

TOWN OF SHREWSBURY, MASSACHUSETTS

REQUEST FOR PROPOSALS

RFP # 01-2020

PURCHASE AND REDEVELOPMENT OF THE FORMER BEAL EARLY CHILDHOOD CENTER

1 MAPLE AVENUE

SHREWSBURY, MASSACHUSETTS

SEPTEMBER 15, 2020



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Forms

- A. Certificate of Non-Collusion Form
- B. Certificate of Tax Compliance Form
- C. Price Proposal Form

Supporting Documents

(available at <https://shrewsburyma.gov/763/Beal-Building-Reuse-Committee>)

Town of Shrewsbury Master Plan. March 3, 2016. (Shrewsbury, 2016)

Shrewsbury Town Center Study. May 28, 2019 (Horsley Witten Group, 2019)

Existing Conditions Report, Beal Early Childhood Center. December 18, 2017. (Lamoureux-Pagano, 2017)

A Preliminary Title Report for the Property, prepared by Gould Title Company, Inc. March 29, 2020.

Town Center Parking Management Plan, December 2018. (Stantec, 2018)

1.0 RFP Project Notice

The Beal Reuse Committee acting through the Board of Selectmen hereby solicits proposals from highly qualified developers to purchase and redevelop the real property with a building thereon, known as the former Beal Early Childhood Center (“Beal School”), located at 1 Maple Avenue in Shrewsbury’s Town Center (the “Property”). The Property is shown on Shrewsbury Assessor’s Map 22 as Block 158000.

All respondents are required to respond in written form to the Request for Proposals (RFP) and to submit documentation substantiating their qualifications and means to complete the redevelopment of the property as proposed. Failure to provide such information may result in a proposal being considered non-responsive. Respondents are encouraged to create "teams" with other specialty firms.

Copies of the RFP may be viewed and downloaded from the Town website <https://shrewsburyma.gov/bids.aspx>. If respondents need to obtain or examine the RFP in person, Town offices are open by appointment on Tuesdays, Wednesdays, and Thursdays (Town Manager’s Office, 100 Maple Avenue, Shrewsbury, MA 01545). For further information, contact Kristen Las, AICP, Assistant Town Manager, at 508-841-8508 or klas@shrewsburyma.gov.

All parties obtaining a copy of the RFP must register their name and contact information (e-mail) on the bid request form on the Town website or via a register to be maintained by the office of the Assistant Town Manager, to receive any Addenda or Responses to Questions that may be issued by the Town prior to the deadline for receipt of Proposals.

2.0 Overview of the RFP

Proposal Due Date:

January 7, 2021
2:00 PM

Proposals must be submitted to:

Office of the Town Manager
Richard D. Carney Municipal Office Building
100 Maple Avenue
Shrewsbury, MA 01545

Respondents must submit two separate documents as part of the proposal, which shall be sealed in separate envelopes.

- Technical Proposal: five (5) bound copies plus one digital copy on a USB flash drive (single PDF with maximum file size of 25 MB), all of which shall be sealed in an envelope marked **“Beal School Site at 1 Maple Avenue – Technical Proposal.”**
- Financial Plan: five (5) copies plus one digital copy on a USB flash drive (single PDF with maximum file size of 25 MB), all of which shall be sealed in an envelope marked **“Beal School Site at 1 Maple Avenue – Financial Plan.”**

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Proposals must be in the actual possession of the Office of the Town Manager on or prior to the exact time and date indicated above. NO INCOMPLETE, FAXED, ELECTRONICALLY MAILED, OR LATE PROPOSALS WILL BE CONSIDERED.

Information:

The Town will post information including answers to questions, changes to the terms of the RFP, and RFP Addenda to the following website (referred to in this RFP as “the project website”):

<https://shrewsburyma.gov/763/Beal-Building-Reuse-Committee>

Information and Site Visits:

The Town of Shrewsbury will host building tours on Saturday, October 17, and Sunday, October 18, by appointment only. Each building tour will be limited in size to respond to COVID restrictions. Appointments can be made by contacting klas@shrewsburyma.gov. Representatives from the Town will meet attendees at the World War I Memorial facing Maple Avenue at specified times.

Attendance at the building tour is optional. A video recording of a building tour will be available and posted on the project website. The building tour video is for reference only, and the Town is not responsible for any errors or omissions. Questions will not be answered during the tour, but may be submitted in writing as noted below. The Town reserves the right to change the date and time of these visits where mitigating circumstances arise. Any such change will be made in the form of an addendum to this RFP, which will be posted to the project website.

The Town will make arrangements and follow protocols to ensure site visits are safe and incorporate best practices for social distancing. Attendees are asked to wear face coverings.

Questions:

All questions, including requests for clarification, must be submitted *in writing* by October 29, 2020 at 4:30 pm. Email is preferred. Written questions may be submitted to the Town Manager’s Office (address above, attention Kristen Las) or via e-mail to:

Kristen Las, AICP, Assistant Town Manager

klas@shrewsburyma.gov

By November 12, 2020, the Town will respond to all questions that are submitted in writing and will make these responses publicly available in the form an addendum.

RFP Addenda:

The Town may issue addenda to this RFP as necessary in response to any new information, responses to questions, changes in conditions of the RFP, or other important information. Addenda will be emailed to the contact on file and will be posted on the project website. It is the responsibility of responders to ensure that they receive all addenda and obtain all information pertaining to this RFP.

Interviews

The Town assumes that between one and four respondents will be interviewed for final selection depending on the number and quality of proposals received. The target for these interviews is the week of February 22, 2021.

Chapter 30B

All procurement activities conducted by the Town are in conformance with the requirements of Massachusetts General Laws, Chapter 30B. Accordingly, all materials submitted to the Town as part of any Proposal in response to this RFP are and will be a public record, available for public inspection.

Disposition Process

The Property currently houses the Beal Early Childhood Center, which serves kindergarten and first grade students. The Beal School at 1 Maple Avenue will become surplus when students move to a new elementary school, which is now under construction. The date for this move is contingent on the status of the COVID pandemic, and may be in the fall of 2021 or 2022. If additional information regarding these dates becomes available during the RFP process, that information will be issued as an addendum. In 2017, the Town of Shrewsbury investigated the Beal property as one alternative location for a school expansion, but decided the Property would not be sufficient for a new, 790-student school building. Once a new site was identified, planning began for the reuse of the Beal School property at 1 Maple Avenue. The recommendations of the Town's Beal School Reuse Committee inform this RFP.

The Property is owned by the Town of Shrewsbury and was declared surplus by the Town's School Committee, who gave notice to the Board of Selectmen on June 17, 2020. On August 8, 2020, Town Meeting voted to authorize sale of the property.

3.0 Property Description

Project Location and Context

The Property is located in the Shrewsbury Town Center, just a block from the Town Common, which is surrounded by historic buildings, monuments, and the newly renovated library. Nearby are pedestrian-friendly shops and services within the Town Center business district. The property has an address on Maple Avenue but is near to the intersection of Main Street and Grafton Street (Route 140). Residential properties surround the Property on the sides and rear, and commercial mixed-use properties line Maple Avenue and Main Street. Many of the commercial uses are in one to three-story buildings, some of which have a physical form and architectural character typically associated with residential use.

The 3.86-acre Beal School parcel is the largest parcel in the Town Center (FIGURE 1). The property is highly visible along Maple Avenue in the center of town, with approximately 335 feet of frontage, and can also be seen from Main Street. It is less than a five-minute walk to the public library, post office, Town Common, shops, restaurants, and other services. Although easily accessible on foot, the existing Town Center businesses would benefit from more foot traffic generated by uses and associated activities in the immediate area.

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Figure 1. The Beal School property, outlined in yellow, is the largest parcel in the Town Center.

The Town completed a Master Plan in 2016, which included the goal to strengthen and preserve the Town Center as pedestrian-friendly shopping, service and gathering place (Shrewsbury, 2016). In 2019, the Town completed the Shrewsbury Town Center Study, which focused on the center as well as the reuse of the Beal School (Horsley Witten Group, 2019). These efforts led to the development of new zoning for the Town Center District, which passed at the August 8, 2020 Town Meeting, as well as the current RFP for the Beal School. The Town will continue to pursue other recommendations within these plans, which focus primarily on better connectivity and safer pedestrian conditions.

The Town Center and the Common together represent a strong focal point for the Town and its identity (FIGURE 2). The fire station, Historic Society building, and the First Congregational Church are important



Figure 2. The Common is the centerpiece for the historic Town Center and is very close to the Beal School property.

landmarks on the north side of the Common. In recent years, the Common has become a popular site for town gatherings and events demonstrating a pent-up demand for community events and activity in the center. In 2016, the Town completed a \$21 million renovation of the public library, which faces the Common from the west. These renovations upgraded the library to a state-of-the-art facility, attracting users from communities beyond Shrewsbury. The Town of Shrewsbury is also known for its excellent schools, with the High School ranked as a top school within the state (U.S. News).

The Property is well connected to the regional highway network and nearby destinations (FIGURE 3). Within a two-mile driving radius, one can reach Interstate 290, via Main Street or Boylston Street, and Route 9, via Maple Avenue or Grafton Street. UMass Medical School and Memorial Medical Center are a short drive away (4 miles), and downtown Worcester and the train station are less than a 20-minute-drive (5.5 miles). Access to the Mass Turnpike (Interstate 90) is also about five miles away.

The part of Maple Avenue that serves as frontage for the property is under the jurisdiction of the Massachusetts Department of Transportation (MassDOT). Future owners/developers of the property will need experience with permitting projects that are within MassDOT jurisdiction.

The Worcester Regional Transit Authority operates Bus #15 between Shrewsbury Center and downtown Worcester via the UMass Medical School. This bus provides access to Worcester Union Station, which has commuter rail service to Boston and bus service to other areas such as Providence and New York City.

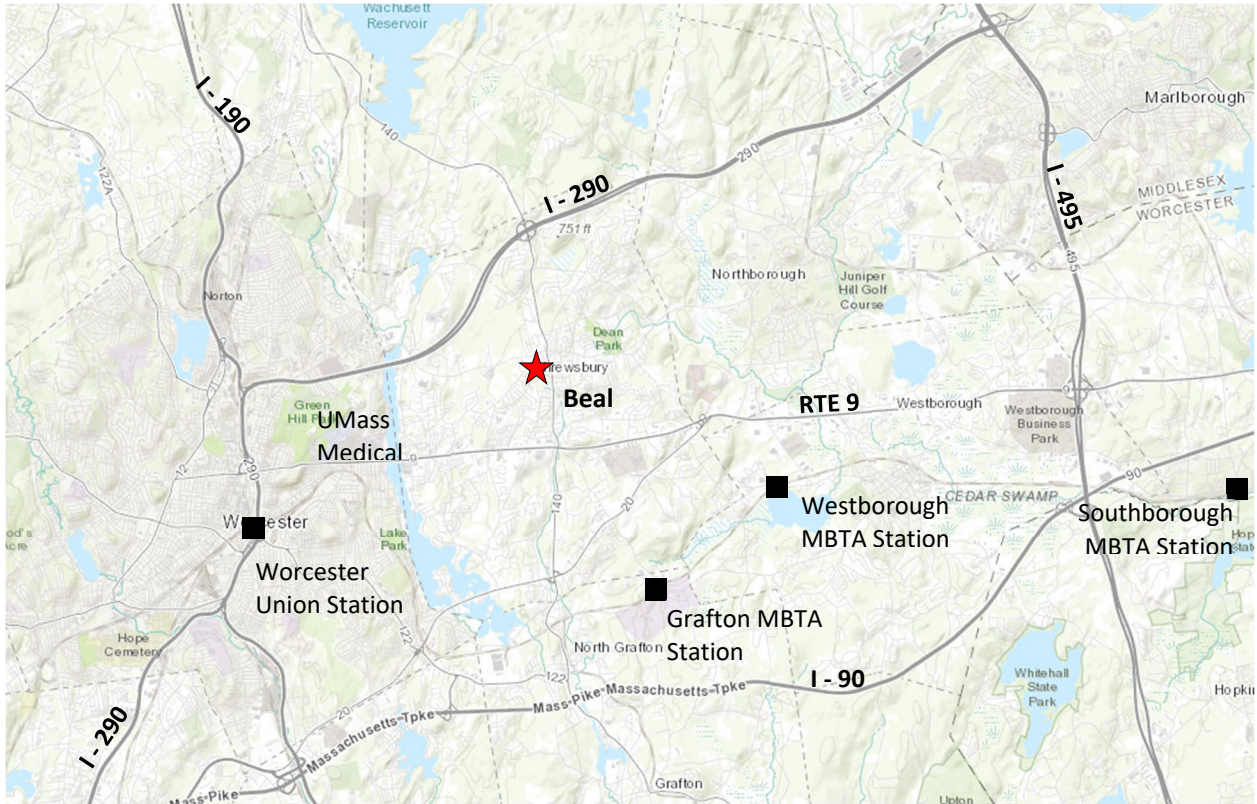


Figure 3. The Beal School property is close to regional highways, commuter rail, and other destinations in the Metro-West/Worcester area.

Building Existing Conditions

The Property currently features an existing school building, parking areas, playground, baseball field, and other open space. The existing school was built in 1922 as a high school, but is now used as an early childhood center, which will be closed once the replacement school is completed and COVID restrictions allow (FIGURE 4).

A 2017 Existing Conditions Report noted that the structure is generally sound and could be suitable for adaptive reuse for housing, offices, or other similar uses (Lamoureux-Pagano, 2017). The building has approximately 33,000 square feet of floor area with high ceilings and large windows. Classrooms range from 645 to 780 square feet, accessed by wide corridors (FIGURES 5 and 6). The floor to floor heights are approximately 12.0 to 13.5 feet. The gymnasium at the back of the building is approximately 3,100 square feet with a 22 to 24-foot high ceiling (FIGURE 7).

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Figure 4. The Beal School was built in 1922 and currently houses an early childhood center (view from Hascall Street).



Figure 5. The existing layout is organized around a series of classrooms and a gym (source: Lamoureux Pagano).

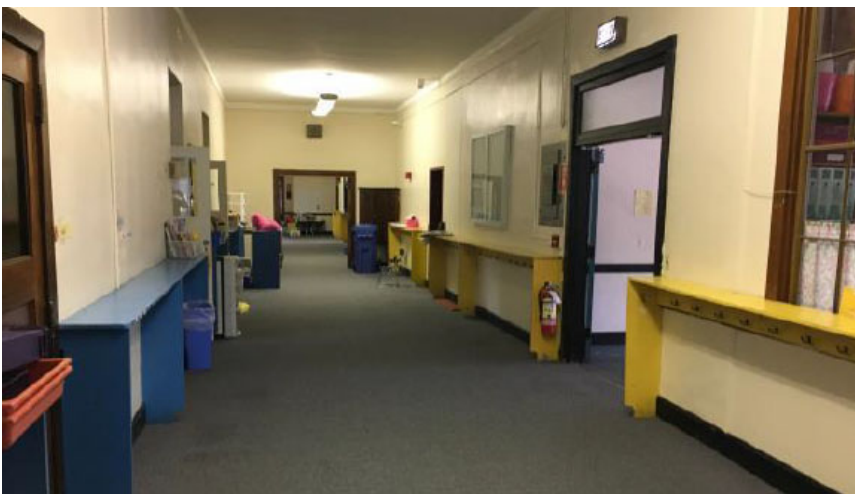


Figure 6. Wide hallways provide access to the classrooms (source: Lamoureux Pagano).

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Figure 7. Floor plans for the existing Beal School building (source: Lamoureux Pagano)

The two-story building has a flat roof and is approximately 35-feet above grade at its peak. It also has a full basement level that is at grade in the rear and is mostly below grade in the front of the building. The construction is wood frame with masonry bearing walls and brick veneer. The building has had interior updates, regular re-roofing, and general maintenance over the years, but the floor plan has remained unchanged. While modifications have been made for handicap accessibility, for the most part these improvements do not meet current standards. An elevator was installed in 2011.

The building systems have outlived their useful life, and there is no sprinkler system in the building. In a scenario with major renovations, the building would need to be updated to current building codes, and is likely to need new interiors, windows, mechanical, electrical, and plumbing systems, and roof, as well as exterior repairs and structural reinforcements.

A preliminary hazardous waste assessment indicates that there is likely asbestos in some of the vinyl floor tiles and other locations, PCB's in caulking material, and lead based paint. Light fixture tubes with mercury would require proper disposal. This assessment should be confirmed with additional testing.

Property Information and Potential Encumbrances

The Property consists of approximately 3.86-acre site bounded on three sides by public streets: Maple Avenue, Hascall Street, and Wesleyan Street. The eastern property line abuts four residential properties which have access from Chase Terrace and Wesleyan Street.

Several utility lines exist on the property (FIGURE 8). The Town does not have a detailed survey of the property, which will be needed to verify the location, condition, and use of these lines (FIGURE 8). Two manholes are located on the eastern side of the property and may indicate an electrical service line or conduit (FIGURE 8). A Town drainage pipe extends from the end of Chase Terrace under the playing field to the municipal drainage system in Hascall Street. There may also be a subsurface stormwater retention/detention system owned by MassDOT on the northeast corner of the Property, although it is not clear if this is operational. Other drainage and sewer lines appear to serve the existing building and site.

Additional information on utility connections and drainage systems can be found in the Existing Condition Report (Lamoureux-Pagano, 2017). The existing sanitary sewer connection is designated as Asbestos Concrete and may need to be replaced and addressed as a hazardous waste item. Water connections and other utilities would also likely need to be replaced and updated. Stormwater drainage on the Property is effectively untreated and would require enhancements to meet current standards.

A World War I Memorial was rebuilt on the Property in 2013 by the Shrewsbury Veterans Council. This new plaza and surrounding seven trees occupy approximately 1,400 square feet along the Maple Avenue frontage and replaces a previous monument that was dedicated to Major Howard Beal, after whom the school was named (FIGURES 9 and 10). A non-digital public message board currently exists at the northern end of the Property and is highly visible from the Maple Avenue and Main Street intersection. Considerations related to the memorial and the message board are described in the Project Requirements section of this RFP.



Figure 8. Approximate location of site utilities and street rights-of-way.

There appear to be no other easements, rights of way, or encumbrances on the Property. The Town obtained a Preliminary Title Report for the Property, prepared by Gould Title Company, Inc., running from April 5, 1920 to March 29, 2020. A link to the Preliminary Title Report is included in the Table of Contents.



Figure 9. The World War I Memorial was rebuilt on the site in 2013.



Figure 10. The World War I Memorial is highly visible from Maple Avenue (boundaries approximate).

Roadways and parking areas encircle the building, accessed by one curb cut on Maple Avenue and one on Hascall Street. Most of this pavement is in poor condition. Curb cuts from Hascall Street provide access to a 40-car parking area behind the school. The Property is striped for approximately 95 vehicles. Within the property boundaries are an approximately 300-foot long bus drop-off lane on Hascall Street and an approximately 160-foot parking lane on Wesleyan Street.

The remaining portions of the Property are lawn, a wood chip playground area, and playing field turf and infield areas. Trees are found around the building and along the eastern boundary that abuts the adjacent residential properties. The back of the Property is approximately four feet above the street level, with the southern boundary marked by a gentle slope and parts of the south western frontage by a stone wall (FIGURE 11). A chain link fence surrounds the two-acre ballfield and one side of the playground. The Property is not in a flood plain and does not have any wetlands or rare species habitats.

The building and the site are not designated as historic properties and are not within a Historic District. The Historic District in the center of Shrewsbury is approximately one block from the Beal School, on the north side of Main Street, and encompasses the Town Common, First Congregational Church, the library, a portion of the old graveyard, and several historic houses (FIGURE 12).



Figure 11. The property frontage on Wesleyan Street has always been characterized as open space, serving as an important public park resource for the Town.



Figure 12. The Beal School property is near to, but not in the Shrewsbury Historic District.

Zoning and Other Regulations

A new Town Center District (TCD) was adopted at the August 8, 2020 Town Meeting. The TCD has been created to “foster the development of a traditional New England village center that features a vibrant mix of civic, commercial, institutional, residential, and open space uses within close proximity to each other to create attractive, walkable neighborhoods, where people can live, shop, eat, conduct business, and enjoy arts and cultural activities.” The purpose of the zoning is also to encourage reinvestment and encourage a high level of design in the Town Center, among other goals (Town of Shrewsbury Zoning Bylaws, Town Center District).

The entirety of the Beal School property is located within the TCD (FIGURE 13). Abutting properties are either TCD (along the northern portion) or Residence B-2 along the rear of the property boundary. The Residence B-2 District generally allows single and two-family homes and prohibits commercial uses; height limits in the Residence B-2 are 35-feet, 2 ½ story.

The redevelopment of the Beal School property will be subject to all zoning requirements, including the Design Standards and Guidelines for the TCD, as well as the Planning Board’s Rules and Regulations. For the Beal School redevelopment, Site Plan Approval will be likely, given the size of the existing or new buildings, among other thresholds. Site Plan Approval and Special Permits are granted by the Planning

Board. The Town of Shrewsbury has also adopted a Complete Streets policy, with design recommendations for all publicly and privately funded projects and projects requiring Town approvals.

Highlights of the TCD uses are provided below. The current Zoning Bylaw should be referenced for more detailed and expansive information on allowed uses and definitions.

- **Uses Allowed by Right:** Generally, the zoning code encourages commercial uses such as restaurants, retail stores, nano-breweries, boutique hotels, bed and breakfast, indoor or outdoor farmers markets, business or professional offices, and theaters/dinner theaters. Other allowable uses include community centers non-profit medical or science research laboratories, and most educational facilities, among other uses. A vertical mixed-use development with eight or fewer residential units (ground floor commercial) also is allowed by right.
- **Special Permits:** A Special Permit from the Planning Board will be required for micro-breweries, a vertical mixed-use development with nine or more residential units, and a horizontal mixed-use development with commercial and residential uses, among others.
- **Prohibited Uses:** Prohibited uses include, but are not limited to, gas stations, motor vehicle repair or display, drive-through of any type, research and development, large manufacturing or industrial uses, storage facilities, adult use establishments, marijuana establishments of any type, multi-family garden type apartments, and townhouse structures not in a mixed use development.

The TCD allows heights of 35-feet (2½ stories) by right and 40-feet (3 stories) with a Special Permit. The Zoning Bylaws includes a complete description of the dimensional and intensity regulations for the TCD.

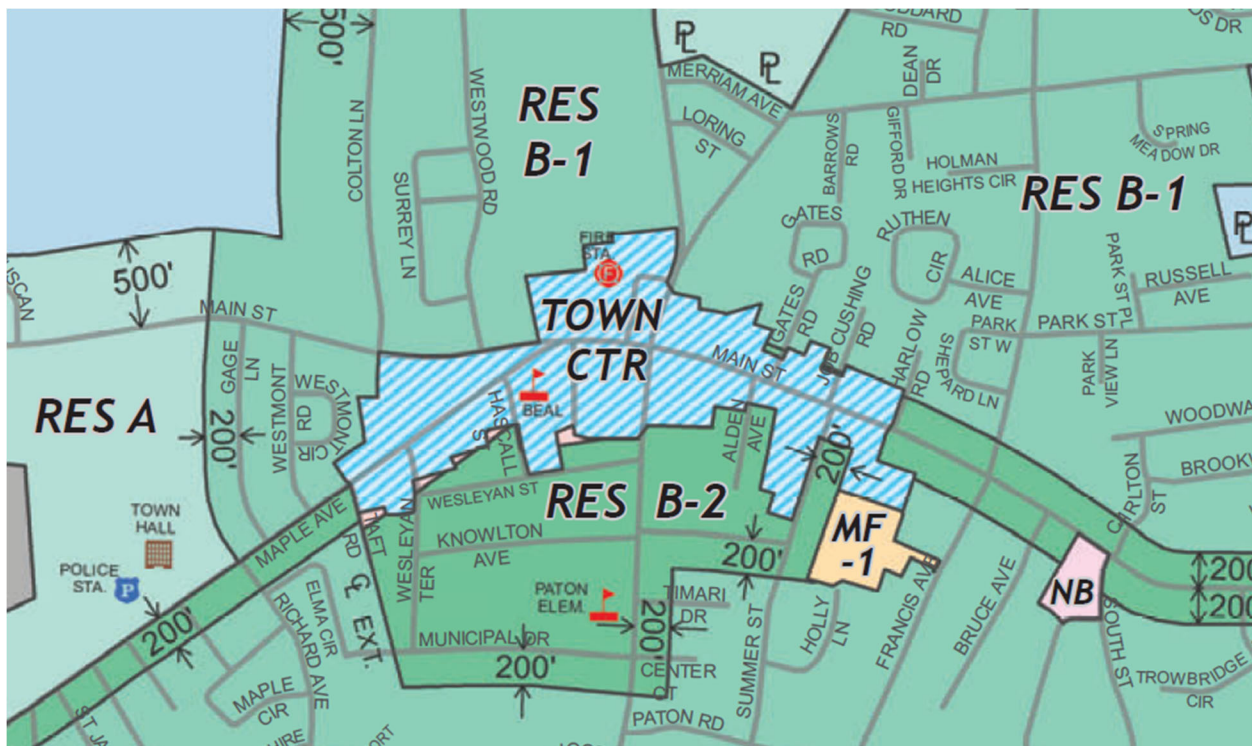


Figure 13. The Beal School property is entirely within the Town Center District (TCD).

High-quality, pedestrian oriented design is of the utmost importance in the Town Center. The TCD Design Standards and Guidelines address site circulation, parking areas, the property frontage, building form, architectural treatments, landscaping, gathering areas, lighting, and signage.

Parking standards should promote the flexibility needed to make densely developed, walkable town centers feasible. In the Site Plan Approval process, strict lot-by-lot, on-site minimum parking requirements are replaced by requirements for a parking study that demonstrates how the Property will be served through a variety of on-site and off-site resources.

4.0 Project Requirements and Guidelines

Overall Character

The redevelopment of the Property must make a significant positive impact on the aesthetic appeal, image, and day-to-day vibrancy of the Town Center District. In general, evaluation of proposals will consider the degree to which the resulting development signifies a new era of near-term investment and long-term vitality in the district. Redevelopment of this Property should serve as a showpiece for the Town Center that generates excitement in the community by including uses that will increase foot traffic and draw visitors from other parts of Shrewsbury and beyond. The development should demonstrate awareness of the district as a whole and the surrounding economic and cultural resources that are part of the extended neighborhood. Respondents are strongly encouraged to read the *Shrewsbury Town Center Study* (May 28, 2019) in advance of attending information sessions and submitting a proposal.

Use and Overall Design

In addition to use designations in the Zoning Bylaw, large retail or commercial single-story buildings are prohibited. Mixed use concepts are encouraged for the Beal School redevelopment. In accordance with the Design Standards and Guidelines within the Zoning Bylaw, the redevelopment must engage Maple Avenue with active doorways and non-residential uses on the ground floor, which open to the sidewalk and any landscaped spaces in the front yard. Development along Maple Avenue should be prioritized to be vertical mixed use (e.g. commercial/retail with residential or office above) in order to create a more “New England style” town center look and feel. Development toward the southern end of the Property will include a transitional open space area that welcomes the public (see *Open Space* on page 17).

Architecture

The developer may propose to reuse the existing building, add on, or supplement the existing building, or demolish it and build new construction. As discussed in the *Shrewsbury Town Center Report*, the building is valued by many in the community and has been a fixture in the Town Center for decades. At the same time, the Town recognizes the challenges related to adaptive reuse and also recognizes that wholesale replacement could result in a more beneficial project overall.

The architecture of any adaptive reuse or new construction must demonstrate high-quality design and materials that contribute to the aesthetic appeal and overall vibrancy of the Town Center, in accordance

with the Design Standards and Guidelines in the TCD Zoning. Respondents should be aware the Town of Shrewsbury adopted the Stretch Building Code, which became effective in 2018.

Vehicular and Pedestrian Access and Parking

Curb cuts are discouraged on Maple Avenue, although they could be considered if the curb cuts do not exacerbate existing traffic issues in the area. Future curb cuts on Hascall Street should not be in such close proximity to Maple Avenue that subsequent turning movements would cause confusion or conflicts between motorists, pedestrians, and/or pedestrians. No curb cuts will be considered on Wesleyan Street.

Circulation on-site should consider the best ways to connect pedestrians and bicyclists to the biking and walking amenities in the Town Center.

Publicly accessible parking is important to support the many small businesses in the Town Center. The Beal School redevelopment project could contribute to this goal by providing parallel parking on Hascall Street, in the portion of the site currently dedicated to the bus drop-off lane. Other shared parking concepts will also be considered.

Open Space

Open spaces on the Property should be carefully located and designed to be attractive and, to the extent it is appropriate, accessible, and useful to people visiting the Property, as well as to on-site uses. Site landscaping should use high-quality design and materials that contribute to the overall aesthetic of the Town Center and surrounding neighborhoods. Plant selection and location should consider the climate of Shrewsbury and demonstrate that landscape design will be low-maintenance, attractive, and resilient, following the Design Standards and Guidelines in the TCD Zoning. The Property is located in the Asian Longhorned Beetle quarantine zone. All new landscaping shall be beetle resistant, and the removal of any existing trees is subject to quarantine restrictions of the USDA and MA DCR, such that cut trees and branches may not be removed from the area without having been appropriately chipped.

Commercial uses on the ground floor along Maple Avenue should help activate public spaces between the building (new or existing) and the street. This space might include landscaped plazas, café seating, walkways, bikeways, bike racks, street furnishings, and other plantings that benefit the businesses, while also attracting other pedestrians and bicyclists. No parking or driveways will be allowed between the building and Maple Avenue.

The Town will retain an easement over and in the area of the World War I Memorial and the plaza in the deed of the Property to the selected developer. Every Proposal submitted must demonstrate preservation of the Veteran's World War I Memorial.

The Beal School redevelopment project submittals are not required to retain or replace the public messaging system currently on the site.

The Town values the open space along Wesleyan Street and expects that the development proposal will include a publicly accessible open space at the southern end of the Property. The goal of this open space is to provide passive recreation and/or a playground, rather than active recreational uses that require

significant amounts of parking. Although the zoning requires only 10% open space, the redevelopment project should include a minimum of 15% on the lot to create a meaningful open space here as well as in other portions of the site.

Drainage and Utilities

Proposals must be consistent with the capacity for existing utilities to provide service to the Property. With regard to stormwater management and other utilities, respondents are not asked to provide a detailed strategy at this time recognizing that site design will determine these details at a later date. However, the application should demonstrate that the conceptual development proposal will set aside adequate amounts of space for stormwater management, utility service will meet the needs of the development, and that drainage and utilities will meet applicable regulations.

In the deed of the Property to the selected developer, the Town will retain an easement over the Town drainage pipe connecting Chase Terrace to Hascall Street, and may retain an easement for the area of the MassDOT retention/detention system, if confirmed. The Shrewsbury Electric and Cable Operations department (“SELCO”) may retain in easement over and in the electrical service line/conduit on the eastern side of the property, if confirmed. A respondent may include in its Proposal a proposal to relocate the electrical line/conduit, the drainage pipe, or the subsurface stormwater retention/detention system, for consideration by the Town. Any such relocation shall be at the sole cost of the developer and the work shall be subject to the receipt of permits and applicable design standards of the respective Town department.

Review of Development Applications

Development plans must meet all applicable local, state, and federal regulations. At the local level, the redevelopment of the Property shall occur through standard Zoning Bylaw procedures and Planning Board Rules and Regulations. The use of the Chapter 40B Comprehensive Permit or any other mechanism that operates outside of normal zoning procedures will not be considered as part of this RFP and disposition process. Once a developer is designated, the project will move through the local permitting process. At that point, the successful respondent will pay for design review by an architectural peer reviewer in accordance with State Law (M.G.L. Chapter 53G), as well as any other applicable peer reviews (e.g. civil engineering, traffic, etc.).

Fiscal and Financial Considerations

The Town of Shrewsbury always considers the fiscal implications of development proposals within the community and will weigh the different financial costs and benefits of each proposal to the Town. However, proposals that provide the highest levels of tax revenue and/or the highest potential purchase price for the Property will not automatically be considered the most advantageous. Respondents are reminded that their submittals will be considered holistically, measured by the project’s overall impact on the cultural and economic vitality of the Town Center, and as further described in the Evaluation Criteria in Section 6.0.

The sale and redevelopment of the Property represents a singular opportunity for the economic redevelopment and reuse of a prominent site in the Town of Shrewsbury, and in particular, its Town Center. As such, the Town will consider the apparent financial capacity of the respondent and his/her ability to demonstrate the financial viability of the proposal.

Deed Restriction to Ensure Redevelopment Consistent with Accepted Proposal

To ensure that the successful respondent completes the redevelopment of the Property as proposed in its Proposal and in a timely manner, the Town reserves the right to include a restrictive covenant in the deed of the Property, including, potentially, a reversionary clause, whereby the Town will have the right to purchase the property back from the owner if the owner fails to substantially complete the redevelopment of the Property by a date certain. The Town will work with the successful respondent to ensure the restrictive covenant and the reversionary clause do not hinder the successful respondent's (or a successor owner/assignee's) ability to obtain financing for the redevelopment of the Property, as proposed.

5.0 Submission Requirements

Respondents must submit two separate documents as part of the proposal, which shall be sealed in separate envelopes.

- **Technical Proposal:** Five (5) bound copies plus one digital copy on a USB flash drive (single PDF with maximum file size of 25 MB), all of which shall be sealed in an envelope labeled **"Beal School Site – Technical Proposal."**
- **Financial Plan:** Five (5) copies plus one digital copy on a USB flash drive (single PDF with maximum file size of 25 MB), all of which shall be sealed in an envelope labeled **"Beal School Site – Financial Plan."**

If the Technical Proposal includes any financial information, including sources and uses of funds and the proposed purchase price, it shall be considered non-responsive and will be returned to the respondent. All financial information must be confined to the Financial Plan submittal.

The following submission requirements represent the minimum information required to consider a proposal "responsive." Respondents may reorganize the minimum information provided below and may provide additional information where said information is relevant to the selection criteria provided in Section 6.0. The burden is on the respondent to provide information in a manner that allows the Town to clearly determine whether the Proposal is complete, and the Town reserves the right to reject any Proposal it deems unresponsive.

Letter of Intent

A letter of intent, signed by the proposer/developer, that describes the respondent's interest in purchasing and redeveloping the property and the general intentions concerning the future use of the Property. This letter shall also contain:

1. The name, address, telephone, and email of the representative authorized to act and speak for the respondent.

2. The nature and status of the organization acting as the respondent (whether a non-profit or charitable institution, a corporation, a business association, or a joint venture) and the jurisdiction in which it is registered to conduct business.
3. Statement signed by person of authority making a commitment to secure, clear, develop, and provide ongoing maintenance for the property.

Development Team Composition and Qualifications

1. List of project team members and identification of roles. This list shall include the developer and any significant financial partners. With regard to the development design team, at a minimum, the architect, civil engineer, and landscape architect of record shall be identified (hereafter referred to as the "Core Design Team"). All design professionals shall carry relevant certifications in the Commonwealth of Massachusetts.
2. Demonstration of the experience and capacity of the developer to carry out a financially feasible project, especially in situations that have required Town and community engagement. Developers should provide a brief description of relevant projects and how they relate to this project, along with data regarding location, size, uses, specific principal personnel involved, completion date, and references.
3. Relevant experience of the Core Design Team including three references for each firm.
4. List of current active projects for senior personnel and percentage of time each individual is expected to commit to this project.

Project Concept

1. A narrative description of how the proposal will achieve the Project Requirements and Guidelines (Section 4.0), including character, use and overall design, architecture, vehicular and pedestrian access and parking, open space, and drainage and utilities. Include specific discussion of whether the existing school building will be partially or wholly retained.
2. A summary table(s) of the proposed development program including (as relevant):
 - a. Number of buildings
 - b. Estimated square feet of floor area with percentage of residential versus non-residential
 - c. Estimated number of residential units grouped by number of bedrooms
 - d. Estimated number of parking spaces, including designated use and any shared parking
3. Two-dimensional, rendered concept plan for the entirety of the Property. The respondent may also provide close-up plan-view figures for specific areas of focus as he/she may deem appropriate.
4. Two-dimensional concept plan designed to highlight the approach to site circulation for automobiles, bicycles, and pedestrians.
5. Architectural elevations for all proposed buildings.
6. Three street-level renderings showing different views of the proposed redevelopment of the Property.
7. An estimated schedule for permitting, construction, and occupation. Include any proposed project phasing.

Forms

- A. Certificate of Non-Collusion Form (Attachment A)
- B. Certificate of Tax Compliance Form (Attachment B)

Financial Plan (in separate sealed envelope)

This solicitation will evaluate proposals using comparative evaluation criteria, as allowed under Chapter 30B for real property transactions. Accordingly, the financial plan and price proposal must be provided in a separate sealed envelope.

The financial plan must include a development pro-forma which identifies all anticipated sources and uses of funds, including public and private debt and equity financing and all anticipated acquisition, construction, and general development costs. The plan will provide the status of financing commitments for the proposed use of the Property, including the names of equity investors and/or sources of loan funds. An estimate of the annual property tax revenue at full build out should be included.

The financial plan should demonstrate a firm financial commitment for the development proposed, by providing commitment letters or letters of intent from all financial sources to be used for the development, including construction.

The Financial Plan should also include the following form, as part of the separate sealed envelope:

- A. Price Proposal Form (Attachment C)

6.0 Evaluation and Developer Selection Process

Selection Process

The Beal School RFP Committee will be responsible for reviewing and evaluating proposals and selecting respondents to be interviewed. The Committee expects to interview a short list of selected respondents, the number of which will be determined at its discretion. After interviews, the Committee will vote on the preferred proposal to be brought to the Board of Selectmen for final review and selection.

Evaluation Criteria

The following selection criteria will be used to guide the selection of respondents who will advance to the interview process.

1. Understanding of the Town's Aspirations for the Property

Highly Advantageous – The proposal reflects a clear understanding and commitment to the aspirations of the Town relative to the Property and Town Center district. Many of the individual hopes and concerns raised by the Town in the RFP and previous study are clearly and specifically addressed.

Advantageous – The proposal reflects a clear understanding and commitment to the aspirations of the Town relative to the Property and Town Center district. A few of the individual hopes and concerns raised by the Town in the RFP and previous study are addressed.

Not Advantageous – The proposal does not reflect a clear understanding and commitment to the aspirations of the Town relative to the Property and Town Center district. Few if any of the individual hopes and concerns raised by the Town in the RFP and previous study are addressed.

Not Acceptable – The proposal runs contrary to the aspirations of the Town for the Property and the Town Center District.

2. Project Experience and Qualifications of the Development Team

Highly Advantageous – The qualifications of the development team demonstrate experience in real estate projects with similar scale and elements and have successfully engaged the community and the Town in discussions and approvals processes. The capacity of the overall team demonstrates dedicated qualified principals and committed staff that will focus on this project. References for the Development Team are all excellent.

Advantageous – The qualifications of the development team demonstrate experience in real estate projects with a similar scale and elements. The capacity of the overall team demonstrates qualified principals and adequate staff resources that will be able to handle this project while balancing other project workloads. All references for the Development Team are good.

Not Advantageous – The qualifications of the development team demonstrate real estate experience but not on projects similar to this one. The capacity of the overall team indicates overcommitted principals and not enough resources to manage this project. Not all references for the Development Team are good.

Not Acceptable – The qualifications of the development team do not demonstrate a reasonable level of project development expertise. The capacity of the overall team, including principals and staff resources, is not adequate to manage this project. At least one of the references is poor.

3. Proposed Uses

Highly Advantageous – The proposed mix of uses embodies all the goals and aspirations of the Town for the Property and the Town Center District. The profile of uses will create a vibrant mix that meets a diverse set of municipal goals for the district. The mix of uses will create a highly positive community and fiscal impact.

Advantageous – The proposed mix of uses answers to some of the goals and aspirations of the Town for the Property and the Town Center District. The profile of housing, commerce, recreation, and other uses will create a viable mix. The mix of uses will create a positive community impact and contribute to fiscal health.

Not Advantageous – The proposed uses are not necessarily selected for the purposes of strengthening the Town Center District or fostering the area as a destination.

Not Acceptable – The proposed uses will work contrary to the goals and aspirations of the Town for the Town Center District.

4. Proposed Design of the Site and Buildings

Highly Advantageous – The proposed design of the site and buildings embodies all the goals and aspirations of the Town for the Property and the Town Center District. The design team creates a development concept that is highly attractive in all elements of architecture, site design, circulation, and landscape architecture. All choices of building materials, plants, colors, and signage represent best practices in traditional neighborhood development. The proposed approach to parking presents an attractive and well-managed supply of parking that clearly optimizes the opportunity to support both on-site uses and uses throughout the Town Center District.

Advantageous – The proposed design of the site and buildings embodies some of the goals and aspirations of the Town for the Property and the Town Center District. The design team creates a development concept that is reasonably attractive in some or all elements of architecture, site design, and landscape architecture. Many (but not all) choices of building materials, plants, colors, and signage represent best practices in traditional neighborhood development. The proposed approach to parking presents a reasonably attractive parking area provides some opportunity to support both on-site uses and uses throughout the Town Center District.

Not Advantageous – The proposed building and site design elements are not defective in any way, but do not necessarily reflect the goals of the Town for future development of the Property. The proposed approach provides parking that not deigned to be attractive and is primarily for on-site uses.

Not Acceptable – The proposed architectural and site design choices will work contrary to the goals and aspirations of the Town for the Town Center District. The proposed approach provides parking that will be unattractive and/or provide no opportunity for other uses in the Town Center District.

5. Capacity of the Development Team

Highly Advantageous – The proposed development team, including the Core Design Team, brings over twenty (20) years of experience in all Project Management positions (e.g., Developer, Architect, Engineer, Landscape Architect). Project approach narrative and reference checks clearly demonstrate the entirety of the team will provide a high level of time commitment and expertise to the project.

Advantageous – The proposed development team, including the Core Design Team, brings over twelve (12) years of experience in all Project Management positions (e.g., Developer, Architect, Engineer, Landscape Architect). Project approach narrative and reference checks clearly demonstrate the entirety of the team will provide satisfactory time commitment and expertise to the project.

Not Advantageous – The proposed development team, including the Core Design Team, cannot provide over twelve (12) years of experience in all Project Management positions (e.g., Developer, Architect, Engineer, Landscape Architect). Project approach narrative does not clearly demonstrate the entirety of the team will provide a high level of time commitment and expertise to the project and references suggest a pattern of difficulty in this area.

Not Acceptable – Project approach narrative suggests the respondent does not understand the expertise or time commitment required. One or more references are poor.

6. Proposed schedule for construction to complete the respondent's proposed redevelopment of the Property.

Highly Advantages – the respondent's proposed schedule for construction demonstrates means and methods to complete all or most of the redevelopment of the Property within three (3) years from the date respondent obtains title to the Property.

Advantageous – the respondent's proposed schedule for construction demonstrates means and methods to complete all or most of the redevelopment of the Property within four (4) years from the date respondent obtains title to the Property.

Not Advantageous – the respondent's proposed schedule for construction does not demonstrate any means and method to complete all or most of the redevelopment of the Property within four (4) years from the date the respondent obtains title to the Property.

Not Acceptable – the respondent fails to submit a proposed schedule for construction, or the schedule is confusing, vague, or inaccurate.

7. Financial Plan (to be evaluated after the evaluation of the Technical Proposal and above criteria)

Highly Advantageous – The Financial Plan presents a clear proposal for financing the project and purchasing the Property from the Town with high level of certainty of success on the part of the Town. When viewed in the full context of the proposal, the terms of the purchase and the subsequent tax implications are financially highly advantageous to the Town. The development team is deemed to have a high level of experience and financial capacity to implement the project in a timely manner.

Advantageous – The Financial Plan presents a clear proposal for financing the project and purchasing the Property from the Town with reasonable level of certainty of success on the part of the Town. When viewed in the full context of the proposal, the terms of the purchase and the subsequent tax implications are financially advantageous to the Town. The development team is deemed to have the necessary experience and financial capacity in a timely manner.

Not Advantageous – The Financial Plan does not present a clear proposal for financing the project and purchasing the Property from the Town and a reasonable level of certainty of success does not exist. When viewed in the full context of the proposal, the terms of the purchase and the subsequent tax implications are not financially advantageous to the Town. The development team is deemed not to have the necessary experience and financial capacity in a timely manner.

Not Acceptable – The Financial Plan is confusing, vague, or inaccurate.

7.0 General Terms and Conditions for RFP

As required by MGL c. 7C, Section 38 (formerly M.G.L. c. 7, Section 40J), the selected Respondent will be required to file a Disclosure of Interest in Real Property Form with the Massachusetts Division of Capital Asset Management and Maintenance (DCAMM).

Town of Shrewsbury Request for Proposals
Purchase and Redevelopment of the Former Beal Early Childhood Center

The purchaser of the Property will be required to pay a pro rate/pro forma tax, as required by MGL c. 59, Section 2C.

The deed of the Property may include the reservation of easements by the Town for:

- Maintenance and replacement of an electrical line/conduit;
- Maintenance and replacement of a drain pipe;
- Maintenance and replacement of a stormwater facility;
- Maintenance and replacement of the World War I memorial and plaza; and
- Maintenance and replacement of a municipal parking lot.

It is understood that the final form of the Purchase and Sale Agreement and the final form of the deed of the Property are dependent on the terms, conditions, and requirements that may emerge from the review of competitive proposals received in response to this RFP and the Town's selection of a winning Proposal, and further provided that such terms, conditions, and requirements are deemed to be in the best interest of the Town of Shrewsbury.

Attachment A
CERTIFICATE OF NON-COLLUSION FORM
TOWN OF SHREWSBURY BEAL SCHOOL REQUEST FOR PROPOSAL

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 any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual Submitting Bid or Proposal

Name of Individual Submitting Bid or Proposal

Name of Business

Date

BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND
SUBMITTED WITH THE BID OR PROPOSAL.

Attachment B
CERTIFICATE OF TAX COMPLIANCE FORM
TOWN OF SHREWSBURY BEAL SCHOOL REQUEST FOR PROPOSAL

Pursuant to MGL Chapter 62C, Section 49A, I certify under the penalties of perjury that I/the entity named below have/has complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature and Title of Individual or
Responsible Corporate Officer

BY STATE LAW THIS CERTIFICATE OF TAX COMPLIANCE FORM MUST
BE SIGNED AND SUBMITTED WITH THE BID OR PROPOSAL.

Town of Shrewsbury Request for Proposals
Purchase and Redevelopment of the Former Beal Early Childhood Center

Attachment C
PRICE PROPOSAL FORM

(To be placed in a separate sealed envelope)

RFP #BS-1 Developer Responses
TOWN OF SHREWSBURY BEAL SCHOOL REQUEST FOR PROPOSAL
Shrewsbury, MA 01545

TO: Town Manager
Shrewsbury Town Hall
100 Maple Avenue
Shrewsbury, MA 01545

PROPOSER _____

PROJECT: Developer Responses for Beal School Request for Proposals

Proposed Purchase Price (in words): _____

Proposed Purchase Price" (in numbers): \$ _____

Signed

Title

Print Name

Date Signed