

TOWN OF MONTAGUE



COMMERCIAL HOMESTEADING PROGRAM REQUEST FOR PROPOSALS FOR DISPOSITION OF PROPERTY AT 20 CANAL RD TURNERS FALLS, MA

(“BUILDING 11”)



Proposals Due: September 1, 2015

Late Proposals will be rejected

**For more information concerning this opportunity
contact the Montague Planning Department:**

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COMMERCIAL HOMESTEADING PROGRAM
BUILDING 11 REDEVELOPMENT OPPORTUNITY

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**TOWN OF MONTAGUE
REQUEST FOR PROPOSALS
COMMERCIAL HOMESTEADING PROGRAM
BUILDING 11 REDEVELOPMENT OPPORTUNITY**

I. INVITATION – Request For Proposals (RFP)

The Town of Montague, Massachusetts through its Board of Selectmen invites proposals from qualified developers or builders for the acquisition and rehabilitation of a 35,280 SF former paper mill building at 20 Canal Road, on a portion of land identified as Town Assessor Map 2, Lot 1. The property consists one seven story brick building on +/- .42 acres. The property will be subdivided from a municipally-owned 10 building, 1.9 acre complex known locally as the Strathmore Mill. Adaptive reuse of Building 11 is the first phase in the planned revitalization of the historic mill district in the village of Turners Falls.

The property is being offered under the Commercial Homesteading Program, an economic development program designed to eliminate a general condition of blight in downtown Turners Falls, to encourage private investment in the rehabilitation of key properties, to protect historic structures, to encourage the creation of jobs, and to bring the buildings and the adjacent land back onto the tax roles.

The town proposes to offer the property for a nominal charge to the builder(s) or developer(s) who: (1) offer(s) the most creative approach to the rehabilitation of the building and site, (2) commits to the most attractive investment plan, and (3) submits the proposal that promises to contribute most significantly to the economic development of the town. This is a competitive process where proposals will be evaluated and ranked according to a series of well-defined criteria. These criteria will measure the relative effectiveness of each proposal to accomplish specific program objectives. Each applicant will be expected to provide solid documentation of their ability to meet all commitments being made in their proposal, in particular, evidence of an ability to obtain financing and provide performance guarantees. By submitting a proposal, the Proposer agrees to enter into a Purchase and Sale Agreement with the Town that incorporates all the terms and conditions of this RFP

The Request for Proposals (RFP) will be available 3/18/2015 on the Town of Montague website: http://www.montague-ma.gov/Pages/MontagueMA_Procurement/rfp or can be picked up at the Town Office Building (Planning Department), 1 Avenue A, Turners Falls, MA. 01376. The Town Office Building is open Monday, Tuesday and Thursday, 8:30a.m. to 5:30 p.m., and on Wednesday, 8:30 a.m. to 6:30 p.m.

An optional Project Briefing will be held at the Town Hall, One Avenue A, Turners Falls, MA at 11:00 AM on Thursday, May 7 2015. This briefing will be followed by a site visit. Any questions concerning the proposed project should be directed to the Town Planner (413) 863-3200 (ext 207) during normal office hours, no later than 6/17/2015. Responses to all questions raised in writing shall be issued as an addendum to this RFP.

All proposals for this project must be received at the Selectmen's Office no later than 2:00 PM, Tuesday, September 1, 2015, at which time they will be publicly opened and read aloud. All non-fee proposals shall be contained in a sealed envelope marked: "Strathmore Mill: Commercial Homesteading Program". Fee proposals shall be contained in a separate envelope.

The Town of Montague reserves the right to accept or reject any or all proposals, to waive any informalities, and to make the awards as may be deemed to be in the best interest of the Town. All proposals will receive consideration without regard to race, creed, color, age, sex, religion, national origin or disability. The Town of Montague is an Affirmative Action/Equal Opportunity Employer.

Frank E. Abbondanzio
Chief Procurement Officer

II. DEVELOPMENT OPPORTUNITY

The Town of Montague Board of Selectmen are requesting proposals from qualified entities to acquire and redevelop Building 11, a 32,200 SF brick building on +/- 0.42 acres of land at 20 Canal Road. The Town is proposing to redevelop the building under the Commercial Homesteading program, an economic development effort that has a demonstrated record of success in downtown Turners Falls and Montague. The successful redevelopment of Building 11 is considered a key element in the revitalization of the Turners Falls and its Historic-Industrial District. It is particularly hoped that the project will be a catalyst for other private investment and job creation in this area.

The Town acquired the 270,000 square foot Strathmore Mill Complex through tax-title in 2010, after it had been non-operational for over a decade. Well in advance of acquiring the mill the Town has been proactive in planning for a downtown renaissance and specifically revitalization of the historic-industrial mill district- a narrow area of land sandwiched between the Power Canal and Connecticut River. Within a ¼ mile of the property, the town has supported investments in the Colle Opera House, Shea Theater, Great Falls Discovery Center, Canalside Rail Trail, and a reconstructed Gill-Montague Bridge. The town sponsors RiverCulture, an award winning organization that develops a series of cultural events designed to attract visitors and build the capacity of local artists and creative businesses. The Montague Economic Development Plan (2004) commits the town to increasing the town's tax base through retention, growth and recruitment of businesses in the Historic-Industrial District, one of the designated target areas identified in the plan. The recently completed 2013 Downtown Turners Falls Livability Plan, a blueprint for downtown development highlights the importance of the mill in the future of downtown. Potential applicants are strongly encouraged to review the documents mentioned.

Because of the dramatic scale of the Strathmore Complex, the Town anticipates a phased redevelopment strategy. Building 11 is considered the most development-ready segment of the Strathmore Mill Complex. It is the only standalone building. In 2012 the Town cleaned up the collapsed Building 10, which opened up critical open space on the intensely developed parcel. The Town has gone through considerable effort to advance planning and pre-development for the development of the property. The town created flexible, mixed use "historic-industrial" zoning in

2001 to encourage flexible reuse. In 2007 the site was designated a MGL Chapter 43D Priority Development Site. The Town has conducted a thorough 21E assessment, conducted reuse studies, repairs, and remediation. Upon successful redevelopment of building 11, the Town envisions further development of the vacant Strathmore Mill Complex.

COMMERCIAL HOMESTEADING

The Commercial Homesteading Program is an effort by the Town to encourage private investment and the creation of jobs by offering properties for a nominal cost to the bidder(s) whose proposal includes the most significant economic development benefits to the town. Significance will be defined in terms of the total dollars that will be invested in the rehabilitation of the structure(s), the number and types of business and employment opportunities that will be created as a result of the project and the compatibility of the development proposal with economic development, historic preservation and other values that the town is attempting to encourage. The town will convey the property subject to stipulated improvements and other public purpose incentives.

The proponent will be required to commit to a minimum scope of work. Proposals will be judged by the quality and scope of that work, its compatibility with other revitalization efforts, the financial commitment/capacity of the developer, and the commercial/economic development potential for Downtown Turners Falls.

Proposals shall:

- Stipulate a minimum of \$100,000 in private investment in building and site infrastructure improvements with a break-down of the categories of investment.
- Outline a business plan that includes a description of jobs that will be created or retained as a result of the project.
- Show a conceptual build-out plan of the selected development segment(s).
- Provide for a minimum of exterior facade renovations to improve the overall appearance of the buildings and area to the public. These shall include exterior brick cleaning and re-pointing where needed, painting, restoration of existing windows and doors, where possible, or provide for replacements that are historically compatible, repair or replace roof and roof trim if needed, make building entries handicap accessible where possible.

- Identify all principals and demonstrate adequate financial resources to complete the proposal and maintain the property.
- Demonstrate that access and circulation can be appropriately managed in compatibility with abutters in the historic-industrial district.

The Town and proponent will enter negotiations for a development and acquisition agreement or lease based upon a selected preliminary design proposal, budget and financial commitment. Land area, boundaries, easements, performance assurance and other terms shall be negotiated as part of the selection process (see: Negotiation). Based upon a successful negotiated development agreement and confirmation of the required financial commitment to complete the project scope of work the Town of Montague and proponent will conclude a purchase and sale (acquisition) agreement. The proposed improvements will be coordinated with any existing town development projects in the complex and surrounding area. In all elements of this RFP and its execution, time is an essential consideration. Cooperation and coordination are also critical to the success of any of these projects.

The Town will commit to subdivide the lot and retain any necessary easements. The Town will also make every effort to continue targeting available public resources to the areas immediately surrounding the properties being offered under this request for proposal. These efforts may include the town seeking grant funding for the restoration of the pedestrian footbridge and/or utility connections. In January 2014 the Town designated the Tuners Falls Historic-Industrial district a Slum and Blighted area. This will enable the targeted area to receive federal Community Development Block Grant funding to address blight in the area over a 10 year timeframe. Specifically, the town envisions developing additional public parking on Canal Street and supporting the rehabilitation of the pedestrian bridge. The Town will also support Expedited Permitting applications to the Town of Montague Zoning Board of Appeals and the State Interagency Permitting Board. The Town will commit to work with the project proponent to secure ownership and legal rights to the Strathmore footbridge and associated utility lines that run over the canal. The town does not propose to waive any permit or license fees.

The Town has financed or otherwise secured the following pre-development materials to assist with the disposition:

- Redevelopment feasibility study,

- Deed research report and title certificate,
- Site development assessment,
- Phase I Environmental Site Assessment (updated 2013)
- Hazardous Materials Report (updated 2015)

(These documents are available on the Town Website or from the Planning Office)

Most recently the Town matched EPA and Franklin County Regional Brownfield program funds to clean up the debris of collapsed building 10, which connected building 11 to building 1. The cleanup project, completed in 2012 cost \$347,000. In addition the Town has invested \$300,000 for roof repairs to buildings in the complex and a dry sprinkler conversion following a 2007 arson fire.

III. DEVELOPMENT GOALS

The Town's goals for Building 11 are the following:

- 1) To develop a project with high quality facilities that protect the architectural assets of the building
- 2) To provide economic benefit and employment opportunities for the Town of Montague with particular emphasis on the creative economy or manufacturing sectors.
- 3) To catalyze further development of the Strathmore Mill Complex and historic-industrial district

Desirable Uses

Reuses of the property, that the Town sees as desirable include:

- Manufacturing, processing or research
- Craft workshops and offices
- Artist working space (accessory, low-density residential use is permitted by special permit with a management plan. Proposals exceeding 5 living units are discouraged)
- Warehousing or cold storage as an accessory use

Problematic Uses

Uses that the Town views as problematic are those that require high amounts of vehicular traffic on site such as residential use and retail services.

Developers may put forward a development project with a substantially different concept and alternative objectives as listed in this section of this RFP, but all proposals will be judged for their appropriateness based on the development goals.

Use of the property is subject to compliance with requirements of all boards and commissions with jurisdiction over land use.

IV. PROPERTY INFORMATION

The property is offered for sale in “as is condition” as the Town has no intentions of making any improvements to the property prior to any sale. Interested parties will be permitted to perform additional engineering, environmental, or other surveys at their own expense

Basic Facts

Assessor Information: Map 2, Lot 1

Lot Size: +/- 0.42 acres square feet (to be subdivided from the 1.9 acres mill complex)

Gross Square Footage: 32,200

Footprint Square Footage: 4,600

Year Built: cir. 1910

FY2015 Commercial/Industrial Tax Rate: \$25.65

plus \$4.17 Fire District Tax per thousand

Assessed value: \$73,200 (Assessors estimate)

Site Description

The site is located at 20 Canal Road in the village of Turners Falls, the largest of five villages in the Town of Montague, Franklin County, Massachusetts. Adjacent to the downtown business district, the mill is situated in a beautiful setting on an island between the Connecticut River and an active power canal in the Turners Falls National Register Historic District. The opposite bank of the Connecticut River is a protected woodland hillside. The Canalside Rail Trail runs alongside the historic mill district opposite the power canal. Site is located in a New Market Tax Credit census tract and is eligible for Historic Tax Credits. Site is also a State-Designated Priority Development Site, guaranteeing a 120 day permitting deadline. Flexible Historic-Industrial District zoning allows mixed use, including accessory residential. The property is within the Turners Fall National Register Historic District. In 2007, it was on the list of the ten most endangered historic resources by Preservation Massachusetts.

In 2015 property and area became listed as “blighted” area under MGL Chapter 121, which may help the Town to target Community Development Block Grant efforts toward reducing blight on the property and immediately adjacent areas.

Building Description

Building No. 11 is a 7-story building approximately 105 feet long by 48 feet wide and was constructed circa 1900. The building foundation for the masonry wall adjacent to the canal is constructed of brick and fieldstone. The foundation wall along the canal is visible from the first and second floor of the building. Evidence of water infiltration is visible on the second floor adjacent to the canal. The wood floor is rotting in this location. The building exterior is constructed of load bearing multi-width brick masonry walls. The west exterior wall has regularly spaced windows on each floor throughout the 6-stories. The mortar joints on the exterior of the building were deteriorated and have been eroded from the brick joints at many locations. In general, the exterior surface of the brick is in fair condition for the age of the building. No heavy machinery is present in the building.

The interior surfaces of the brick walls are in fair to good condition, especially above the third floor. The interior brick walls were covered with paint. However, the brick mortar joints were observed to be deteriorated and soft in many locations. A few brick walls on the upper floors were furred out with gypsum board and could not be seen. The building floors are constructed of wood or are topped with concrete. The floors are supported by the masonry walls, wood beams and wood or brick columns. The wood flooring on the second floor was damaged in a few locations. In addition, the wood ceiling was deteriorated in several spots.

The roofing consists of a membrane roofing system that is approximately 30 to 40 years old.

The building was damaged by a 2007 fire and collapse of abutting building 10, but remains one of the more development-ready structures in the complex.

The parcel comes with limited vehicular access and parking at river level and a loading dock at canal level.

Utilities and Infrastructure

Most on-site utilities need to be replaced or restored to accommodate redevelopment. Sewer, water, electricity, natural gas, broadband are serviceable to the site, but not currently connected. Please consult the Site Development Assessment available by request through the Montague Office of Planning and Conservation or via the web at

http://montaguemanew.virtualltownhall.net/Pages/MontagueMA_Planning/docs

Water and Wastewater Systems: The property is not currently serviced by municipal water and sewer. Access to an existing 8” water main and forced sewer main on the Strathmore Pedestrian Bridge is negotiable. An on-site sewer pump station requires repairs to convey wastewater from the mill to the collection system located across the canal via the pedestrian bridge. An existing fire suppression water line and storm drains connect to an underground canal formerly used for water power.

Electric and Telephone Systems: The mill is not currently connected to electric or broadband service. Electric service is provided by Eversource. The only live power systems are the fire alarm and sprinkler system. It is anticipated that a drop is required from Canal Street over the power canal. Broadband access is available through Comcast. Fiber was recently installed at 5th Street by the Massachusetts Broadband Institute.

HVAC: The building was historically served by a steam heating system. The system is defunct. There is no boiler or boiler room in Building 11. Natural Gas, which is provided by Berkshire Gas, can be made available from Fifth Street. There is currently a moratorium on new natural gas connections. Check with Berkshire Gas.

Fire Protection: Building 11 is serviced by a dry sprinkler system, installed by the Town.

Zoning: The property is located entirely within the Historic-Industrial zoning district. The district was adopted in 2001 with the intent to encourage the adaptive reuse of historic industrial buildings and sites in Turners Falls. The district permits by right the following uses: business or professional use, retail sales and service, manufacturing, processing, research, bulk storage, warehousing, distribution, craft workshop, and light assembly shop. The district allows the

following by Special Permit: exterior alterations, hotel, accessory and secondary residential uses, public utility, demolition of a structure, self-service storage facility, uses exceeding 10,000 square feet in floor area.

Priority Permitting: The Strathmore Mill was designated a Priority Development Site in December 2007 and offers a streamlined local permitting process adopted under Mass General Law 43D. The purpose of streamlined permitting is to reduce unnecessary delays and create certainty and predictability as well as promote an efficient and timely appeals process. As a Priority Development Site, all permit reviews and final decisions shall be completed within 180 days of a determination that an application is complete.

Environmental: A 21E Phase I and II and Hazardous Materials Assessment has been generated by the Town. These studies were recently updated by the Town. The building has assumed asbestos-containing materials and limited hazardous materials. Applicants are advised to review the environmental reports. The new owner will be expected at his/her expense to remediate any hazardous materials. All builders/developers will be expected to comply fully with any state or federal laws relating to lead paint and other hazardous materials and shall include in their plan a description of how they plan to mitigate known environmental hazards during development.

Circulation: The primary point of vehicular access is via a 12' wide private access road parallel to the FirstLight Power Canal. This access road is owned jointly by the abutting entities on the historic canal district. There is second means of access through a tunnel under Southworth Paper. The tunnel has approximately 9 feet of clearance.

Building 11 has a loading dock that is in poor condition. Entering trucks and vehicles can turn around at the end of the Strathmore Mill complex. Trucks exiting the site must turn right. In order to maintain the integrity of canal walls and penstocks below the FirstLight Travel Way, any contractor trucks that drive on Canal Road are subject to the following restrictions:

No vehicle having maximum wheel loading in excess of six thousand (6,000) pounds with minimum axle spacing of at least four and one-half feet (4.5') shall be permitted passage along the FirstLight Travel Way; and if the canal is dewatered (as determined by FirstLight in its sole discretion), no vehicle having maximum wheel loading in excess of

four thousand (4,000) pounds shall be permitted passage along the FirstLight Travel Way (i.e. Canal Rd).

Pedestrian Bridge:

Pedestrian access to the mill has always utilized a footbridge across the canal. This option for dramatic pedestrian access to the mill remains one of the very positive aspects of this site. Though on-site parking is limited, significant parking is currently or readily available within reasonable walking distance of the pedestrian bridge. The footbridge is currently owned by FirstLight Power Resources and is closed by the owner. The bridge also carries critical utilities including an 8" water main, sewer force main, steam line and two lines from the PaperLogic water treatment plant. Any access rights or ownership of the bridge will have to be arranged through FirstLight Power. The Town will assist a selected proponent to secure access and easements over the pedestrian bridge but can not make any guarantees as the Town does not currently control the pedestrian bridge. Restoration of the pedestrian bridge is an economic development priority for the Town.

Parking

On-site parking is extremely limited and a parking management plan shall be submitted with the proposal. The lots is proposed to be subdivided in manner that provided space for 5-10 parking spaces at the river level (accessible via the Southworth tunnel). Canal level (accessible via Canal Road) is envisioned to provide live-loading only.

Up to approximately 300 parking spots can be made available opposite the Power Canal. These sites have been identified in the Site Development Assessment. The Great Falls Discovery Center parking lot was developed by the Town to support off-site parking for the Strathmore Mill. 2 Third Street is a .4 acre remediated Brownfield lot that is owned by the Town and may be available for parking (Map 4, lot 178).

Abutters

Because of the challenging geography of the site, coordination with abutters will be critical. The abutters are aware of the Town's development goals, and we anticipate they will be involved

throughout the development stage. The Town Planner can provide contact information for these entities.

PaperLogic, Inc. is the owner and operator of abutting paper mill. PaperLogic owns a portion of the Canal Access Road beyond 10 feet from the canal. The Strathmore Mill has a 12 foot right-of-way than tunnels under the Southworth plant and out to Fifth Street. Southworth also owns sewer lines that eject from their treatment plant through buildings 1 and 4 and over the pedestrian bridge.

Swift River Hydro owns a 821 square foot building within Strathmore Mill Complex. The company operates a hydro generation turbine. Swift River Hydro enjoys the same access rights as the Strathmore Mill including a access to the generation station over Strathmore land at river level.

FirstLight Power Resources/GDF Suez owns the canal, the private access drive, and the pedestrian footbridge crossing the Power Canal.

V. SCOPE OF PROPOSAL

The selected persons will be expected to perform in full the following:

1. Study and Analyze Existing Conditions

- Review the findings and recommendations contained in any economic/community development plans that have been prepared for the site or economic target area to ensure that their proposals are consistent with the need of the town or plans for the specific site.
- Evaluate existing conditions for the building and site, to include existing surveys.
- Be familiar with the general condition and construction of the building.
- Evaluate existing utility and service connections to the building.
- Review environmental reports prepared by the Town. Study and analyze potential for asbestos-containing and hazardous materials.

2. Prepare a Preliminary Proposal

Proposal shall be in a written narrative form with supporting plans in sufficient detail to show:

- A statement of intended use and the improvements proposed to attract that use.
- Site improvement plan showing parking and circulation at the conceptual design level
- Floor plans at the conceptual design level.
- Planned utilities and service upgrades to the building.
- If a specific business is proposed as part of the qualifying process, provide a breakdown of the leasehold improvements and the anticipated business investment.
- Market analyses supporting business development plans are encouraged.

3. Financial Commitment and Qualifications

Proposals shall:

- Stipulate a minimum investment commitment of \$100,000 to building and site infrastructure improvements with a breakdown of the categories and budget for each category.
- Provide a detailed business plan for any businesses that will be included in the final development.

- Identify all principals (persons) and demonstrate adequate financial resources to complete the proposal in a timely manner, including loan commitment letter from lending institution.

4. Development and Acquisition Agreement, Final Design and Scope of Work

In the negotiation phase:

- The proponent shall develop and coordinate with the town a final design plan, scope of work and budget that shall be the basis of the Development and Acquisition Agreement. The final design shall include:
 - (a) Submission of full construction plans and specifications, and;
 - (b) Budget amounts for all proposed and appurtenant improvements.
 - (c) A project schedule with tasks and number of construction days to complete all work
- The Proponent shall be responsible for installing all power and utility services. Coordination may be negotiated.
- The Proponent shall be prepared to negotiate the full range of subjects found in the Negotiation section.

5. Construction

During construction the proponent and all design personnel, contractors and sub- contractors shall coordinate their work with any on-going town projects.

- A Pre-Construction Conference will be held at the Town Hall. Attendance of the proponent's design and construction personnel is mandatory.
- Once construction has begun, the Town shall have reasonable access to confirm that construction is proceeding according to the plan and schedule.
- The Town must approve any changes prior to their implementation. Approval shall not be unreasonably withheld.
- Upon completion of construction committed to in the RFP negotiation the project Architect and/or General Contractor shall certify the projects Substantial and Final Completion.

6. Other

- Coordination - The Town and Proponent shall make all reasonable efforts to accommodate the design and construction schedule and activities of the other.
- Progress Meetings - The designer/owner /contractor and the Town shall meet at mutually agreeable times and places as often as either may deem necessary during the review of the design and during project construction.
- Meetings with Adjacent Property Owners - The designer/owner /contractor shall be available to meet with the Town and adjacent property owners to assist in the resolution of any issues including obtaining any easements, temporary or permanent.
- Responsiveness - The designer/owner /contractor shall be available on short notice to respond to specific requests, and for meetings with Town officials as may be required during design and construction.

VI. ROLE OF THE TOWN

The Town is committed to facilitating redevelopment of the property and will cooperate with the chosen proponent to the greatest extent possible. The Town will provide the following cooperation, if desired, including but not limited to:

- Provide all available information concerning the property and tax information.
- Negotiate
- Coordinate design and construction of any utility upgrade or relocation.
- Assist with zoning and permitting, but not submit actual applications to Town or to make any promises with regard to outcome or actions before Town boards.
- The Town will support, if applicable, obtaining, but not submit applications for, potential tax incentives, public funds, grants or loans that may be available. (see: Funding Sources)
- Commitment to subdivide parcel and transfer ownership of the building to the qualified person or entity.

VII. FUNDING SOURCES

The project is to be funded by the proponent through private sources. Availability of adequate funds is the exclusive responsibility of the proponent. The ability to perform in a timely way is an essential component of the project. Proposals that require the commitment of unsecured public funds, tax incentives, grants or loans shall be deemed speculative and receive no weight in the selection process.

The Town of Montague makes no representations of any public funds being available nor does it represent that it will apply for any funds. Failure of the proponent to perform the funding requirement will require immediate severance from the project and reversion of the property to the town.

VIII. SUBMISSION REQUIREMENTS

In order to be considered for selection, proponent must submit a complete response to this RFP. All proposal submittals, evaluations and contracts shall conform to both Federal procurement laws and the Uniform Procurement Act, Massachusetts General Laws Chapter 30B. The cost of preparing a proposal shall be at the sole expense of the responder.

1. **Deadline:**

Proposals for the Building 11 Development Opportunity must be submitted to the Town Selectmen's Office, 1 Avenue A, Turners Falls, MA 01376 no later than 2:00 PM, Tuesday, September 1, 2015. Proposals postmarked but not received by the due date and faxed proposals will not be considered.

2. **Content Requirements:**

Submit one original copy with required Affidavits and four (4) copies of the proposal including supporting attachments in accordance with the submittal requirements. The proposal must be submitted in a sealed envelope clearly marked: "**Commercial Homesteading Program – Building 10 Redevelopment Opportunity**" with the proponents' name and addresses. Fee proposals shall be contained in a separate, sealed envelope.

3. **Withdrawal or Modification of Proposals:**

A proposal may be withdrawn by written request received prior to the submission deadline. Any modifications to proposals must be received prior to the submission deadline, submitted in a sealed envelope clearly identifying the proponent and marked "Modification to Proposal" with the project name.

4. Minimum information:

- Fee Proposal - Provide a fee proposal in a separate, sealed envelope marked "Fee Proposal". Fee proposal must exceed one (\$1) dollar. The minimum investment commitment to the property must exceed one-hundred thousand dollars \$100,000.
- Resumes - Provide a short resume of qualifications, and experience of the project proponents, proposed owners, other project members, the Architect, General contractor if known and the proposed business tenant if known. Include certifications/licenses, specific skills and other information that would document capabilities and qualifications for the project and any experience with similar projects.
- References - Provide a list of references, with contact names, their address, telephone numbers, and a brief description of the services provided to them.
- Proposed Scope of Work - Provide the detailed outline of the specific work to be performed and supporting plans. The statement of work should include schedule and length each task will require.
- Cost Estimation - Provide an accurate, thorough and dependable cost estimate. It may be developed by a Massachusetts registered professional architect, an estimate or actual bid by a licensed General Contractor based on specific plans or construction estimates based upon other recognized industry cost estimating standards with explanations as needed.
- Mandatory Affidavits - Proponent must submit certificates of Tax Compliance and Non-Collusion (included in the Appendix) with their proposals. This is a statutory requirement and the Town will be forced to reject any proposals in which it has been inadvertently omitted. Proposing firms should submit the other affidavits in the appendix and evidence that the individual is an equal opportunity employer.

IX. SCHEDULE

These dates are for planning purposes and are target dates rather than deadlines except where explicitly noted elsewhere.

Distribute RFP	March 18, 2015
Development Conference/Site Walk (11 a.m.)	May 7, 2015 11:00AM
<i>Meet at Town Hall</i>	
Proposal Submission Deadline and Opening (2 p.m.)	September 1, 2015
Review Proposals and Select Finalists	Within three weeks of opening
Interview Finalists	Within four weeks of opening
Select Proponent	Within five weeks of opening
Negotiate Development and Acquisition Agreement	October 2015
Execute Development and Acquisition Agreement	November 2015

X. SELECTION PROCESS

Proposals will be opened at the designated time in the presence of one or more witnesses and a register of all respondents will be prepared. Proposals will be evaluated by a selection committee consisting of selected Montague town staff (Town Administrator, Town Planner and Building Inspector). Proposals will be rated according to minimum and comparative evaluation criteria contained in the RFP; and finalists will be chosen. Finalists will be interviewed by staff and given the opportunity to make a presentation. The respondent which best meets the Town's public purposes development goals considering the evaluation criteria, investment proposal and acquisition terms will be identified by the staff evaluation team and recommended to the Board of Selectmen for their final approval. A Development and Acquisition Agreement will then be negotiated between the Town and the developer.

XI. STANDARDS AND EVALUATION FACTORS

In general, proponents must be responsive to the requested information set forth in the Request for Proposals. Proposals deemed to be non-responsive would be given a ranking of Unacceptable. Specifically, proposals will be evaluated and rated according to the following comparative criteria:

1. References and Experience of the Development Team

The Town is interested in the qualifications of the proposed development team, specifically Real Estate development and management expertise, education, credit worthiness and experience with similar projects.

- *Highly Advantageous* – one or more below
 - Demonstration of experience with two (2) or more similar projects;
 - Five (5) years prior experience with Real Estate management;
 - Five (5) years prior experience with Building/Real Estate development.
- *Advantageous*
 - Demonstration of experience with one (1) similar projects;
 - Three (3) years experience with Real Estate management or ownership;
 - Three (3) years experience with Building/Real Estate development.
 - Business experience applicable to this project
- *Not advantageous* - Minimal or no Building/ Real Estate development experience.

2. Design and Construction Personnel and Qualifications

The Town is interested in the qualifications and past performance of design professionals and construction personnel to be assigned to the project, specifically quality of work, estimate accurately, availability, and successful experience with similar projects which work within budgets and are completed in a timely way.

- *Highly Advantageous* - Proponent has identified and engaged a design professional **and** a General Contractor in the preparation of this proposal and references clearly demonstrate that the design professionals **and** construction personnel have at least five years

experience and five successful projects of a similar nature completed on time and within budget.

- *Advantageous* - Proponent has engaged a design professional *or* a qualified contractor in the preparation of this proposal and references clearly demonstrate that the design professional *or* construction personnel have completed at least one successful projects of a similar nature completed on time, within budget.
- *Not Advantageous* - Proponent has identified neither a design professional or qualified contractor that was engaged to prepare this proposal and references Plans and cost estimates are based upon sources other than design professionals or contractor estimates.

3. Responsiveness to RFP

The Town is interested in how well the proponent understands project requirements, the approach to the project in meeting the specific needs of the Town, the level of interest, and the overall quality of the proposal.

- *Highly Advantageous* - Proposals that, in the description of the creative and technical approach to the project clearly understand the specific needs and objectives of the Town of Montague; and exceed the expectations of the selection committee.
- *Advantageous* - Proposals that, in the description of the creative and technical approach to the project, meet and basically address the requirements of this RFP and the Town of Montague.
- *Not Advantageous* - Proposals that, in their description of the creative and technical approach to the project provides essentially “boilerplate” information and do not recognize or address the needs of the Town of Montague.

4. Financial Capacity of Developer and Financial Impact of Project

The Town is interested in the financial capacity of the developer, and the likely level of financial impact that will result from the implementation of the project. Financial commitments include the existence of loan commitment letters from lenders and/or proven ability to obtain financing, based on previous projects. Financial impact includes the level of total investment proposed, fees paid to town and tax revenues that will result from the implementation of the project.

- *Highly Advantageous* - The developer has provided a letter from a banking institution with a commitment to provide financing for the project. The level of private investment being proposed exceeds the \$100,000 minimum and will result in a significant increase in the value of the property being offered under this RFP and generate tax revenues that are well in excess of the current assessable value.
- *Advantageous* - The developer can demonstrate through his/her previous project experience that he/she is capable of securing the level of financing that will be necessary to implement the project that is being proposed, but has not provided a commitment letter from a bank. The project will result in the buildings being brought back onto the tax rolls.
- *Not Advantageous* – The developer has not provided a commitment letter from a bank, and/or has no previous, demonstrated track record of being able to raise the level of funds required to implement his/her project and/or the financing plan is unrealistic. The venture being proposed is speculative and is likely to result in no action being taken and the loss of time. The property will continue to deteriorate and possibly cause the town to spend additional resources in the future. It will have a negative economic impact on the Village of Turners Falls and the town as a whole.

5. **Economic Impact of Project**

- *Highly Advantageous* - The project will result in the creation of a significant number of new, living wage employment opportunities and will have a direct benefit to the revitalization of the Canal District and/or Turners Falls.
- *Advantageous* - The project will result in the creation of a limited number of employment opportunities or will have an indirect (but clearly identifiable) benefit to the revitalization of the Canal District and/or Turners Falls.
- *Not Advantageous* – The project will not result in the creation of new employment opportunities or will not contribute to the revitalization of the Canal District or Turners Falls.

6. **Façade Improvements**

- *Highly Advantageous* – The project proposes to restore facades consistent with U.S. Interior Dept. standards for historical buildings or designed by a qualified architect.

- *Advantageous* - The project proposes to replace windows, wash brick, re-point brick, remove vegetation, and upgrade entrances and loading docks.
- *Not Advantageous* – The project proposes no or minimal upgrades to existing facades

7. **Site Improvements**

- *Highly Advantageous* - Project proposes site improvements that appropriately and perhaps innovatively addresses access and circulation challenges. Parking and outdoor spaces are to be designed by a design professional such as a landscape architect.
- *Advantageous* - Project proposes landscape and site improvements including parking that are not designed by a professional. Proposal will at minimum adequately address pedestrian and/or traffic circulation in a way that contributes to a full build-out potential of the Historic-Industrial district.
- *Not Advantageous* – Project proposal does not adequately address parking, traffic, or pedestrian circulation challenge or proposes site improvements that are unfeasible.

XII INTERVIEWS

The Town’s Selection Committee will review and rank all proposals using the above criteria.

The Committee will then establish a short list of proponents to be interviewed at Town Hall. The interview times will be established by the Committee and will not exceed forty-five minutes.

The purpose of the interview is to allow for the evaluation of each proponent’s personnel, project approach, enthusiasm and management style, working compatibility with other town projects and how well the firm matches up with the project proposal and RFP evaluation criteria. The proponent is strongly encouraged to interview with key design, construction and financing personnel. After all the interviews are complete the Committee will then rank the firms and make a recommendation to the Board of Selectmen for approval.

XIII NEGOTIATION

The top ranked proposal will be invited back to negotiate a Development and Acquisition Agreement or lease with the Town. The starting point for discussions will be the proposal submitted with RFP. If reasonable terms can be successfully negotiated, a purchase sale contract will be executed. If not, the next ranked proposal will go through the same process until such time as an award can be made. The selection of a respondent to negotiate a development and acquisition agreement does not constitute a contract or a promise that negotiations will lead to a successful agreement.

General Provisions of the Development and Acquisition Agreement - The purpose of the development agreement is to formalize the scope of work and establish performance schedule and establish the conditions for transfer of ownership. The development agreement shall include final design and scope of work and budget, land area, boundaries, easements, performance assurance, schedules, financial commitments, sureties, parking arrangements, and commitment to design and construction cooperation. Negotiations shall include a non-performance and default provision and/or bond or other surety provision. Further commitments may include but not be limited to the following; roles and responsibilities of all parties; composition of the development team; ownership structure and terms; project phasing schedule; guarantees, warranties and insurance; other financial terms; financing; acquisition terms; performance dates; default and termination terms or other miscellaneous items.

Rights Reserved by the Town:

- To approve or reject any proposed assignment of the RFP and any change of proposed owner prior to final completion of the scope of work.
- To establish design and final grades within the project area.
- To take, retain or grant any necessary easements.
- To confirm the required financial commitment to the project scope and schedule.
- To establish the final boundaries of the property.

XIV MISCELLANEOUS TERMS AND CONDITIONS

- Town Rights - The Town reserves the right to withdraw or extend the deadline for this Request for Proposals, to accept or reject any or all proposals, to advertise for new

proposals, to waive any informalities in the RFP process if it is in the best interest of the Town to do so, and to negotiate a development agreement as deemed to be in the best interest of the Town. The Town may enter into an agreement based on the public purposes stated in this RFP rather than on the most advantageous financial terms offered by a proponent.

- Compliance with Law - The selected proponent's team shall comply with all applicable federal, state, and local laws and regulations in the performance of any obligation under the proposal.
- Equal Opportunity - The selection of a development team shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The Town encourages proposals from qualified minority and women-owned businesses.
- Disclosure of Beneficial Interest in Real Property - The proposed owner will be required to complete the Disclosure of Beneficial Interests in Real Property Transaction form which must be filed with the Division of Capital Planning and Operations required under MGL c. 7, S40J, prior to any conveyance.

XV LIST OF DOCUMENTS AVAILABLE FOR REVIEW

Town Plans and Documents:

- Downtown Turners Falls Livability Plan (2013)
http://montaguemanew.virtualtownhall.net/Pages/MontagueMA_Planning/Livability
- Town Meeting votes for conveyance of Real Property
http://www.montague.net/Pages/MontagueMA_Planning/docs
- Montague Zoning By-laws
http://www.montague.net/Pages/MontagueMA_BComm/Planning/Index
- Downtown Turners Falls and Millers Falls Façade Design Guidelines
http://www.montague.net/Pages/MontagueMA_BComm/Planning/Index
- Town of Montague Economic Development Plan (2004)
http://www.montague.net/Pages/MontagueMA_Planning/docs

Site Specific Documents:

Available at: http://www.montague.net/Pages/MontagueMA_Planning/docs

- Locus Maps/ Survey Plan
- Strathmore Mill Feasibility Study by Finegold Alexander and Associates (2006)
- Strathmore Mill Site Development Assessment by Fuss+O'Neil (2008)
- Market Assessment: Artists Live-Work Space by Abrahamson Associates (2009)

- Pedestrian Bridge and Access Study by Fuss+O'Neil + Traffic Options (2010)
- Strathmore Mill Redevelopment Report by Urban Land Institute (2011)
- Report on History of Mill Access by Peter Clark (2000)
- Deed Research Report and Title Certificate by Valley Title Company (2012)
- Phase I Environmental Site Assessment and Response Action Outcome prepared by Tighe+Bond (2014)- Available for review at Town Hall.
- Hazardous Materials Survey (2005, updated 2015) prepared by Tighe+Bond- Available for review at Town Hall
- Pump station assessment by Montague Water Pollution Control Facility- Available at Town Hall
- Letter from Architectural Access Board Re: Strathmore Ped Bridge-Available at Town Hall

Documents are available in hard copy for review at the Planning and Conservation Office 1 Avenue A Turners Falls, MA. Most of the documents are available online at www.montague-ma.gov.

APPENDIX A: MANDATORY FORMS

CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Authorized Signature)

(Name of Developer/Consultant)

CERTIFICATE OF TAX COMPLIANCE

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), it is hereby certified under the pains and penalties of perjury that the undersigned has complied with all laws of the Commonwealth of Massachusetts relating to taxes.

(Authorized Signature)

(Name of Developer/Consultant)

Price Proposal Form

In accordance with the information, terms, and conditions attached here to I (We) hereby offer to purchase from the Town of Montague the land and building identified as: "Building 11" a 0.42 acre portion of 20 Canal Road Map 2 Lot 1.

A) **Cash offer** \$ _____

Attached hereto is a certified check or money offer drawn on a banking institution licensed in the Commonwealth of Massachusetts in an amount equal to 10% of the above offer which shall serve as surety for faithful performance of this disposition of property from the Town of Montague. This sum shall be forfeited to the Town of Montague if the remaining 90% is not tendered to the Town of Montague within twenty-one days from the notice of being selected bidder of the property. (For cash offers of 1\$, please provide entire offer as surety) For proposals that are not selected, deposits will be returned within 30 days.

B) **Minimum private investment to property** \$ _____

Minimum investment shall not include business-related expenses or development soft-costs, but is rather used to indicate level investment in the building and its infrastructure.

C) **Anticipated use of the Property**

Indicate planned use/ uses and provide the percentage of the site that will be developed for each use by gross floor area

Use _____ %

Use _____ %

Use _____ %

Signature of Proposer _____

Printed Name _____

Address _____

City _____ State _____ Zip _____

Telephone # _____

Note: If a partnership or corporation, list all partners or all officers of the corporation and include a sealed corporate vote allowing the officers to act on this matter:

The Town of Montague reserves the right to reject and all proposals if in the its best interest to do so.

APPENDIX B:

Conceptual subdivision Plan



**Strathmore Building 11
Conceptual Subdivision Plan
+/- .42 AC to be subdivided from M02- L01**



Produced by Montague Planning and Conservation Department for informational purposes. All boundaries are approximate.



