



REQUEST FOR PROPOSALS BRISBANE MANSION

10 W. Main Street, Batavia, NY 14020

Issued: 2/24/25

Due: 05/30/25

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Proposal Background

Purpose of the Request for Proposals

The historic and architecturally significant Brisbane Mansion was built in 1853 for George Brisbane, the son of Batavia's first postmaster and general store owner. As one of Batavia's wealthiest families, the Brisbane's built their home at one of the most prominent locations in the City near the intersection of West Main Street (State Route 5) and Ellicott Street (State Route 63).

In 1917 the Brisbane family sold the mansion and accompanying land to the newly designated City for a new City Hall. The City Hall was used by several City departments until 2004, when most departments vacated the building for a new City Hall attached to City Centre. The Police department remained at the building but will also be vacating it next year for a new facility on Bank Street.

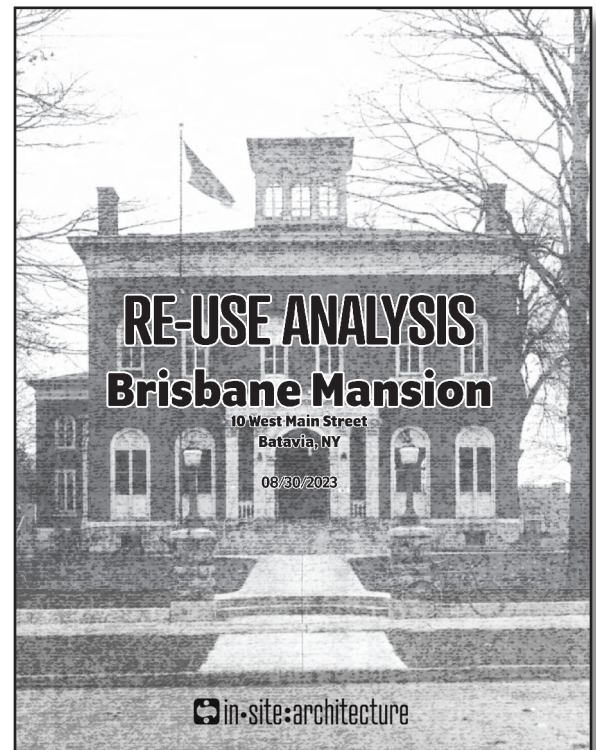
Consequently, the landmark at 10 W. Main Street within the National Register Courthouse Historic District will soon be vacant. The City and Batavia Development Corporation are therefore seeking a partner to redevelop the site in a manner that is compatible with its prominent location and history.

Re-Use Analysis Recommendations

The City of Batavia and Batavia Development Corporation commissioned the development of a building re-use analysis in 2023, which was prepared by In Site Architecture, a firm located in Perry, New York that specializes in historic preservation. The report evaluated the building's condition, alternative redevelopment scenarios, order-of-magnitude rehabilitation costs, code requirements, revenue generation, and potential financing options. Based on In Site's evaluation of the highest and best use options, two potential redevelopment opportunities emerged – market rate apartments and a boutique hotel as described on the following pages.

The report can be accessed using the following link:

[Re-Use Analysis - Brisbane Mansion](#)

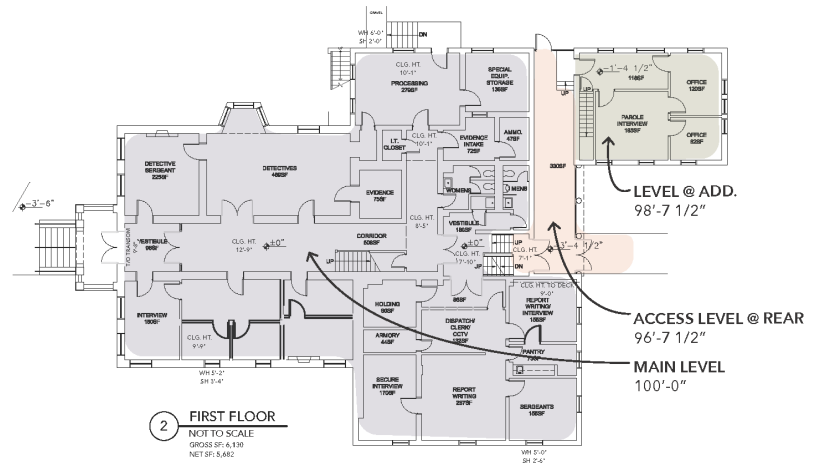


Existing Conditions

The following is a summary of Brisbane Mansion's existing conditions provided by the report produced by In Site Architecture:

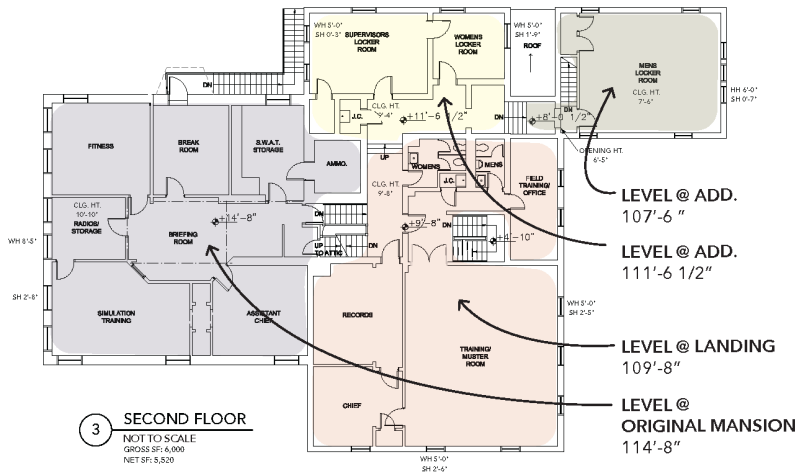
First Floor

The existing first floor has an area of 5,682 sq ft. From the Main Street porch, one enters a grand hallway with original tile floors and several rooms with fireplaces at each side. The central stair leads to the original mansion's upper floor and attic. From the mansion's rear (north), one enters the addition at grade before approaching a second set of stairs that provides access to the basement and two-story addition. This addition currently houses all of the plumbing in the building. These functions are on the same finish floor level (which we are calling 100' - 00" in the diagram to the right), other than the rear entry hall that is at ground level (96' - 7 1/2") and the former "servants quarter" (98' - 7 1/2").



Second Floor

The second floor is 5,520 sq ft. The original section (114' - 8") is currently a central hallway with several offices around. The eastern side of the addition has restrooms and a good size conference room (109' - 8"), and there is a hallway to the west which, via a couple of steps up (111' - 6 1/2") leads to two more rooms and access to the former servant's quarter upper floor down a couple of steps (107' - 6").



Basement & Attic

The attic is 2,000 sq ft of windowless space only accessed through the north stairs. The basement is a 4,695 sq ft maze of smaller rooms with no windows or secondary access/egress. For the study, we will assume both of these spaces will continue to be used as storage space (potentially for tenants) and mechanical area.

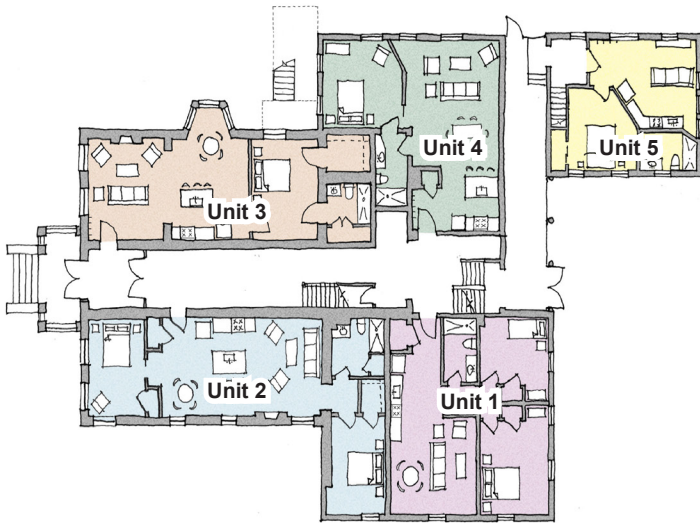
Alternative #1 - 11 Market Rate Apartment

The In Site Report provided the following summary of why market rate apartments represent the highest and best use of the property:

The building lends itself to accommodating eleven spacious, market-rate apartments on the first and second floors. Based on the information presented in the County's latest Housing Needs and Market Analysis, demand is incredibly high for residential units. These factors, consistent with regional and national trends, suggest residential development represents the highest, best use for this renovated property. Such revenue, and a highly likely occupancy close to 100%, will take pressure off the initial investment required to restore historical details. Given the shortage within the region for available, attractive, market-rate apartments and the central location of this building, adding apartments can contribute to the resilient, walkable downtown setting which Batavia has prioritized.

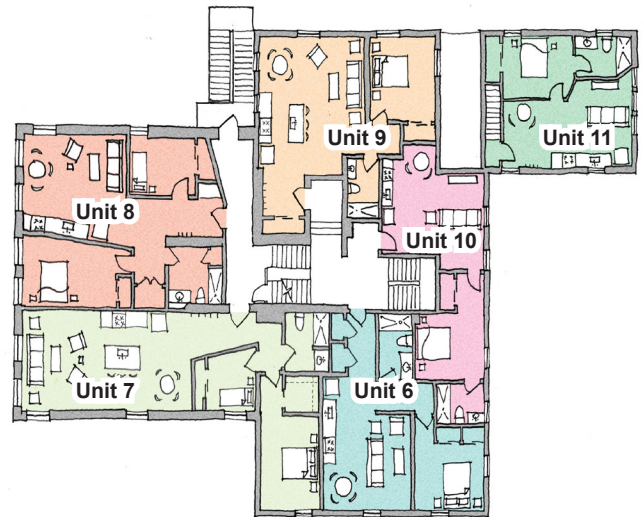
Based on current apartment rental rates and 100% occupancy, the apartments could generate approximately \$164,000 in revenues annually.

First Floor Proposed Layout



UNIT 1 - (2) Bedroom, 925 sf
UNIT 2 - (2) Bedroom, 1,015 sf
UNIT 3 - (1) Bedroom, 885 sf
UNIT 4 - (1) Bedroom, 820 sf
UNIT 5 - (1) Bedroom, 495 sf
COMMON - 1,170 sf

Second Floor Proposed Layout



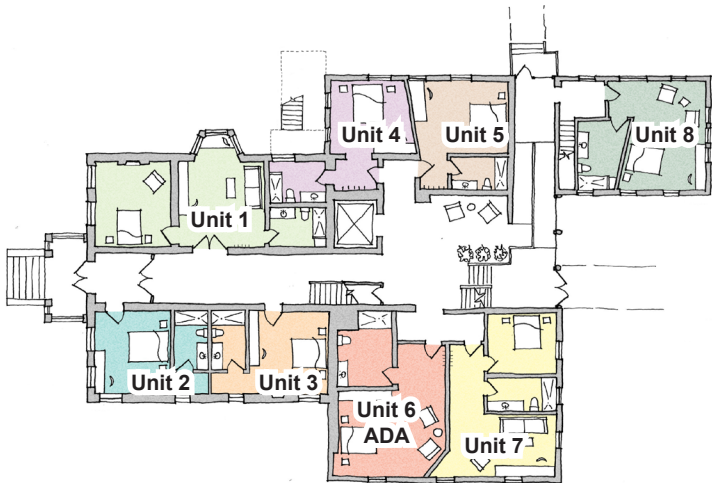
UNIT 6 - (1) Bedroom, 695 sf
UNIT 7 - (2) Bedroom, 1,090 sf
UNIT 8 - (2) Bedroom, 1,010 sf
UNIT 9 - (1) Bedroom, 800 sf
UNIT 10 - (1) Bedroom, 561 sf
UNIT 11 - (1) Bedroom, 522 sf
COMMON - 470 sf

Alternative #2 - 16 Boutique Hotel Rooms

Boutique hotel rooms were another potential option as summarized in the In Site report to take advantage of the site's advantageous location at one of the busiest and most visible intersections in western New York: By leveraging Brisbane Mansion's unique location, history and character, a well-managed boutique hotel is an attractive way to maximize income and justify the expense of reinvestment in the dated structure. Capitalizing on its location at the center of the City and within walking distance to many activities and restaurants, this mansion turned lodging would provide a new and memorable option for visitors and short term guests.

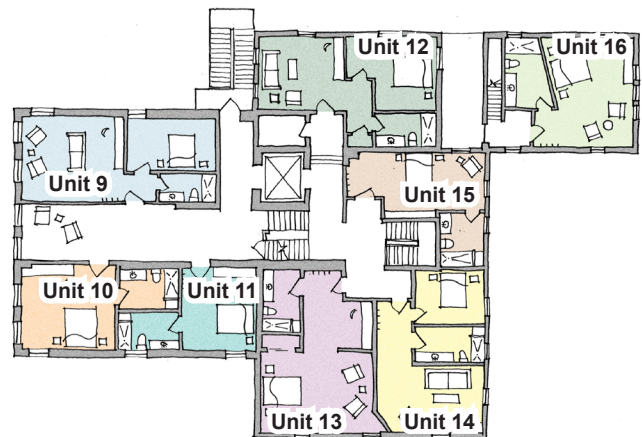
Based on a conservative average occupancy of 60% (10 rooms) the hotel could generate approximately \$350,000 in revenue annually.

First Floor Proposed Layout



- UNIT 1** - Deluxe Suite, 635 sf
- UNIT 2** - Micro, 330 sf
- UNIT 3** - Micro, 340 sf
- UNIT 4** - Micro, 365 sf
- UNIT 5** - Micro, 365 sf
- UNIT 6** - Deluxe, 570 sf (ADA)
- UNIT 7** - Deluxe Suite, 590 sf
- UNIT 8** - Deluxe, 455 sf
- COMMON** - 1,708 sf

Second Floor Proposed Layout



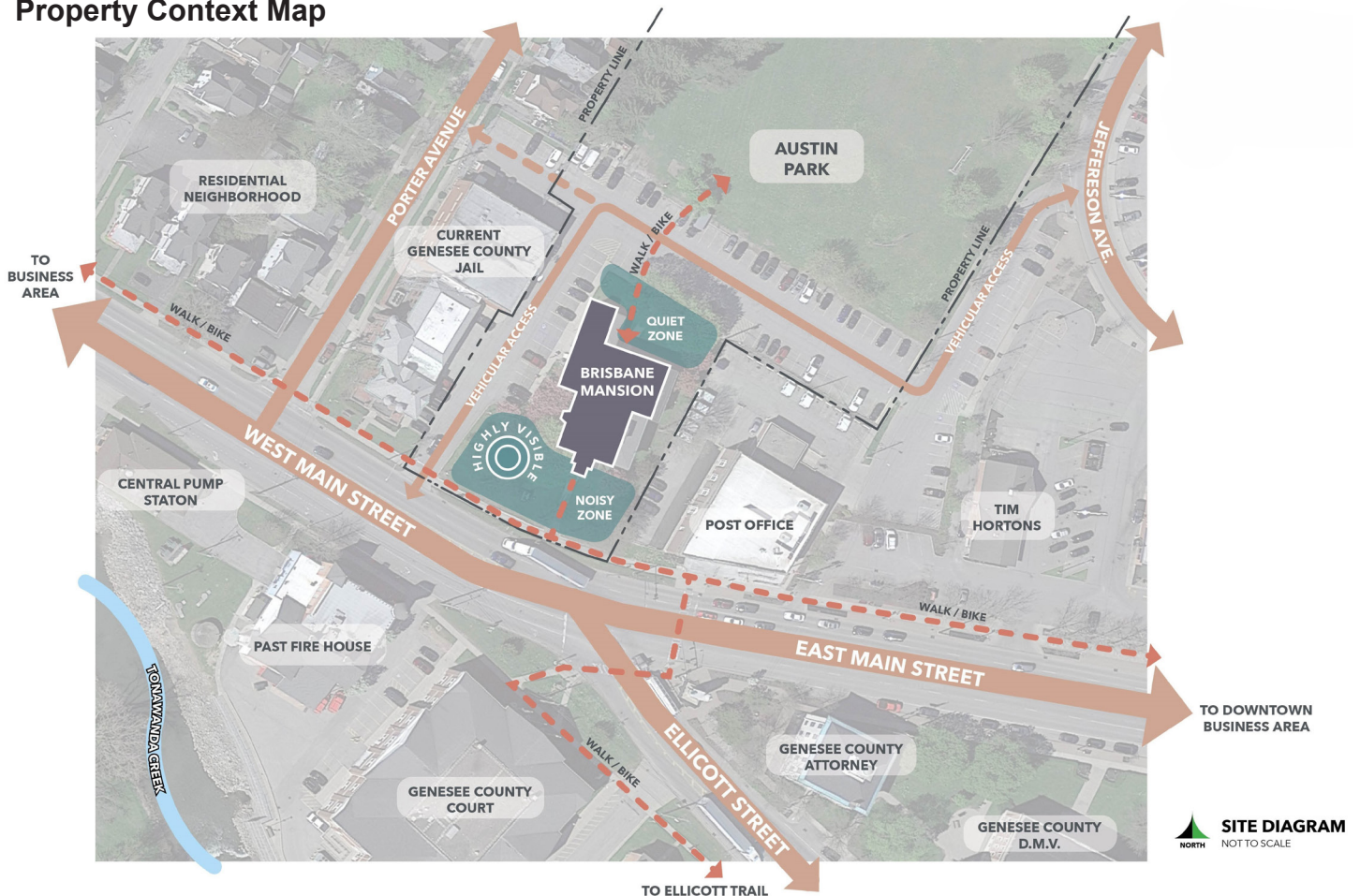
- UNIT 9** - Deluxe Suite, 580 sf
- UNIT 10** - Micro, 375 sf
- UNIT 11** - Micro, 325 sf
- UNIT 12** - Deluxe Suite, 580 sf
- UNIT 13** - Deluxe Suite, 590 sf
- UNIT 14** - Deluxe Suite, 590 sf
- UNIT 15** - Micro, 365 sf
- UNIT 16** - Deluxe, 455 sf
- COMMON** - 1,330 sf

Property Characteristics

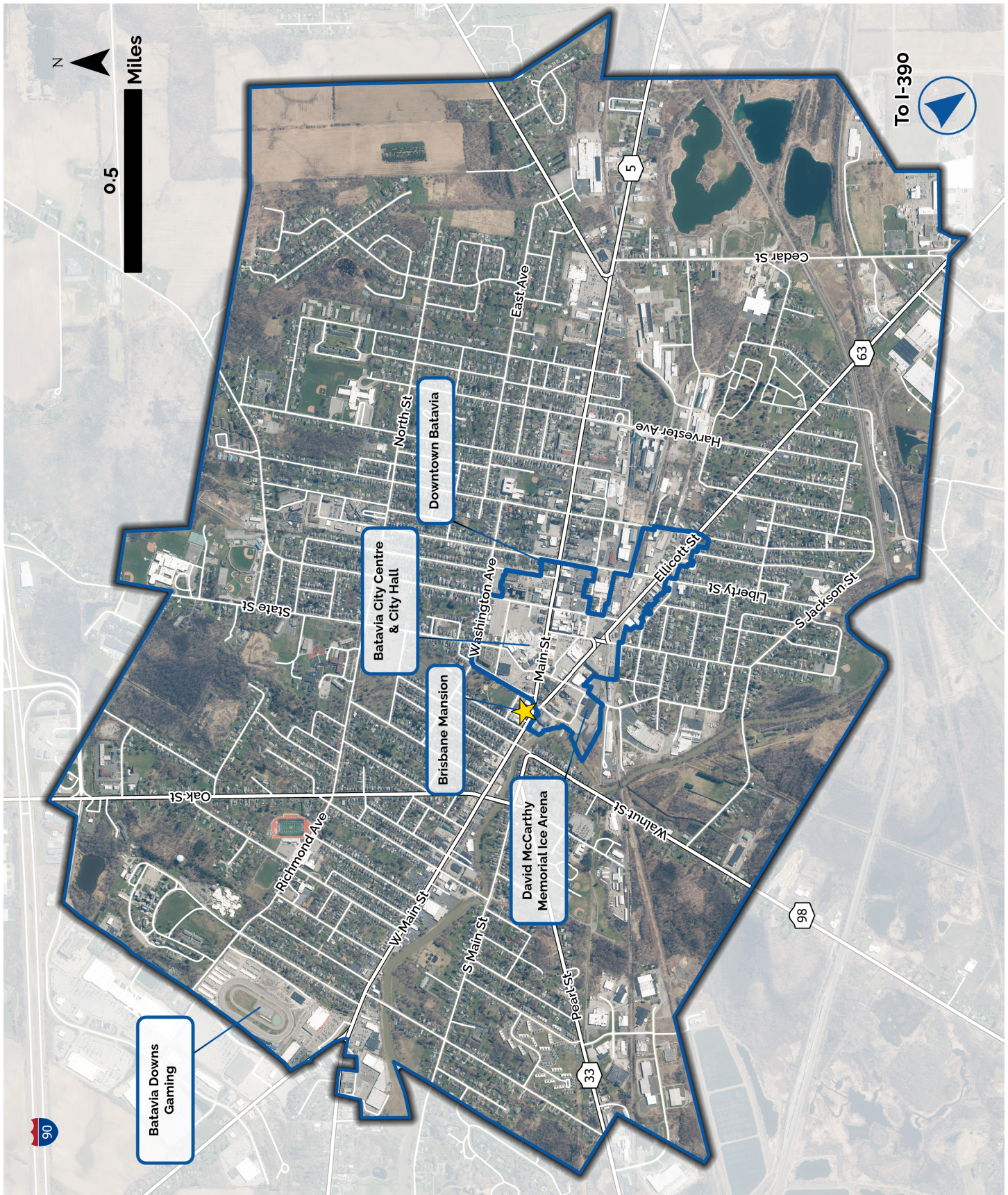
Property Attributes

Address	10 W. Main Street, Batavia, NY, 14020
Tax I.D	84.010-4-25
Acreage	0.92 acres
Utilities	Water, sewer, sanitary, gas, and electric available
Access	W. Main Street & Jefferson Avenue
Parking	72 public parking spaces
Walk Score	86 - Most errands can be accomplished on foot
Bike Score	66 – Bike infrastructure is available and improving

Property Context Map



City Context Map



Site Location Characteristics

The Brisbane Mansion is located on the west side of downtown Batavia in the C-2 commercial zone and is also included in the Historic Overlay District to ensure compatibility with the National Register Courthouse Historic District. As noted previously the site is strategically located at the intersection of State Routes 5 and 63, and the NYS Thruway (I-90) interchange 48 is just over one mile from the site.

The C-2 Commercial zone permits the following uses (refer to General Code for more detailed information [City of Batavia, NY Zoning](#)):

- Residential (high rise and multi-family residential uses are subject to a special use permit)
- Restaurants
- Professional Offices
- Retail
- Hotel

Lot, area, setback, and bulk requirements vary depending on use and can be found here: [Schedule 1](#)

The Historic Overlay District permits the underlying uses in the C-2 zone, but all plans for construction, alteration, site alterations, and signs are subject to review by the City's Historic Preservation Commission. Recommendations from the Historic Preservation Commission are sent to the City's Planning and Development Committee, which makes the final decision on the site and building plans.

The City completed a [Comprehensive Plan in 2017](#) and the future land use map designates the area where the mansion is located as a Transformational Neighborhood, which recognizes its adjacency to residential districts and as a transition zone between the highway commercial zone and a walkable downtown Batavia. City staff and consultants are in the process of updating the City's Zoning Code to reflect the Comprehensive Plan recommendations.

A phase 1 Environmental Site Assessment (ESA) was recently completed for the site and no recognized environmental concerns were found. The ESA is complemented by a Regulated Building Materials (RBM) report. Both reports are available upon request from the City. The site is not within a flood hazard area.

The City of Batavia is a small City of just under 16,000 and is equidistant to both the city of Buffalo (pop. 274,678) and Rochester (pop. 207,274), which are both just over 30 minutes away. The Batavia micropolitan area (Genesee County) has a population of more than 58,000. Batavia is a regional center for services, retail, restaurants, and jobs that serves a larger rural area that includes four counties.

Site Appraisal

An appraisal was recently prepared for the site by Rynne, Murphy & Associates, a Rochester-based real estate appraisal firm. Based on the appraiser's site visit, and their analysis of the data for the building and site, the conditioned market value of the site was \$740,000. This appraisal is based on the income capitalization and sales comparison approaches. The report is available upon request.

The current tax assessment is \$820,000.

Community Goals for the Project

The City of Batavia and Batavia Development Corporation recognize redevelopment of the building and site is an important community and economic goal, for the community. Ideally, the City would like to see the historic property preserved and rehabilitated. The building's history, heritage, and former use as City Hall, as well as its very visible location at a prominent regional intersection adjacent to downtown Batavia, reinforces the importance of the landmark's revitalization.

The City's preference is to work with a firm or entity experienced in redeveloping historic sites and returning the property to taxable status. The City will consider and rank proposals that contain alternate strategies, ownership, and taxable status, ultimately selecting the proposal that provides the assurance of long-term success of the redevelopment project.

Proposals will be evaluated on how well, in the City's judgment, they meet the following objectives:



Preservation of the Mansion

Proposals should reflect the importance of preserving the historic building and site.



Compatibility with the adjacent neighborhoods & downtown

The renovation should complement surrounding uses and provide an appropriate transition between downtown to the east and the highway commercial zone to the west.



Economic Development

Proposals that generate reinvestment at the site and have the potential to influence additional redevelopment near the site and downtown will be looked upon favorably.



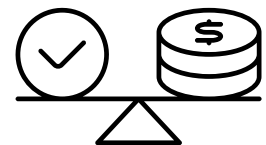
Returning the Property to Productive, Taxable Use

Putting the property back on the tax rolls.



Firm Experience

Does the firm or team of firms have previous success with historic property redevelopment.



Firm Financial Capability

Does the firm or team of firms have the financial capability to undertake the project.

RFP Requirements

RFP Contact Information

Questions regarding this request for information can be directed to the Tammy Hathaway, Batavia Development Corporation Director, at **(585) 813-8054**, or **director@bataviadevelopmentcorp.org**

Questions should be submitted no later than one week prior to the due date for the proposal.

Anticipated Schedule

RFP Issued	2/24/25
Pre-proposal Meeting/Site Tour	3/20/25
Responses Due	5/30/25
Interviews if Necessary	6/12/25
Developer Selected	07/14/25

Proposal Submissions

Responses should be submitted in the required proposal format. Proposals will be received by the City of Batavia Clerk, 10 West Main Street, Batavia, NY 14020 by **2 p.m. on May 30th, 2025**. Responses received after the deadline will not be considered. Each response should be enclosed in a sealed envelope and labeled PROPOSAL FOR BRISBANE MANSION.

One original and 10 copies of the proposal should be submitted. Submitters agree to honor their proposals for a period of 120 days from the proposed due date. The City of Batavia will accept no financial responsibility for costs incurred by any submitter in responding to this RFP.

Pre-proposal Meeting & Tour of the Site

A pre-proposal meeting will be held **March 20th, 2025, 1 p.m.**, at the site. The purpose of the meeting is to discuss the Request for Proposal and to answer questions. An optional site tour will immediately follow the meeting.

Selection Criteria

The proposals received will be evaluated by the following criteria:

1. Conformity with the community goals for the project
2. Experience with similar projects, including experience with historic properties
3. Financial Capacity
4. Potential level of investment
5. Readiness – projects that can proceed immediately.

Selection Process

A selection committee will evaluate the proposals and decide which submitters will be interviewed if necessary. Those selected for interviews will be given an opportunity to discuss their proposals in more detail and answer any questions members may have about the project and or the firm's background. The committee will then make a recommendation to the City of Batavia Council based on the selection criteria and strength of the proposal. The Council will also make the final decision on disposition of the property. An agreement between the City of Batavia and the successful proposer will then be executed.

Submission Information Required

To be considered for this request for proposals, submitters must provide all the information listed below:

1. **Narrative Project Description** – provide a description of the proposed project including, but not limited to, uses, number of units, parking, phasing, and a description or illustration (preferred) of the proposed building improvements and site design. If illustrations are not available for the proposed design improvements, please provide photos of buildings or projects that depict elements to be included in the building design.
2. **Plans** – submit a concept site plan.
3. **Experience with Similar Projects** – a listing of similar projects with dates that the submitter has been directly involved with regarding redevelopment, design, or financing.
4. **Development Team** – please provide information on the professionals involved, including the design team and construction firm and their experience with similar projects.
5. **Schedule** – a schedule should be provided that outlines the time for completion of various phases of the project including project initiation, approvals, construction and completion.
6. **Financial Capacity** – each submitter should provide a description of the financial capacity of the organization including appropriate documentation. Submission of financial statements, bank references and a financial commitment from a bank or financial institution is encouraged.
7. **Other Financing Requirements** – please indicate any grants or other financial incentives that will be required for the project.
8. **Development Budget** - provide a development budget for the project.

Additional Information

Market/Demographic Information

Market Area (Genesee County) Census Population estimate (2022 ACS Estimates)	58,204
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Market Area (Genesee County) Median Household Income (2022 ACS Estimates)	\$68,178
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Residents with bachelor's degree or higher (Genesee County)	25%
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Traffic Counts (Route 5, Ellicott St. to Oak Street)	30,970
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Genesee County Housing Study

Genesee County recently completed a [Housing Needs and Market Assessment](#). The assessment aims to enhance the understanding of existing and future housing market and resident needs among housing providers, developers, municipalities, Genesee County agencies, and non-profit organizations. This information will be used to update municipal comprehensive plans and help guide the development community to bring project proposals to the County and partner municipalities that are appropriate and necessary to meet the demand.

Tax Rate/\$1,000 of Assessed Value

City	\$ 8.96
County	\$ 8.31
School	\$16.74
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Total	\$34.01

Potential Grants & Financing

(Illustrative only – depends on project and agency requirements)

1. **NY Main Street Program** – provides up to \$500,000 in grant funds for anchor building projects.
2. **Restore NY Communities** – grants of up to \$2 million for rehabilitation, construction, demolition, and environmental remediation.
3. **City Revolving Loan Fund** – provide funds for building improvements that have a visual impact and facade work for rehabilitation or new build (grant of 40% of the total project cost will be considered with a cap at \$20,000 per project). Additional funding is available for strategic priority projects in the City that are making significant capital investment.
4. **Genesee County Economic Development Center** - loan fund and other IDA incentives available, including the Pathways to Prosperity fund for the City of Batavia
5. **NYS CDBG Economic Development Program** – potentially up to \$750,000 in grant funds; funds up to 40% of project costs; job requirements; competitive application.
6. **NYSERDA** – state matching grants for investment in energy efficient building systems.
7. **New York State and Federal Historic Preservation Tax Credits** - tax credits available up to 40% of project costs (20% state; 20% federal).
8. **Empire State Development Corporation** – provides up to 20% of total project costs for building acquisition, rehabilitation, equipment and site development for commercial or mixed-use projects.
9. **Real Property Tax exemption 485b** – the City participates in the 485b exemption program, which provides a 10-year exemption for increases in taxable value starting at 50% and decreasing to 5% in the tenth year.
10. **Real Property Tax exemption 485a** – the City also participates in the 485a exemption program, which provides a 12-year exemption for mixed-use properties, including a 100% exemption for years 1-8, followed by additional 20% reductions until year 12. At least 40% of the sq. ft. of the building must be used for residential purposes and a minimum of 15% of the sq. ft. must be used for commercial purposes.