
REQUEST FOR PROPOSAL

PROPERTY ADDRESS: 238 E. High Street, 4th Floor, Pottstown, PA 19464

NAME:

COMPANY:

BUSINESS ADDRESS:

PHONE:

EMAIL:

Proposals should be submitted by 5:00 p.m. on April 30, 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 office 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 4th Floor within the iconic New York Plaza Building at 238 E. High Street in the heart of Downtown Pottstown. The space has four (4) individual offices, with additional options for common and/or reception areas. The total space is 3,227 sq. ft., with each individual area ranging from approximately 600 to 950 sq. ft. and each with its own small restroom. Each office has control of its own HVAC, and tenant-paid utilities include gas and electric. The ceiling height gives the space an open, airy aesthetic. The windows are modest in size, but allow natural light to enter the space, as well as varying views of the Downtown.

Tenants of the 4th Floor at 238 E. High Street will be pleased with the close proximity to the building's street level unique and modern venue, Rivet Canteen & Assembly. This venue's vibe is a must-see for any office tenant seeking inspiration to create a non-traditional work/play/convene/entertain space for its staff/colleagues/clients. ***"Located in century-old downtown centerpiece New York Plaza, Rivet highlights Pottstown's rich industrial heritage with a design blueprint that celebrates the local trades that helped forge America." www.visitrivet.com***

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

The 4th Floor is undergoing renovations. Available Spring 2023 (anticipated).

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

PROPERTY/COMMERCIAL SPACE INFORMATION

