
REQUEST FOR PROPOSAL

PROPERTY ADDRESS: 238 E. High Street, 1st Floor, Pottstown, PA 19464

NAME:

COMPANY:

BUSINESS ADDRESS:

PHONE:

EMAIL:

Proposals should be submitted by 5:00 p.m. on April 14, 2023 to:

Peggy Lee-Clark, Executive Director

Pottstown Area Economic Development (PAED)

152 East High Street, Suite 200, Pottstown, PA 19464

(610) 326-2900 | pleelark@paedinc.org

PAED is a 501(c)(3) dedicated to developing, coordinating and implementing an overall economic development strategy for the Borough of Pottstown designed to stimulate investment which will maintain and enhance the tax base; retain and create job opportunities; and restore and utilize or remove under-utilized buildings. PAED is developing, coordinating & implementing an economic development strategy that will stimulate investment & sustainable growth. PAED provides services to businesses and organizations seeking to invest, expand or relocate including assistance with site selection, commercial and industrial real estate development, redevelopment, access to resources, and workforce development.

PURPOSE AND INTENT

Through this Request for Proposal (RFP), PAED seeks to

- Engage potential tenants to lease the commercial space from the building owners. The lease will be awarded through a fair and open process. Multi-year tenant preferred.

Pottstown Area Economic Development (PAED) is seeking a qualified, professional commercial business to occupy as a tenant for the commercial space listed within the Borough of Pottstown. All proposed businesses must conform to allowable uses and zoning guidelines within the Downtown District.

PROPERTY/COMMERCIAL SPACE INFORMATION

The commercial space is located on the 1st floor in the iconic New York Plaza Building at 238 E. High Street in the heart of Downtown Pottstown. This commercial space has a street-side entrance and a wall of street-facing glass windows. There are five (5) flexible spaces within that total approximately 7,500 sq. ft. There is a reception area, two accessible restrooms, one non-accessible restroom, a private office space, and a rear entrance door that leads to the parking lot. HVAC is located on the rooftop, and gas and electric utility expenses are shared with the building owners. The expansive ceiling height gives the space an open, airy aesthetic. The space was renovated in Fall 2022. It was previously used as gym for preschool-aged youth, as well as a gym offering adult classes, including aerial yoga and kickboxing. Equipment is available and negotiable.

Tenants of the 1st Floor at 238 E. High Street will share an address with the building's other tenants, which includes the unique and modern venue, Rivet Canteen & Assembly. This venue has significant weekend visitors, offering the benefit of foot traffic into this iconic building. Commercial office tenants will be housed on the 3rd and 4th floors.

Parking is negotiable, and available in the rear of the building. Bus Service via Pottstown Area Rapid Transit (PART) as well as via Amtrak Thruway to Philadelphia is available 2.5 blocks away. Neighboring businesses include: restaurants and eateries, beer gardens, boutique/specialty retail shops, and professional services. Montgomery County Community College, Riverfront Park, and the Schuylkill River Trail are less than 3 blocks away.

ESTIMATED TIMELINE

Turnkey - available for immediate occupancy. Limited custom fit-out and/or physical changes such as painting, etc. is negotiable for qualifying tenants.

REQUIRED INFORMATION

Please provide a business narrative including name, industry, goods/services sold, prior locations, number of employees, desire and capacity to operate in a Downtown location, how the space meets the needs of the business. Information such as projected income, expenses, and future plans for maintaining the business location are recommended. Additional information such as logo, website, social media, etc. is also encouraged.

PREFERRED LEASE PRICE & TERMS

Price is negotiable based on a multi-year lease.



POTTSTOWN AREA
ECONOMIC DEVELOPMENT

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