timely manner
 - e. Cleanup services offered. In other words, upon completion of the auction event the County would move to donate, recycle or landfill all remaining building contents and clean up the brick school building in preparation for a sale event, and
 - f. Estimated net proceeds revenue to the County.
- c. Exceptions/Alternatives will also be considered.
- d. The County shall engage in individual negotiation and discussions with one or more Contractors deemed fully qualified, responsible and suitable on the basis of initial responses to provide the required services. Repetitive informal interviews are permitted. Contractors shall be encouraged to elaborate on their qualifications, performance data, and staff expertise pertinent to the proposed contract as well as alternative concepts. On the basis of evaluation factors published in the RFP and all information developed in the selection process to this point, the County shall select the Contractor whose price, qualifications, and proposed services are deemed most meritorious. If a contract satisfactory and advantageous to the County can be negotiated at a price considered fair and reasonable, the award shall be made to that Contractor. Otherwise, negotiations with the Contractor ranked first shall be formally terminated and negotiation conducted with the Contractor ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price. Should the County determine in writing and in its sole discretion that only one Contractor is fully qualified, or that one Contractor is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that Contractor. The County reserves the right to award any item or combination of items in the Scope of Services.
- e. The Request for Proposal and all documents contained herein shall become of the part of the contract executed between the Contractor and the County of Madison, VA.

Appendix A: Proposal Cover Sheet

COUNTY OF MADISON, VIRGINIA RFP #180725

Auctioneer Services

Issue Date: July 25, 2018

Due Date & Time: August 13, 2018 at 10:00 AM

(COMPLETE THIS SHEET AND RETURN AS A COVER PAGE FOR THE PROPOSAL)

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to Jack Hobbs at jhobbs@madisonco.virginia.gov at least seven days before the deadline. Answers will be posted in addendum form on the Madison County web site at least 48 hours prior to the deadline. It is the offeror's responsibility to obtain addenda.

ADDRESS: Proposals should be mailed or hand delivered to: **Madison County; 302 Thrift Road/P.O. Box 705; Madison VA 22727.** Reference the Due Date and Hour and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with the Request for Proposals and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	
DBA Name & Location of Local Office		Mailing Address	Corporate/Home Office Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	E-mail Address	Toll Free Number	Fax Number

References:

Organization	Contact name, phone number & e-mail:	Scope of Work:
Organization	Contact name, phone number & e-mail:	Scope of Work:
Organization	Contact name, phone number & e-mail:	Scope of Work:

Advertising Plan for Auctioneer Services RFP:

Once in the Madison Eagle

Posting on the County web site

Posting on the Thrift Road bulletin board

Notify individuals who may know or have relationships with auctioneers:

Steve Hoffman

Roger Berry

Direct mail to known auctioneers:

Pete Elliot