

# CITY OF SHELBY 1872 FIRE STATION SALE

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## Request for Proposals

Date Issued: July 31, 2025

Proposals Due: September 2, 2025, by 4:00 PM

## Objective

The Shelby City Council, in conjunction with the Shelby Community Improvement Corporation, is seeking proposals for the sale and redevelopment of the historic 1872 Fire Station.

## Scope of Proposal

All proposals must include the following components:

- Statement of the proposed use of the building
- Exterior preservation and improvements plan
- Interior alterations and improvements plan
- Detailed financial plan - including proposed capital investment and long-term sustainability
- Timeline for project start and completion

## Expected Timeframe

- Proposal Due: September 2, 2025
- Shelby City Council Review: September 15, 2025
- Potential Award Date: October 6, 2025

## Proposal Format and Requirements

Proposals must include the following sections:

- Letter of Interest: Statement of intended end use of the building
- Personnel: Ownership structure and key individuals or organizations
- Experience: Relevant experience with rehabilitation and historic preservation
- Approach to Project: Key tasks, responsibilities, and support needed
- Financial: Sources of funds and sustainability plan

## Submission Instructions

Submit a Statement of Qualification (SOQ) proposal, maximum 20 single-sided pages (8.5 x 11, 12-point font).

Proposals must be submitted by 4:00 PM on September 2, 2025, clearly marked 'City of Shelby 1872 Fire Station'. Late submissions will not be accepted.

Digital submissions are accepted via email to [steveschag@shelbycity.oh.gov](mailto:steveschag@shelbycity.oh.gov). Hard copies may be mailed or delivered to:

Mayor Steven Schag

City of Shelby

43 West Main Street

Shelby, OH 44875

## Communications

Questions may be directed to Joe Gies at [joegies@shelbycity.oh.gov](mailto:joegies@shelbycity.oh.gov) or 419-342-3600. Responses will be shared with all interested parties.

Additional information is available at [www.shelbycity.oh.gov](http://www.shelbycity.oh.gov) or at City Hall during business hours.

## Evaluation Process

Proposals will be evaluated based on:

- Quality and completeness of the proposal
- Financial qualifications and feasibility
- Proposed use and benefit to the Shelby community
- Relevant experience and project approach
- Historic preservation and architectural sensitivity

A scoring rubric may be used to ensure transparency and consistency in evaluation.

## Terms and Conditions

- The City reserves the right to reject any or all proposals.
- The City may request clarification or additional information.
- The City is not responsible for costs incurred in proposal preparation.
- All submissions become public documents subject to disclosure.

- Terms of sale shall include a detailed development agreement with a claw back reversionary clause and first right of refusal of future sale.
- The City of Shelby shall maintain an ingress/egress and utility easement (surveyed by FE Krocka and Associates Inc., Nathan W Sautter, Ohio registered surveyor #8252 on March 18, 2025)
- A quit-claim deed shall be used to transfer said real property.
- Said real property to be sold “as is – where is” with no warranties whatsoever, either express or implied.
- The City may modify or terminate the RFP process at any time.

#### **Additional Information**

Historic Note: The 1872 Fire Station is a landmark of Shelby’s civic heritage. Proposals that honor its architectural and historical significance are encouraged.

Site Visit: A guided tour of the property will be offered on August 15, 2025, at 10:00 AM.  
RSVP to [joegies@shelbycity.oh.gov](mailto:joegies@shelbycity.oh.gov).