



**CITY OF GREENFIELD, a/k/a TOWN OF GREENFIELD
GREENFIELD, MASSACHUSETTS**

RFP TITLE: Disposition and Redevelopment of
Lunt Property

RFP #: 15-09

DATE OF ISSUANCE: December 24, 2014 at 10:00 a.m.

BID DUE DATE: January 23, 2015 at 2:00 p.m.

SUBMIT TO: PURCHASING DEPARTMENT
TOWN OF GREENFIELD
14 COURT SQUARE
GREENFIELD, MA 01301

Sealed proposals addressed to the Procurement Office, 14 Court Square, Greenfield, MA 01301 and endorsed "Proposal for Contract 15-09 Lunt Property" will accepted by the Mayor's Office in Town Hall.

A complete copy of the documents and specifications may be received electronically as of 12/24/14 after 10 a.m. by contacting the Purchasing Department of the Town of Greenfield at alabonte@greenfield-ma.gov or by calling 413-772-1560 x-136.

Contract/Proposal Awarding Authority: Town of Greenfield
Greenfield, Massachusetts

ADVERTISEMENT FOR BIDDERS

**Town of Greenfield Procurement Office
14 Court Square
Greenfield, MA 01301**

Sealed proposals addressed to the Procurement Office, 14 Court Square, Greenfield, MA 01301 and endorsed "Proposal for Contract 15-09 Lunt Property" will be accepted by the Mayor's Office in Town Hall on behalf of the Greenfield Public Schools. Bids will be accepted until 2:00 P.M. on January 23, 2015.

The project consists of disposition and redevelopment of former factory space (Lunt Silversmiths) known as 298 Federal Street, Unit B, Greenfield, MA 01301. The parcel in question is shown on Greenfield Assessor's Map 95, Block 1, Lot UTB. It was formerly owned by Lunt Silversmiths, Inc. A deed for the property was granted to the Town of Greenfield in lieu of foreclosure through the Bankruptcy Court in December, 2014. Copies of said deed will be provided on request.

The site is zoned Limited Commercial and located at the southwest corner of Federal Street and the north side of Kenwood Street. It is part of a commercial condominium established as the 298 Federal Street Commercial Condominium on July 16, 2001 under master deed reference 03812/4 in the Franklin County Registry of Deeds. Unit A of said commercial condominium is currently under the ownership of S&W Realty Corporation.

The Town is looking for a developer who can offer redevelopment in a manner that is consistent with realistic market opportunities, provides the greatest financial benefit to the city through a lease and returning of vacant property to the tax rolls, and is attained in a timely manner.

Bid documents may be located on the Town of Greenfield website at www.Greenfield-ma.gov under "Departments", "Purchasing", "Active Bids/RFQ/RFP" or electronically by contacting the Purchasing Department of the Town of Greenfield at purchasing@greenfield-ma.gov or by calling A. LaBonté at (413) 772-1560 x-136 for additional information.

A site visit is scheduled for January 5, 2015 @ 10:00am at the property. Interested parties should notify Robert Pyers of their intention to attend at robertp@greenfield-ma.gov.

For further information contact:

Lane Kelly
Procurement Officer
Town of Greenfield
14 Court Square
Greenfield, MA 01301
1-413-772-1567 ext. 102

1. Introduction

The Town of Greenfield is seeking proposals from interested and qualified developers for the disposition and redevelopment of a portion of the former Lunt Silversmiths property at 298 Federal Street, Greenfield, MA.

The project consists of disposition and redevelopment of former factory space (Lunt Silversmiths) known as 298 Federal Street, Unit B, Greenfield, MA 01301. The parcel in question is shown on Greenfield Assessor's Map 95, Block 1, Lot UTB. It was formerly owned by Lunt Silversmiths, Inc. A deed for the property was granted to the Town of Greenfield in lieu of foreclosure through the Bankruptcy Court in December, 2014. Copies of said deed will be provided on request.

The site is zoned Limited Commercial and located at the southwest corner of Federal Street and the north side of Kenwood Street. It is part of a commercial condominium established as the 298 Federal Street Commercial Condominium on July 16, 2001 under master deed reference 03812/4 in the Franklin County Registry of Deeds. Unit A of said commercial condominium is currently under the ownership of S&W Realty Corporation.

The Town is looking for a developer who can offer redevelopment in a manner that is consistent with realistic market opportunities, provides the greatest financial benefit to the city through a lease and returning of vacant property to the tax rolls, and is attained in a timely manner.

2. Bid Evaluation Process

The Town will appoint a selection committee to review all proposals and recommend finalists. The evaluation process below outlines the criteria the Committee will utilize to review qualifications and rank the finalists. The Town reserves the right to reject any and all proposals in whole or part for any reason and to waive any minor informality within proposals or this document.

The developer selection process generally involves:

- The submission of proposals responsive to the RFP
- Evaluation of Minimum and Comparative Evaluation Criteria
- Review by the Town
- Interviews with the City and the designated selection committee
- Designation of a "preferred developer" by the Town
- Execution of a Project Development Agreement by the selected developer outlining the terms of a lease for the redevelopment of the site
- Fulfillment of the terms of the Project Development Agreement

3. Development Concept

The Town is seeking a developer who submits the most advantageous proposal consistent with the selection criteria and proposal requirements set forth in this RFP and who demonstrates the ability to perform as proposed in a timely fashion.

While the financial benefits of a proposal are important to the selection of a developer, the Town will consider the broader benefits to be realized from the redevelopment project to be important as well and will consider all selection criteria.

The property being offered is in “as is” condition. Although information regarding the property is taken from reliable sources, such information has not been verified in all cases and no representation or warranty is made or implied as to its accuracy. The Town has not made or does make any representation or warranty as to any matter affecting or relating to the Project Site, including, but not limited to, its physical condition. The selected developer acknowledges that no such representation or warranty has been made and agrees to take the properties in “as is” condition. Prospective developers should undertake their own reviews and reach their own conclusions concerning, zoning, title and survey matters, required approvals, physical conditions, environmental conditions, reuse potential, utility services, and development, leasehold, legal and other considerations. Proposers are responsible for making their own determinations of existing conditions.

Available reports that are not appended to this document are available for review at the Office of Economic Development by contacting Robert Pyers at robertp@greenfield-ma.gov or 413-772-1550. Available reports are offered solely to facilitate a proposer’s independent investigations, examinations, due diligence and analyses of the project site.

The Town of Greenfield reserves the right to reject any and all proposals or to cancel the RFP, if it is determined to be in its best interests.

4. Location and Site Information

The parcel is shown on Greenfield Assessor’s Map 95, Block 1, Lot UTB. It consists of approximately 75,000 square feet over several factory buildings formerly owned by Lunt Silversmiths, Inc. A deed for the property was granted to the Town of Greenfield in lieu of foreclosure through the Bankruptcy Court in December, 2014. The site is zoned Limited Commercial and located at the southwest corner of Federal Street and the north side of Kenwood Street, Greenfield, MA. It is part of a commercial condominium established as the 298 Federal Street Commercial Condominium on July 16, 2001 under master deed reference 03812/4 in the Franklin County Registry of Deeds. Unit A of said commercial condominium is currently under the ownership of S&W Realty Corporation.

5. Goals for the Redevelopment Project

The principles and goals for the redevelopment process are:

- To redevelop the property in a manner that is consistent with realistic market opportunities
- To support an identifiable path to redevelopment within a reasonable timeframe.
- To support sustainable development practices that includes mixed uses and efficient use of existing resources.
- To provide the greatest financial benefit to the Town through a lease and returning vacant property to the tax rolls.
- To attract and enable private investment
- To redevelop the property under a timeline that provides efficient phasing

6. Environmental Status

The property was owned at one time by Lunt Silversmiths. An environmental study has shown the presence of chemicals and other hazardous materials on the site. The prospective developer should refer to the link below and review the reports.

Link to environmental information on Mass DEP File viewer:

<http://public.dep.state.ma.us/SearchableSites2/SiteInfo.aspx?textfield RTN=1-0018869>

Proposers should conduct their own review and assessment of the reports completed to date and/or the environmental; condition on the site, as the selected developer will be involved in the remediation.

7. Proposal Submittal Requirements

Responses must contain the following three (3) components:

- 1. Cover letter**
- 2. Properly executed bid forms**
- 3. Project specific information**

Complete proposals should include all of the following:

1. A cover letter is required that summarizes the project AND addresses the following:
 - State if Bidder, its principals, and/or personnel has filed for U.S. Bankruptcy Court protection during the past seven (7) years, and if so, describe the circumstances and disposition of the case.

- State if the bidder is a joint venture , and if so, provide the joint venture agreement and a statement that all joint venture partners will be jointly or severally liable
- Document any name change or changes in corporate organization that have necessitated a filing with the secretary of the Commonwealth or other state authority during the last ten (10) years. Explain the reasons behind these changes.
- State whether within the past ten (10) years there have been or whether there are currently pending any past civil or criminal investigations and/or conviction of or actions against you, your firm, or individual employees by a federal or state regulatory agency or taxing authority in connection with any work with which you or your firm has been associated which have led to convictions.
- State whether any of the key personnel you propose to assign to this project have been or are subject to any such investigations or actions. If the response to any of the foregoing is affirmative, provide an appropriate explanation to include the disposition of the proceedings.

2. Properly executed bid forms including:

- Request for Proposal Form completed and signed
- Tax Certificate Affidavit, signed and notarized
- Non-Collusion Certification
- Disclosure of Beneficial Interest
- A Lease Price Offer

3. Completed Proposals should also include:

- A narrative description of the proposed redevelopment program, including a preliminary site plan and elevations
- Lease price and terms, specifying the total value of the lease
- Financial plan for the project including an operating pro-forma, a marketing plan, sources and uses budget, and estimates of direct construction and general development costs.
- Project schedule with proposed timelines for implementation of the proposed redevelopment plan including any demolition, remediation, and phasing schedules.
- Description of how proposed plan adheres to land use restrictions.
- A listing of development team members, including the lead development team entity, any contractors, engineers, consultants, etc.
- Previous relevant experience of development team members

Proponents are subject to all current zoning, building restrictions and controls. Bidders must be current on all taxes, fines, fees and other debts or liabilities that they may have with the Town of Greenfield. Any bidder with a significant history of non-compliance with code enforcement will be automatically disqualified.

The submission package proposal must be submitted as follows:

Bidder's name, address, phone and fax number marked on the outside of the envelope, with enclosed proposals. **The envelope must be marked "RFP 15-09 Lunt Redevelopment".**

8. Submission Deadline and Requirements

COMPLETED SUBMISSION PROPOSALS MUST BE RECEIVED BY JANUARY 23, 2015 at 2:00 P.M.

They should be submitted to:

**Office of Procurement
% Mayor's Office
14 Court Square
Greenfield, MA 01301**

9. Questions and Answers

Questions must be submitted in writing no later than 5:00 p.m., EST, on January 13, 2015. Questions can be faxed or e-mailed to the Office of Procurement:

Fax Number: 413-772-1519
E-mail: purchasing@greenfield-ma.gov

Please provide an e-mail address for responses. All answers to questions will be posted to the Town of Greenfield website and e-mailed to all known bidders.

10. Site Visit

A site visit and walk through will be held Monday, January 5, 2015 at 10 a.m. Interested parties should notify Robert Pyers of their intent to attend at robertp@greenfield-ma.gov.

11. Selection Criteria

All proposals will be evaluated in conformity with the requirements of MGL. Ch. 30B. The Town will designate a Selection Committee to evaluate proposals on its behalf. The Selection Committee will use both Minimum Selection Criteria and Comparative Criteria to evaluate proposals.

The Minimum Threshold Criteria will establish the basic eligibility of the proposal for further review. Acceptable proposals will be judged in accordance with the Comparative Criteria provided below. The most advantageous offer from a

responsive and responsible proponent, taking into consideration all evaluative criteria and price will be selected.

a) **Minimum Evaluation Criteria**

In order for a proposal to be considered responsive and responsible and to be considered for further consideration, the proposal must meet the following Minimum Evaluation Criteria:

Minimum Criterion #1: The proposal must be complete, must be submitted on or prior to the submission deadline, and must contain, at a minimum, all of the required elements of the proposal package as delineated above in Section 7 Proposal Submittal Requirements. Failure to meet any submission requirement shall result in rejection of the proposal.

Minimum Criterion #2: Principals of the lead firm and members of the development team must have experience in the appropriate fields of discipline required for successful implementation of the proposal.

b) **Comparative Evaluation Criteria**

The following ratings will be used to measure the relative merits of each proposal that has met the Minimum Evaluation Criteria shown above against each of the criteria shown below:

Highly Advantageous (HA): The proposal fully meets and significantly exceeds the standards of the specific criterion.

Advantageous (A): The proposal fully meets the evaluation standard of the specific criterion.

Not Advantageous (NA): The proposal does not fully meet the evaluation standard of the specific criterion, is incomplete, unclear, or both.

Unacceptable (U): The proposal does not meet, or address the evaluation standard of the criterion.

The following criteria will be used by the Selection Committee to evaluate proposals:

A. Proposer History and Capacity

- **HA-** The proponent has a team with a successful track record of financing, redevelopment, operation and economic performance of development projects of comparable size, type, scale, and complexity on time and within budget forecast. The proponent has completed at least three (3) similar projects in recent years.

- **A-** The proponent has a team with a successful track record of development projects, but projects completed are not of a comparable type, size, scale or complexity.
- **NA-** The proponent has not demonstrated a successful track record on projects of this magnitude and/or complexity
- **U-** Non-responsive

B. Project Feasibility

- **HA-** The proponent has documented a clear, comprehensive redevelopment plan and/or management plan. The schedule and budget are supported by detail, and construction and/or rehabilitation costs are reasonable. The proponent is readily available to undertake the project, has resources and/or commitments from a prospective tenant(s) and has submitted proof of that.
- **A-**The proponent has documented an acceptable redevelopment schedule and budget but aspects of the plan are not clearly defined and/or realistic. The proponent's response is not fully detailed or committed.
- **NA-** The proponent has submitted a redevelopment plan that is unclear or unrealistic.
- **U-**Non-responsive

C. Readiness to Proceed

- **HA-** The proponent has an experienced development team with the expertise to successfully complete the project in a timely manner and to successfully operate the property going forward. The proponent has an aggressive but realistic timeline.
- **A-** The proponent has a partially assembled development team with the expertise to complete the project. The proponent's timeline is questionable and/or needs clarification.
- **NA-** The proponent has not demonstrated that he is ready to proceed. The timeline is unsupported.
- **U-**Non-responsive

D. Direct Financial Benefit

- **HA**-The proposal offers the greatest, direct financial and/or fiscal benefits to the Town of Greenfield
- **A**-The proposal offers the second greatest direct financial and/or fiscal benefits to the Town of Greenfield
- **NA**- The proposal offers less than the second greatest direct financial and/or fiscal benefits to the Town of Greenfield
- **U**-Non-responsive

12. Significant Dates

The anticipated schedule, which in the discretion of the Town or the Selection Committee can be modified if needed, is as follows:

| | |
|-------------------------------------|---------------------------------|
| December 24, 2014 | RFP Issued |
| December 24, 2014 | RFP advertised Central Register |
| December 24, 2014 & January 7, 2015 | RFP advertised The Recorder |
| January 5, 2015 | 10 A.M. Site Visit |
| January 13, 2015 | Questions due 5 P.M. |
| January 23, 2015 | Proposals due by 2 P.M. |
| January 26-27, 2015 | Proposals reviewed |
| January 29, 2015 | Recommendation made |

13. Maps

GIS maps of the site are shown on pages 11-13.

Insert GIS maps and property record cards
(if viewed electronically, see individual pdfs)

PROPOSAL FORM

To be submitted with the proposal and/or bid

This Proposal is for: **15-09 Redevelopment of Lunt
Property**

Due date: 2:00 p.m., January 23, 2015

This proposal is submitted by: _____
Company Name

Company Address

I acknowledge receipt of addenda numbered: _____, _____, _____, _____

Signature: _____

Printed Name: _____

Telephone No: _____

Fax No: _____

E-mail Address: _____

Date: _____

Proposals received after the due date and time will be returned unopened.

All packages/envelopes must be marked with the proponent's business name, the RFP number and the due date.

RFP No.: 15-09

CERTIFICATE OF NON-COLLUSION

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

Signature of person making proposal

Name of business

RFP No.: 15-09

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of person submitting bid or proposal

Name of business

Disclosure of Beneficial Interests in Real Property Transaction

RFP 15-09- Lunt Redevelopment

This form contains a disclosure of the names and addresses of all persons with a direct or indirect beneficial interest in the real estate transaction described below. This form must be filed with the Town of Greenfield as required by MGL Ch.7 §40J prior to the conveyance of or execution of a lease for the real property described below. Attach additional sheets if necessary.

1. Public agency involved in this transaction: _____
Name of jurisdiction

2. Complete legal description of property:

3. Type of transaction: ____ Sale ____ Lease ____ Rental for _____ (term)

4. Seller(s) or Lessor(s): _____

Purchaser(s) or Lessee(s): _____

5. Names and addresses of all persons who have or will have a direct or indirect beneficial interest in the real property described above. Note: If a corporation has, or will have a direct or indirect beneficial interest in the real property, the names of all stockholders must also be listed except that, if the stock of the corporation is listed for sale to the general public, the name of any person holding less than ten per cent of the outstanding voting shares need not be disclosed.

| Name | Address |
|-------|---------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

None of the persons listed in this section is an official elected to public office in the Town of Greenfield except as noted below:

| Name | Title or Position |
|-------|-------------------|
| _____ | _____ |
| _____ | _____ |

6. This section must be signed by the individual(s) or organization(s) entering into the real property transaction with the public agency named in item 1. If this form is signed on behalf of a corporation, it must be signed by a duly authorized officer of that corporation.

The undersigned acknowledges that any changes or additions to item 4 of this form during the term of any lease or rental will require filing a new disclosure with the Town of Greenfield within 30 days following the change or addition.

Signature: _____

Printed Name: _____

Title: _____

Date: _____