

# Boiling Springs, North Carolina



THE TOWN OF  
**BOILING SPRINGS**

ONE TOWN • ONE UNIVERSITY • ONE COMMUNITY

Request for Proposals (RFP)

For

Reuse of Former Town Hall Property

**Date Issued: XXXX**

**Submission Deadline: XXXX**

Noah Saldo, Town Clerk  
Town of Boiling Springs, NC  
114 E. College Ave  
Shelby, NC 28150  
704-434-2357  
noah.saldo@boilingspringsnc.net

Request for Proposals for Reuse of the Former Town Hall Property in Boiling Springs, NC.

All inquiries on the project must be directed to Town Clerk, Noah Saldo as detailed in this document.

Questions regarding the RFP must be received at the following address no later than 5 pm on       . If a determination is made that clarification or change to the RFP document is required, a written addendum will be posted on the appropriate section of the Town's website. Respondents are responsible for obtaining all RFP updates.

Responses must be delivered to the following address no later than 5pm on       :

**Town of Boiling Springs  
114 E. College Ave  
Shelby, NC 28150**

**OR**

**PO Box 1014  
Boiling Springs, NC 28017**

**Electronic copies may be submitted to [noah.saldo@boilingspringsnc.net](mailto:noah.saldo@boilingspringsnc.net)  
Please mark hard copies and emails with "RFP for Reuse of the Former Town Hall Property."**

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## Project Overview

In 2015, the Town of Boiling Springs moved its office location from a historic building on S. Main Street to its new facility at 114 E. College Ave. The building has been vacant since that time and the Town desires to reimagine this property with a productive use.

Following the destructive fire of the E.B. Hamrick Building in 1937 on the campus of Gardner-Webb, the Cleveland County Board of Education erected a one-story gabled hyphen extending the south end of Boiling Springs Elementary School, providing interior access to the 1941 front-gabled addition. The space was used as classrooms until the school's closing in 1993. The south hyphen and the 1941 addition served as Boiling Springs Town Hall starting in 1991 until the construction of a new town hall was completed in 2015. Currently, the building still shares a wall (which also serves as the property line) with Gardner-Webb University who uses the facility primarily as their Communications Building. This part of the building was erected in 1925 and has historical significance as it is the former Boiling Springs School which started as Boiling Springs Elementary and eventually was the precursor to Crest High School.

In the Town's 2023-2024 Strategic Plan, Priority 2 under the Downtown Master Plan and Corridor Study Priorities, is "Reimagine the Old Town Hall building." This goal is outlined as follows:

*The Old Town Hall building has been a quagmire since it was vacated several years ago. Council continues to have the desire to use this prominent land as a catalyst for change on that end of downtown. Success for the coming year will include:*

- *Releasing a Request for Proposals before the end of 2023. This will include a scope for firms to use in evaluating next steps for the property, a cost analysis of those options, and opportunities for stakeholder relations going forward.*
- *Continued conversations with Gardner-Webb over their interest in the building or property. This could include partnership, purchase, or land-swapping options.*

## Scope of Services

Each of the following items must be outlined in your proposal and are deliverables that should be expounded upon in the final document as detailed below:

1. Analyze market-relevant demographic and socioeconomic data, as well as review current and historic plans, visioning documents, studies, research, development proposals, conceptual renderings, notes from previous public input sessions, and other relevant materials;
2. Collect and analyze relevant data for a parcel analysis to understand current market conditions (sales trends, vacancy, land use, common ownership, underutilization, etc.);
3. Conduct community engagement activities to gain an understanding of what the community expects or would like to see in this area in order to identify stakeholder priorities and input;

4. Conduct market research, including relevant case studies for similar projects, and analyze the market to assess the demand for development, including an evaluation of market feasibility and demand drivers for different uses for the Project including retail, residential, and office;
5. Conduct a high-level site analysis, examining topography, hydrology, infrastructure, building materials, etc. to gain a general understanding of development opportunities and, particularly, constraints within the project;
6. Provide high-level advice on financing and structuring public participation in the project. Provide guidance on potential paths forward (i.e. identify opportunities for public-private partnership, grants, incentives, or other resources); and
7. Make ranked recommendations related to the development of the Project and advise the Town on the next steps for each of those recommendations. This list should include, but not be limited to: the Town retaining sole ownership of the property, partial renovation of the property, tearing down the Town’s portion, public-private partnership, partnership with Gardner-Webb, and other recommendations the consultant deems feasible.

## Deliverables

A response to this request should include an overview on the above scope, an approach to accomplishing these tasks, a timeline, and fee for services. There is at least one public engagement event or activity expected and at least one presentation to the Town Council prior to final adoption.

## Timeline

RFP Released	____ __, 2023
Questions on RFP Due	____ __, 2023 (Two weeks before submission due)
RFP Responses Due	____ __, 2023 (30-days after release?)
Agreement Executed	____ __, 2023 (Next Council meeting)
Project Analysis	TBD
Final Presentation to Town Council	TBD