



## **TOWN OF NORTH KINGSTOWN, RHODE ISLAND**

### **REQUEST FOR PROPOSALS**

#### **Brown Street Annex Building Development Project 55 Brown Street Wickford, RI**

Sealed proposals are being requested for development proposals, with either a long-term lease or purchase option, for the Town-owned Brown Street Annex Building in Wickford, in accordance with all terms and specifications contained herein, and will be received by the Town of North Kingstown, RI until the following deadline: ***Two (2) o'clock P.M., Monday, November 6, 2017***

Submittals must be delivered by mail or hand-delivered in sealed envelopes addressed to the Town of North Kingstown Planning & Development Department, 100 Fairway Drive, North Kingstown, RI 02852 c/o Liz Dolan, Economic Development Administrator.

The submittals should be marked referencing "**Brown Street Annex Building Development Proposal**". Please also provide one (1) digital copy (CD, thumb drive, method of choice).

**There will not be a public opening and proposals received will not be made public or publicly discussed until they have been reviewed and assessed by the Town Evaluation Committee.**

It is the proposer's responsibility to see that the proposal is delivered within the time and place prescribed within this RFP. Proposals received prior to the time of opening will be securely kept, unopened. Proposals may be withdrawn from opening by written request (on the letterhead of the proposer and signed by the submitter) which must be received prior to the deadline. Submitted proposals may be modified in the same manner prior to the deadline.

Any change or interpretation made during the process will be published in an addendum. All questions or comments should be directed to the town's point of contact listed below. The town reserves the right to determine the need for clarification through the addendum process. It is the responsibility of the proposer to monitor the Town's website for any subsequent addendum(s). No addendums will be issued or posted within forty-eight (48) hours of the submission deadline.

**A Pre-Proposal Meeting and Site Tour will be held on Wednesday October 11, 2017 at 1 PM, at the Brown Street Annex Building, 55 Brown Street, North Kingstown, RI.**

#### **Staff Contact Information:**

Liz Dolan, Economic Development Administrator  
Town of North Kingstown, Planning & Development Department  
100 Fairway Drive  
North Kingstown, RI 02852  
(401) 268-1572

ldolan@northkingstown.org `

Phil Bergeron, Director of Public Works  
Town of North Kingstown  
2050 Davisville Road  
North Kingstown, RI 02852  
(401) 268-1560

**GENERAL CONDITIONS AND TERMS:**

1. The Town of North Kingstown (Town) reserves the right to access or reject any and all proposals in whole or in part, to waive any technical defects, irregularities, and omissions, and to give consideration to past performance of the proposers where, the interests of the Town will be best served.
2. The Town reserves the right to directly negotiate with any entity who submits a proposal in response to this RFP and to award a contract based upon those negotiations alone.
3. The Town may determine proposals to be technically and/or substantially non-responsive at any point in the evaluation process and may remove such proposal from further consideration.
4. All original documents and drawings shall become the property of the Town once submitted.
5. The Town reserves the right to request interviews of developers, discuss all project details, and to select and negotiate a preferred development proposal that is in the best interest of the Town prior to final award.
6. "Proposal" shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, offerors, bidders, or any person or firm responding to a Request for Proposals (RFP).
7. All submitters are responsible for insuring that no addendums have been made to the original RFP package or that all addendums have been received and addressed. All bid packages and addendums are located at the Town of North Kingstown Planning & Development Department and on the Town municipal website.
8. All submitted proposal materials become the property of the Town.
9. Proposals arriving after the deadline may be returned, unopened, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the Town.
10. The Town is not responsible for any costs related to the preparation and/or submittal of proposals or any subsequent costs related to presentations or clarification pertaining to this RFP. All costs are to the responsibility of the submitter.
11. There is no official public opening of proposals. To best protect the solicitation and competitive negotiation process, the Town asks that companies refrain from requesting proposal information concerning other respondents until a complete evaluation has been made by the town. Information contained within the proposal, determined to be sensitive and should therefore not be made public until a lease agreement or purchase and sales agreement is finalized, must be clearly identified by the proposer.
12. The proposer warrants, by submission of a proposal, that he is not an employee, agent, or

servant of the Town of North Kingstown, and that he is fully qualified and capable in all material regards to satisfy the requirements and fulfill the proposal as submitted. Nothing herein shall be construed as creating any contractual relationship or obligation between the Town and the proposer.

13. In accordance with Title 7, Chapter 1.1 ("Business Corporations") of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in this state until it shall have procured a certificate of authority from the Rhode Island Secretary of State.

14. The proposer warrants that he has not, directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of full competitive bidding.

15. The proposer warrants that he has not paid, and agrees not to pay, any bonus, commission, fee or gratuity to any employee or official of the Town of North Kingstown for the purposes of obtaining any contract or award issued by the Town of North Kingstown.

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### **1. Project Overview:**

The Town of North Kingstown, Rhode Island is soliciting proposals from qualified and experienced development teams for the sale or long-term lease of waterfront property described herein. It is the Town's desire to conduct a process to select a development team with a corresponding proposed plan that best serves the economic and community development interests of North Kingstown. Creative redevelopment proposals that preserve, rehabilitate and adaptively reuse this historic building are encouraged.

The Town's primary objective is the planned and timely development of this former Government Center Facility in a way that maximizes financial benefit to the Town and serves as an economic and/or cultural anchor to Wickford Village. Both the sale and/or long term lease of the property will be entertained. Proposers must know that a lease of more than 10 years or the sale of the building is subject to voter approval. It is the desire of the Town that the property be redeveloped to realize its highest and best use potential.

### **2. Municipal Process:**

Solicitation of qualified proposals begins with the issuance of this Request for Proposals (RFP).

Proposals received will initially be reviewed and evaluated on responsiveness to the RFP. Submitted proposals will be reviewed by a municipal team tasked with determining the best qualified submittals based upon benefit to the Town of North Kingstown and the criteria and other objectives stipulated within the RFP. All materials provided by the proposals will be taken into consideration. Interviews or follow up information requests may be involved during the review process.

Following the initial evaluation process, the proposals will be forwarded to the North Kingstown Town Council for further consideration and short list selections. There may be a need for direct communication between the Town Council and short list development teams. There will be ongoing discussions with short-listed firms prior to the final selection of the preferred development team and development proposal. This allows the formulation of an ultimate development project that is feasible for the development team and also serves the best interests of the Town of North Kingstown.

### **3. Property Description and Development Information:**

The former Annex Town Hall Building at 55 Brown Street overlooks Wickford Harbor in the heart of Wickford Village. The site is two miles from a commuter rail (MBTA) station (Wickford Junction) and within close proximity to Routes 4 and 1. Quonset Industrial Park and the University of Rhode Island are within a 15 minute drive time. The Rhode Island Public Transit Authority (RIPTA) serves the Village.

55 Brown Street is zoned "P" – Public Land; surrounding properties are zoned as WVC – Wickford Village Center. Recent Appraisal Report describes the building as:

- Building Type: Office
- Construction: Wood Frame
- Building Size: 3,150 sq. ft.
- Year Built: 1898
- Roofing: Asphalt Shingle/Rubber
- Exterior Walls: Clapboard
- Foundation: Brick
- Heating: Forced Hot Water
- Air Conditioning: None
- Electrical 100 Ampere Circuit Breaker
- Sprinklers: None
- Utilities: Public Water, Sewer, Telephone, Electricity and Gas
- Flood Zone: "AE"

According to the assessor's records, the building was originally constructed in 1898 and appears to have had a single story addition put on the back of the building at some point. This building was constructed as a North Kingstown Free Library and served as that until 1975. In 1975, the Library was located to its new home on Boone Street and 55 Brown Street was used as a municipal office building for the next forty-one years until its closure in 2016. The building has code violations and an engineering study has been completed identifying those violations.

Available documentation:

- Property Survey
- Community wide Market Analysis
- Schematic Building Drawings
- Building Code Violations Report
- Fire Code Compliance Report
- Flood Certificate

- Appraisal Report – 55 Brown Street
- Vision Appraisal Property Record Card

The above-referenced material can be found at the Town of North Kingstown Department of Planning and Development. The North Kingstown GIS and Property Record Card information can also be found at

<https://northkingstownri.mapgeo.io/properties/117-211?latlng=41.570058%2C-71.45171&panel=search&selected=117-211&zoom=18>.

As a result of the Town Council's recent approval of a Wickford Sewer District, the Wickford business district will have sewers available in the spring of 2018. All commercial property owners within the district adjacent to the sewer main will be subject to an annual sewer assessment fee to be paid over a period of 20 years. Each property will be assessed based on an estimated volume of water consumption, and an "Equivalent Dwelling Unit" or "EDU" unit of commercial assessment. A minimum commercial assessment has been established at \$56,600, with a maximum of \$113,200 per commercial property. This property will be subject to this established sewer assessment fee.

#### **4. Zoning and North Kingstown Market Analysis:**

Zoning designation "Public" (P) for this property (town owned) may require a zone change to be approved by the Town Council. Surrounding properties are zoned "Wickford Village Center" (WVC), encouraging business and residential uses. The property is not located in the local historic district.

In 2014, the Town invested in the completion of a community wide market analysis. Prospective development teams are highly encouraged to take advantage of this informational resource. It contains significant demographic, economic, and real estate data specific to market and consumer demands. General community findings include demand for mixed use, restaurants, hotels, higher quality retail, multi-family residential, and more. This analysis can be found on the Town of North Kingstown Economic Development webpage using the following link or a hard copy is available for review in the Planning and Development Department:

[http://www.northkingstown.org/sites/northkingstown.org/files/pdf-attachments/North%20Kingstown%20Market%20Study\\_Full%20Report.pdf](http://www.northkingstown.org/sites/northkingstown.org/files/pdf-attachments/North%20Kingstown%20Market%20Study_Full%20Report.pdf)

The Town of North Kingstown is in the planning stages of a "Wickford Design" project that could potentially impose new design standards for structures in Wickford Village. Project details and proposed timeline can be obtained by contacting the Planning and Development Department located in the Municipal Offices Building, 100 Fairway Drive, North Kingstown, RI.

#### **5. Community Background:**

The Town of North Kingstown was established in 1641 and incorporated in 1674. The Town of North Kingstown operates under a home rule charter and has a Town Council/Town Manager form of government including a 5-member Town Council and Council President. The Town is 58.3 square miles in size located 22 miles south of Providence. Routes 1, 2, 4, 102, and 1A traverse the community, Route 403 provides direct access to/from Quonset Business Park to Route 4 and Interstate 95. North Kingstown is situated along Narragansett Bay with over 30 miles of coastline and two public harbors (Wickford and Allen). The southern terminus of the MBTA and 1,100 space parking garage is located in North Kingstown at the new Wickford Junction development. North Kingstown is known for having a high quality of life, excellent school system, an abundance of recreational opportunities, and the largest industrial park in Rhode Island. North Kingstown has over 1,789 acres of parks and recreation and nearly 10 miles of completed bike paths.

The population is approximately 26,500 residents with approximately 10,500 households. According to updated information from RI Department of Labor and Training from January 2017, average employment is 16,611 jobs through approximately 999 establishments. Median household income is \$81,431. The median single family sales price is \$320,000. There are 7,860 owner-occupied dwelling units occupied by 20,927 residents. There are 2,567 renter-occupied dwelling units occupied by 5,366 residents. The property tax rate is \$18.59/\$1,000 valuation and motor vehicle tax rate is \$22.04/\$1,000 valuation.

Land use in North Kingstown is a combination of both suburban and rural development with a number of key commercial and industrial areas experiencing development. There is a significant amount of residential growth with several hundred approved housing units in the construction pipeline.

Quonset/Davisville Industrial Parks, including the Port, constitute nearly 10% of the land in North Kingstown with nearly 10,000 jobs. Activity along Post Road, Wickford Junction, Wickford, and in other commercially and industrially zoned areas account for the remainder of the development activity.

Sewers are currently available along the southern portion of Post Road. The Wickford Sewer District will be operational in 2018.

## **6. Development Objectives:**

The Town of North Kingstown seeks to develop the property in a manner consistent with the following development objectives:

- Implementation of a quality development including use, design and function;
- Completion of the project in a timely, planned, and well executed manner;
- Retain the existing building and any additions should be complimentary in design to the existing and surrounding neighborhood;
- Integration of the project into the existing historic commercial district;
- Management of traffic circulation;
- Retention of trees and implementation of new landscaping;
- Incorporate public access around building and within adjacent public space.

## **7. Project Incentives:**

The Town of North Kingstown's primary goal is to attract the best team offering to implement a superior development in a timely and well-planned manner. Also, the Town is interested in receiving a competitive offering for its property, one that maximizes financial and community benefits to North Kingstown. Tangible public benefits include new jobs, business opportunities, civic space, community amenities, exposure to culture and the arts.

The consideration and granting of incentives is contingent upon the total value of the developer's proposal. The decision to grant any incentives will be packaged with the final award to the selected development team.

## **8. Evaluation Criteria:**

Each proposal will be evaluated by the Town based on the following criteria:

### **Project Approach:**

- Compliance with the RFP submission requirements
- Clear and comprehensive submittal
- Rational, detailed, and thorough approach to implementation
- Degree to which project complies with local plans and regulations and community

**Team Qualifications and Experience:**

- Demonstrated experience in completing similar projects
- Strength of the team including project lead, engineering, architectural design, construction, financing, etc..
- References for key completed projects

**Project Viability and Ability to Execute Project in Timely Manner:**

- Demonstrated project marketability
- Demonstrated evidence supporting project financing
- Reasonable timeframe to initiate and complete project
- Reasonable demands of needs or requests from the Town

**Benefit to Town:**

- Financial offering to purchase or lease to the Town
- Quantitative and qualitative benefits to the Town
- Community benefits (public use, amenities, linkage to Wickford Village, other)

**9. Submittal Requirements:**

Please read these submission requirements carefully. The Town of North Kingstown is not responsible for errors and/or omissions.

**Submission Format:** Respondents are required to provide **five (5) hard copies** of their proposal plus one digital copy. Each proposal must contain all information as outlined below. Relevant supplemental information will be accepted within the guidelines of this format. Submissions that omit requested information may be subject to disqualification.

- Executive Summary.
- General narrative description and proposed project plans.
- Contact information (names, phone, address, email) for development team plus the identification of a primary contact person.
  - Financial offer to purchase and/or lease. Respondents may include both a purchase and lease offer in their proposals. Note: sale and/or lease values are subject to final competitive negotiation.
    - If applicable, estimated number, type, and salary range of created full and part-time jobs working at this redeveloped property.
  - A description of the proposed development including, but not limited to:
    - o proposed use(s) for building and land;
    - o building(s) proposed design, configuration, units, etc.;
    - o traffic and parking impacts;
    - o preliminary site plan, conceptual floor plans, and any other submissions that best illustrate the development.
- Proposed planning, design, approval, and construction schedule.

- Description of prior experience in completing similar development projects with references.
- Description of requested technical or financial assistance from the Town and why it is needed for project feasibility.
- Evidence of financing availability, including the names and addresses of financial references for the developer and any other named sources of equity capital.
- Project pro forma demonstrating the financial viability of the proposed development.
- For each individual with more than a ten percent (10%) interest in the development entity, respondent must execute a notarized affidavit of non-collusion. A copy of said affidavit must be attached hereto as Attachment A.
- Domestic corporations and other limited liability entities must submit a Certificate of Good Standing from the Office of the Rhode Island Secretary of State, Corporations Division, 100 North Main Street, Providence, Rhode Island, 02903.

[http://ucc.state.ri.us/Certificates/Certificate\\_Request.asp](http://ucc.state.ri.us/Certificates/Certificate_Request.asp)

· Respondents that are foreign corporations and those corporations not chartered in Rhode Island must hold a certificate authorizing said foreign corporation to do business in the State of Rhode Island. These certificates, or certified copies, are available from the Office of the Rhode Island Secretary of State, Corporations Division, 100 North Main Street, Providence, Rhode Island, 02903.

**IMPORTANT:** All proposal materials become the property of the Town of North Kingstown.

#### **10. Submittal Deadline and Review Schedule:**

The Town of North Kingstown reserves the right to modify the Response Schedule. However, the Proposal Submission Deadline is final. Late proposals will not be considered.

- RFP Issuance and Distribution - Wednesday September 27, 2017
- RFP Submittal Deadline - Wednesday October 25, 2017 by 2:00 p.m.

Submissions are due by the date specified above unless a formal extension has been granted by the Town of North Kingstown. It is incumbent upon respondents to ensure that proposals are delivered on time to assure consideration by the Town.

The proposal and all supporting documents must be received by the above-stated deadline at the following address:

Town of North Kingstown, Department of Planning and Development  
 100 Fairway Drive  
 North Kingstown, RI 02852  
 c/o Liz Dolan  
 Attention: Brown Street Annex Building Development Project

#### **11. Reserved Rights/Disclaimer:**

The Town reserves the right to select the proposal that, in the exercise of its sole discretion, the Town believes to be responsible and most advantageous to the Town. To this extent, the Town reserves the right to accept an initial offer without further discussion or negotiation. The Town also reserves the right to discuss or negotiate proposals with any proposers it believes may have a

reasonable chance of being selected for award.

The Town shall not be responsible, in any manner, for the costs associated with responses to this solicitation. The individual responses to this solicitation, including all artwork, drawings, plans, photos, models, and narrative material, shall become the sole property of the Town of North Kingstown upon their receipt. The Town shall have the right to copy, reproduce, duplicate, publicize, or otherwise dispose of each response to this solicitation in any manner that the Town chooses unless otherwise agreed upon, in advance, with the proposer.

The Town reserves the right to waive any informality or irregularity when it is in the best interest of the Town to do so, to discuss modifications to any proposal, to re-advertise for additional proposals if desired or necessary, and to accept or reject any or all proposals, for any and all reasons.

The Town of North Kingstown reserves the right to postpone or reschedule any of the actual or proposed dates or deadlines.

**12. Attachments:**

- A. Non-Collusion Affidavit
- B. Anti-Kickback Acknowledgement
- C. Proposal Transmittal Sheet
- D. Listing of Officers Sheet

**Attachment A  
NON-COLLUSION AFFIDAVIT**

(Prime Bidder) \_\_\_\_\_

State of \_\_\_\_\_

County of \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says:

That he/she is \_\_\_\_\_ (partner or officer) of the firm of \_\_\_\_\_, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired, connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of North Kingstown or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures:

Bidder, if the bidder is an Individual: \_\_\_\_\_

Partner, if the bidder is a Partnership: \_\_\_\_\_

Officer, if the bidder is a Corporation: \_\_\_\_\_

Subscribed and sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_

Notary: \_\_\_\_\_

Printed Name: \_\_\_\_\_

My Commission expires: \_\_\_\_\_, 20\_\_

**Attachment B**

**ANTI-KICKBACK ACKNOWLEDGMENT**

ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town of North Kingstown who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town of North Kingstown who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

\_\_\_\_\_  
SIGNATURE OF OFFEROR      DATE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
COMPANY

Title of RFP: Brown Street Annex Building Development Project

**Attachment C**

**PROPOSAL SUBMISSION FORM  
BROWN STREET ANNEX BUILDING DEVELOPMENT PROJECT**

Date: \_\_\_\_\_

I/We \_\_\_\_\_ the undersigned do hereby submit a proposal to the Town of North Kingstown, Rhode Island, for the sale or long-term lease of the Brown Street Annex Property, in accordance with all terms and specifications contained within said RFP herein. The undersigned acknowledges that the submittal does not rely on the Town of North Kingstown regarding the condition of the property and will make their own investigation on the condition of the property or suitability for development.

Attach to proposal.

\_\_\_\_\_  
NAME OF FIRM

\_\_\_\_\_  
SIGNATURE    TITLE

\_\_\_\_\_  
SIGNATURE    TITLE

\_\_\_\_\_  
SIGNATURE    TITLE

\_\_\_\_\_  
ADDRESS    CITY    STATE    ZIP CODE

\_\_\_\_\_  
TELEPHONE NUMBER    FAX NUMBER

\_\_\_\_\_  
E-MAIL ADDRESS

### **Attachment D**

### **LISTING OF OFFICERS SHEET**

List the Officers of your Corporation or Principals of your LLC. Award cannot be completed without the attachment.

Complete Company Name: \_\_\_\_\_

\_\_\_\_\_  
Name            Title/Officer/Position

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Name      Title/Officer/Position

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Name      Title/Officer/Position

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Name      Title/Officer/Position

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Name      Title/Officer/Position

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Name      Title/Officer/Position

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Name      Title/Officer/Position