

City of Suisun City, California

Request for Information

Sale and Redevelopment of the Suisun City Harbor Theater Property

PROPERTY LOCATION:

720 Main Street, Suisun City, CA 94585

ISSUING DEPARTMENT:

City of Suisun City - Recreation, Parks, and Marina Department

CONTACT INFORMATION:

Janet Hull, Recreation, Parks & Marina Director

Email: jhull@suisun.com

Address: 611 Village Drive, Suisun City, CA 94585

KEY DEADLINES:

- **Site Walk:** Tuesday, May 20, 2025, at 10:00AM - 12:00PM
- **Deadline for Questions:** Thursday, May 22, 2025
- **Responses to Questions Posted By:** Tuesday, May 27, 2025
- **Proposal Submission Deadline:** Friday, May 30, 2025, by 2:00 PM

SUBMISSION REQUIREMENTS:

- **Number of Copies:** Three (3) physical copies
- **Submission Format:** Maximum of 12 pages
- **Addressed to:** Janet Hull, Recreation, Parks & Marina Director
- **Mailing Address:** 611 Village Drive, Suisun City, CA 94585
- **Envelope Label:** *RFI – Harbor Theater Sale and Redevelopment*

NOTICE:

This RFI is for informational purposes only and does not commit the City to proceed with a sale or redevelopment. The City reserves the right to use the information submitted for planning and evaluation purposes.

REQUEST FOR INFORMATION (RFI): Sale and Redevelopment of Harbor Theater

I. PURPOSE

The City of Suisun City is seeking informational proposals from qualified parties interested in the purchase, rehabilitation, and operation of the city-owned building known as the Harbor Theater. The City intends to sell the property, with conditions tied to future development and use that will enhance downtown Suisun City's economic vitality and contribute to its arts and cultural landscape. Proposals should demonstrate the ability to purchase the property in its as-is condition, offering a price that represents the best overall value to the City, along with a commitment to maintain and enhance the existing infrastructure.

The Harbor Theater is located at 720 Main Street and includes the following parcels: APN 032-141-140 (720 Main Street) and APN 032-141-180 (West Parking Parcel) and currently sits vacant. The property is bordered by Main Street to the west, Morgan Street to the south, Kellogg Street to the east, and a parking lot adjacent to the Harbor Square buildings to the north. The City invites interested parties to submit concepts for the property's reuse that will support the downtown district while preserving its value as a community asset. Images below indicate the site location and structural characteristics.

II. BACKGROUND

Suisun City is located east of Interstate 80, intersected by Highway 12, with a population of approximately 28,743. The Harbor Theater was established in 1999 through the renovation of a building that formerly housed a grocery store. The theater was originally occupied by the Solano Community College Theater program, and later leased to the Creative Arts Collective, which operated there from 2015 to 2022. In addition, a small coffee shop also operated out of the Harbor Theatre building from 2020-2021.

The Theater currently has a main theater with 170 seats plus 4 ADA seats, and has several rooms: a lobby, reception room, concession counter, restrooms, dressing rooms, green room, dance/black box theater, meeting rooms, scenery/construction shop, an office and a box office. The theater is currently vacant and in need of repairs.



III. PROPERTY INFORMATION

- **Address:** 720 Main Street, Suisun City, CA 94585
- **Parcel Numbers:** APN 032-141-140, APN 032-141-180
- **Building Size:** Approximately 12,500 square feet
- **Current Condition:** Vacant, requires repairs, including mold remediation
- **Theater Capacity:** 170 seats plus 4 ADA seats
- **Facilities:** Includes main theater, lobby, reception room, concession counter, restrooms, dressing rooms, green room, black box theater, meeting rooms, scenery shop, office, and box office
- **Zoning:** Main Street Mixed Use (MSMU)
- **Previous Uses:** Solano Community College Theater Program (1999-2014); Creative Arts Collective (2015-2022)

IV. REQUESTED INFORMATION

Interested parties are invited to submit a proposal that includes the following:

1. **Concept and Use:**
 - Description of the proposed future use of the property, including how it will deliver foot traffic and enhance downtown Suisun City as a destination for residents and visitors.
 - Proposed efforts to preserve and enhance the Harbor Theater's architectural and cultural characteristics while ensuring long-term usability.
2. **Financial Proposal:**
 - Proposed purchase price, representing the best overall value to the City.
 - Financial backing and demonstration of the proposer's ability to purchase the property in its as-is condition.
3. **Rehabilitation and Maintenance Plan:**
 - Detailed description of planned repairs, upgrades, and anticipated project timelines.
 - Strategies for maintaining and enhancing the existing infrastructure and amenities.
4. **Economic Impact:**
 - Outline of the anticipated economic benefits to the downtown area and the City, including estimated foot traffic generation, job creation, event programming, or other measurable contributions.
5. **Proposer Information:**
 - Name(s), address, telephone number, and email address of the proposer.
 - Designated representative for communications and clarifications, with contact details.
 - Type of organization (corporation, partnership, individual, etc.), a brief history of the organization, and the reasoning behind the proposal submission.
6. **Conflict of Interest Disclosure:**
 - Disclosure of any financial, business, or other relationships with the City of Suisun City or its staff that may have an impact on the outcome of this project.
 - List of any current clients, business contacts, or affiliations who may have a future interest in the outcome of this project.

V. SUBMISSION REQUIREMENTS

Proposers shall submit a complete response to this RFI consisting of no more than 12 **pages**, including all items requested in Section IV. Submissions must be delivered as follows:

- **Number of Copies:** Three (3) physical copies
- **Format:** Maximum of 12 pages, single-sided
- **Due Date:** Friday, May 30, 2025, by 2:00 PM
- **Submission Address:**
Janet Hull, Recreation, Parks & Marina Director
611 Village Drive
Suisun City, CA 94585
- **Envelope Label:** *RFI – Harbor Theater Sale and Redevelopment*

Note: Submissions must be received by the deadline. Late or incomplete proposals may not be considered.

VI. EVALUATION CRITERIA

Proposals will be reviewed based on:

- Completeness of the proposal
- Financial viability and feasibility
- Alignment with the City's economic development and arts goals
- Experience with similar projects, particularly in the arts sector
- Logical and feasible timeline for repairs and redevelopment

VII. NEXT STEPS

This RFI is the first step in the process to gauge interest in the sale of the property. Based on responses, the City may issue a formal Request for Proposals (RFP) in the future. The City may also request additional information from interested parties, such as financial capability and specific redevelopment plans.

VIII. SUBMISSION DEADLINE & CONTACT INFORMATION

- **Proposal Due Date:** Thursday, May 30, 2025, by 2:00 PM
- **Submit To:** Janet Hull, Recreation, Parks & Marina Director, 611 Village Drive, Suisun City, CA 94585
- **Questions:** Submit via email to jhull@suisun.com by Thursday, May 22, 2025. Responses will be posted by Tuesday, May 27, 2025.

This RFI does not constitute a commitment by the City to proceed with the sale or redevelopment of the Harbor Theater. The City of Suisun City reserves the right to use submitted information for planning and evaluation purposes.