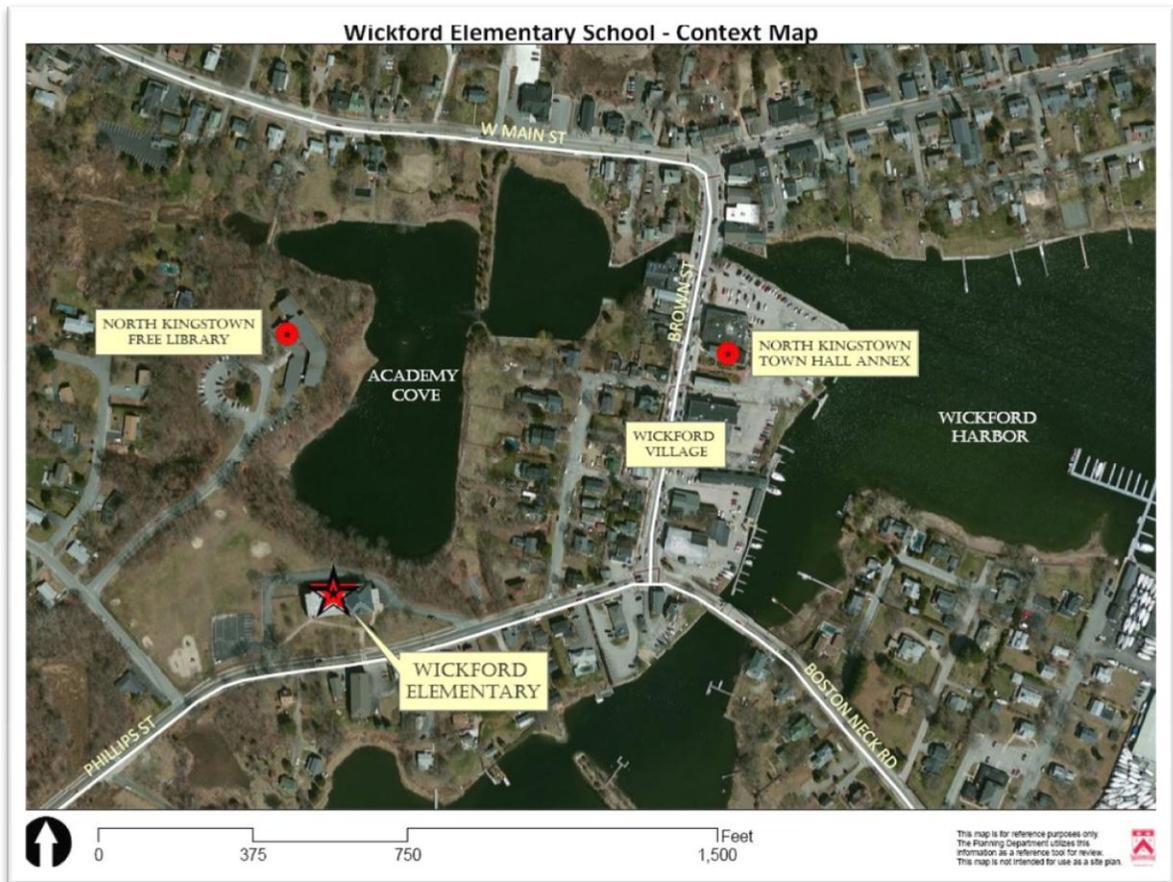


REQUEST FOR PROPOSALS (RFP)

WICKFORD ELEMENTARY SCHOOL REDEVELOPMENT PROJECT

Town of North Kingstown, Rhode Island



TOWN OF NORTH KINGSTOWN, RHODE ISLAND

REQUEST FOR PROPOSALS (RFP)

Issued: Friday, October 17, 2014

Sealed proposals are being requested for the long-term lease or sale of publicly owned property, 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., Wednesday, December 17, 2014

Submittals must be delivered by mail or hand-delivered in sealed envelopes addressed to the Town of North Kingstown Planning & Development Department, 55 Brown Street, North Kingstown, RI 02852 c/o Paige R. Bronk, Economic Development Manager. The submittals should be marked referencing **"WICKFORD ELEMENTARY SCHOOL REDEVELOPMENT."** Please also provide one (1) electronic copy on CD.

**THERE WILL NOT BE A PUBLIC OPENING AND PROPOSALS RECEIVED
WILL NOT BE RELEASED UNTIL A PURCHASE AND SALES OR LEASE
AGREEMENT IS FINALIZED**

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 Proposals may be withdrawn from opening by written request (on the letterhead of the proposer and signed by the submitter) which must be received prior to the deadline.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. Should a submitter still not be satisfied, he may, set out and stipulate an exception in writing, with enough explanation to be understood by the Town. The Town may, at its discretion, accept or reject any or all exceptions received.

TECHNICAL POINT OF CONTACT:

Paige R. Bronk, Economic Development Manager
Town of North Kingstown, Planning & Development Department
55 Brown Street
North Kingstown, RI 02852
(401) 268-1572
pbronk@northkingstown.org

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, offerers, 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. A mandatory \$200 filing fee is due upon the receipt of the submission. The filing fee must be paid by certified check only, made payable to "Town of

North Kingstown", and is non-refundable. The fee defrays the costs incurred in administering the RFP and proposal review process.

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 an award has been determined. Proposal materials become public information only after the execution of a purchase and sales or lease agreement.
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 are encouraged.

The Town’s primary objective is the planned and timely development of this former Wickford Elementary School property in a way that maximizes financial benefit to the Town and serves as an economic anchor to Wickford Village. Both the sale and/or long term lease of the property will be entertained. The Town is willing to enter a public/private partnership to work with the preferred developer including specific incentives and technical assistance (see “Project Incentives”). This property is unique to the Town of North Kingstown and Wickford Village given the relatively large size (building and land) and commercial zoning. It is the desire of the Town that the property be redeveloped to realize its highest and best use potential with proper neighborhood integration considerations.



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 by the municipal review team, 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 municipal process is intended to be somewhat flexible for premier firms and proposals. 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 Redevelopment History:

The former Wickford Elementary School at 99 Phillips Street (Plat 116, Lot 109) overlooks Academy Cove in the heart of Wickford Village. The site is two miles from an MBTA rail station (Wickford Junction) and within close proximity to Routes 4 and 1. The property also abuts the North Kingstown Free Library. Quonset Industrial Park and the University of Rhode Island are within a 15 minute drive time. The Rhode Island Public Transit Authority (RIPTA) serves this property with a bus stop on Phillips Street in front of the former school.

The property available for redevelopment contains approximately five (5) acres of land. The single parcel at this time holds approximately six (6) acres, but the reconfiguration of property lines is being finalized to accommodate a passive recreation heritage park on Boone Street and the placement of a historic town building on the land on the northernmost corner adjacent to the North Kingstown Public Library. As a result, the remaining developable land area will be decreased by approximately one (1) acre to five (5) acres. Academy Cove abuts the northern property line. The Coastal Resources Management Council (CRMC) has determined that the “coastal feature” boundary is approximately located at the edge of the cliff above Academy Cove. The building is located on a hill and not within a floodplain, but the lower undeveloped area of the property to the west is within a coastal floodplain (AE zone – elevation 13).

The existing building was constructed in 1907 with an addition in 1948 increasing its total size to 33,100 square feet. Building expansion potential exists on the site. The property's grade slopes downhill from the school to the undeveloped land. The 2½ story building holds approximately eighteen (18) full classrooms and a 2,100 square foot assembly space on the lowest level. The assembly space was used as a multi-purpose auditorium/cafeteria. Also, there are several smaller room areas formally used for administrative offices and storage.

The property was last used as an elementary school around 2005. Since that time, the Town had contemplated a conversion to a new municipal office complex. That effort was not implemented. The Town instead expressed a desire to redevelop the property. In 2014, the Town amended the Comprehensive Land Use Plan and Zoning Ordinance to a business zone (Wickford Village District) for this property setting the stage for future economic development. Other properties along the Phillips Street also benefit from this change. Also, on June 17, 2014 the voters in North Kingstown overwhelmingly approved a referendum to add sewers to Wickford's Business District.

Prior to the zoning amendment and sewer approval, the Town had previously entertained a mixed use development including a boutique hotel, restaurant, and conference center which also involved a substantial building addition. Both parties mutually agreed to end the relationship since the prospective buyer's team could not satisfy the initial terms of the P&S agreement primarily relating to construction commitments. The Town was provided the due diligence materials which are being shared with interested future prospects. Materials available to prospects include the following:

Available documentation:

- Property Survey
- Phase I Environmental Report
- Community wide Market Analysis
- Market Demand Study and Market Projections for a Boutique Hotel
- CRMC Preliminary Determination
- Wetland Delineations
- Schematic Building Drawings
- Building Code Feasibility Study (contains floor plans)
- Zoning Certificate

This above-referenced material can be found on the Town of North Kingstown's "Economic Development and Business" webpage under the "Wickford Elementary School Project" title or hard copies can be viewed at the Town of North Kingstown Department of Planning and Development.

<http://www.northkingstown.org/business/economic-development>

As a result of the sewer initiative, the Wickford business district will be sewered within three (3) years including this Wickford Elementary School property. Conceptual design plans are completed and final designs are being prepared. All 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 upon an estimated volume flow corresponding to use and intensity. The unit of measurement is

“Equivalent Dwelling Units” or “EDU’s”. As an illustrative example only, the former Wickford Elementary School redevelopment mixed-use development proposal was assigned about 34 EDUs relating to the proposed number of hotel rooms, conference center, restaurant, and other uses. The approximate cost in EDUs to the former redevelopment project was about \$95,000 per year for the 20 year assessment term. The Town understands that a developer desires to project a budget value for sanitary service, but the assessment is contingent upon the intensity of the proposed use. The current onsite septic system is not suitable for use. Also, the hypothetical installation of an advanced septic system is likely infeasible due to poor soils and the exorbitant up front capital cost. As a result of this researched knowledge, the Town combined the Wickford Elementary School property with other Village commercial properties to create a village business sewer system. This future public sewer system is cheaper for all and is financed through a low interest bond over a 20 year term for the benefit of the commercial property owners and Town.



4. Zoning and North Kingstown Market Analysis:

The property is zoned “Wickford Village Center” (WVC) encouraging business and residential uses. The property is not located in the local historic district. The Wickford Elementary School building and property is larger in size than all others within the WVC. As a result, the Town will work with the selected developer to ensure land regulations comply with the intensity, size, and scale of the preferred project. The WVC will likely

require a special use permit from the local Zoning Board of Review. The Town is prepared to assist the preferred project through this approval process. A copy of an official zoning certificate can be found on the Town's Economic Development webpage.

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 400+ page 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 or 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



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 26,486 residents with 10,436 households. Median household income is \$77,477. The median single family sales price is \$304,505. 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. Average employment is 14,428 jobs through approximately 999 establishments. The property tax rate is \$18.91/\$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 Business District sewer expansion will occur by 2017 as a result the overwhelming passage of a voter referendum on June 17, 2014.



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 high quality neighborhood
- Management of traffic circulation
- Retention of significant trees and implementation of new landscaping
- Adjust and shield all lighting so to minimize impacts to adjacent properties
- Incorporate limited public access for pedestrians allowing connection from the Village to the Library.
- Support the Town's effort to help implement the linear passive park on Town property with State awarded grant funds.

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.

In order to partner with a team and improve their success, the Town will assist the preferred development team, where possible through incentives. Potential incentives may include the following and are subject to the quality and caliber of the development proposal. Prospective developers may integrate these and other incentives into their proposals for review by the Town.

- Local technical assistance with local and state permitting.
- Waivers of local permit fees up to a pre-determined maximum value.
- Payment of a defined brokerage commission fee on behalf of the developer.
- Assignment of a local project liaison to assist with project completion.
- Approval of a tax stabilization program staged to pre-determined construction milestones – typically involving a six (6) year term.

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 (25%):
 - 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 (25%):
 - 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 (25%):
 - 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 (25%):
 - 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 electronic copy on CD. 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 site plan/sketch for the proposed project including basic some elevation renderings.
- 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:
 - proposed use(s) for building and land,
 - building(s) proposed design, configuration, size, height, units, etc.
 - traffic circulation, road improvements, and parking, and
 - preliminary site plan, conceptual floor plans, and any other submissions that best to 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.
- Mandatory \$200 filing fee. This fee must be paid by certified check made payable to "Town of North Kingstown" and is non-refundable. The fee defrays the costs incurred in administering and executing the RFP and associated costs.
- 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

- 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. A mandatory \$200 filing fee is due upon the receipt of the submission. The filing fee must be paid by certified check only, made payable to the "Town of North Kingstown", and is non-refundable. The fee defrays the costs incurred in administering the RFP and proposal review process.

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 Friday, October 17, 2014
- Submittal Deadline Wednesday, December 17, 2014 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.

- Review by Town of North Kingstown December 2014
- Interviews with Developer(s) January 2015
- Recommendation of Preferred Developer January 2015
- Town Council Review and Selection February/March 2015

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

Town of North Kingstown, Planning and Development Department
 55 Brown Street
 North Kingstown, RI 02852
 c/o Paige R. Bronk

Attention: Wickford Elementary School Redevelopment

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: _____

Attachment C:

PROPOSAL TRANSMITTAL SHEET –

WICKFORD ELEMENTARY SCHOOL REDEVELOPMENT

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 Wickford Elementary School 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.

1. Please attach your Proposal

NAME OF FIRM

SIGNATURE

TITLE

SIGNATURE

TITLE

SIGNATURE

TITLE

ADDRESS, CITY, 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
_____ Name	_____ Title/Officer/Position