

REQUEST FOR PROPOSALS

Disposition of Interest in Real Property and Redevelopment of the following school buildings: Maple School, 7 Chapel Street; Pepin School, 4 Park Street; and Center School, 9 School Street.

RFP # [XXX]

City of Easthampton, Massachusetts

Insert City seal, map and/or images here.

Date issued: Date

Due Date for Responses: Date by time

Issued by:

City of Easthampton

50 Payson Avenue

Easthampton, MA 01027

<https://easthamptonma.gov>

This Request for Proposals was developed in accordance with the requirements of Chapter 30B and the requirements for the Disposition of Land in the Chapter 30B Manual (2016) issued by the Commonwealth of Massachusetts Office of the Inspector General. The Chief Procurement Officer for the City of Easthampton is Michael Owens.

Legal Notice: Request for Proposals

The City of Easthampton seeks proposals for the disposition of one or more of the buildings associated with the former Maple Street School at 7 Chapel Street, Pepin School at 4 Park Street, and Center School at 9 School Street. The purpose of this disposition is to develop affordable housing, across a range of affordability levels, to address housing needs within the city. The City anticipates disposition by sale to a development team that is responsive to the criteria in this request for proposals.

	Maple Street School	Pepin School	Center School
Building footprint	12,335 SF	16,507 SF	5,559 SF
Building area	37,233 SF	49,058 SF	16,677 SF
Lot size:	1.48 acres	0.7 + 0.31 acres	0.85 acres
Building constructed	1896	1912, 1989	1902
Stories	3	3	3

Process and Timeline

The RFP is available by emailing xxx on or after xxx. The City will conduct an in-person preproposal meeting at the [xxx], followed by a site walk on [xxx, xxx, 2022, at xxx am/pm]. If the City cancels the briefing and site walk because of inclement weather, the site walk will be rescheduled to [xxx, xxx, 2022, at xxx am/pm]. Please register for the briefing and site walk by emailing [xxx at xxx].

Questions may be sent in writing to Michael Owens, Procurement Officer. Questions may be submitted by email at mowens@easthamptonma.gov, or in writing to the address below, on or before [xxx pm] on [xxx, 2022].

Proposals are due on or before [xxx, xxx, 2022, by xxx am/pm]. Applicant must submit one unbound original, [xxx] bound copies, and one electronic copy to:

Michael Owens
Procurement Officer
City of Easthampton
50 Payson Avenue – Suite 120
Easthampton, MA 01027

The proposals will be opened and recorded at [xxx on xxx]. Late proposals will not be accepted. Unsigned proposals will not be accepted. The City reserves the right to reject any or all proposals and/or to limit or refine the scope of this project as deemed in the best interest of the City.

The City of Easthampton has determined that the award of this contract is subject to the Uniform Procurement Act. M.G.L.c.30B. Therefore, the provisions of M.G.L. c. 30B are incorporated here by reference. Submissions will be evaluated according to the requirements of M.G.L. 30B and the evaluation criteria outlined in this RFP. The preferred developer will be notified within [xxx] weeks of the completion of interviews.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

Table of Contents

Section 1: Request for Proposals4
Section II: Description of Properties10
Section III: Development Goals and Objectives15
Section IV: Requirements and conditions for Submission of Proposal16
Section IV: Proposal and Designation Schedule.....21
Section VII: Attachments.....22
Section VIII: Forms23
Section IX: CONTRACT Terms and Conditions.....23
Section X. Proposed Form of Purchase and Sale23

SECTION 1: REQUEST FOR PROPOSALS

Development Offering

The City of Easthampton seeks proposals for the disposition of one or more of the buildings associated with the former Maple Street School at 7 Chapel Street, Pepin School at 4 Park Street, and Center School at 9 School Street. The purpose of this disposition is to develop affordable housing, across a range of affordability levels, to address housing needs within the city. The City anticipates disposition of these properties by sale to a development team that is responsive to the criteria in this request for proposals.

The three schools have been provisionally declared surplus to school requirements by the Easthampton School Committee [anticipated vote April 2022] and provisionally accepted by the City Council and declared surplus to municipal requirements [anticipated vote May 2022]. The schools will be vacated, and all non-surplus fixtures and fittings removed during the summer of 2022. The City of Easthampton anticipates that the schools will be fully vacant by September 2022 and the provisional declarations will be ratified.

The successful respondent must enter into a Purchase and Sale Agreement materially on the same terms as set forth in the Purchase and Sale Agreement in Section X and incorporated herein within thirty (30) days of the award of the sale. Conditions applicable to the sale are included in Section IX. The closing shall occur no later than sixty (60) days from the date the parties enter into the Purchase and Sale or such other date as acceptable to the parties. Proposals may be withdrawn upon written request to the Procurement Officer prior to the submission deadline. After the date scheduled for the opening of the proposals, proposals shall not be modified, amended, or withdrawn for a period of one hundred and twenty (120) days, unless mutually agreed to by the City of Easthampton and the selected respondent.

The background information in this Request for Proposals (RFP) has been assembled from a variety of sources. Links to these sources will be provided in Section VII. While the city has no reason to believe the information in this RFP is inaccurate, the city makes no representation or warranty, express or implied as to the accuracy and completeness of the information. Respondents to this RFP should undertake their own review and analysis concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, and other development, ownership, and legal considerations.

Introduction

The redevelopment of the three schools (Maple Street, Center, and Pepin) is one of the key recommendations for the *Easthampton Downtown Strategic Plan* (March 2020). This plan evaluated several options for the reuse of the schools, including options for housing, including affordable housing, and commercial uses.

The City Council and Planning Board approved the *Easthampton Housing Production Plan 2021-2025* on February 17, 2021, and the Department of Housing and Community Development (DHCD) approved the HPP on April 15, 2021. The plan was prepared by the City of Easthampton, Barrett Planning Group LLC., and Dodson & Flinker. With the approval of that plan, and the focus on the need within the city for affordable housing,

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

the primary focus for redevelopment of the three schools became affordable housing, across a range of affordability levels.

Easthampton's Subsidized Housing Inventory is 530 units or 7% of the year-round housing count identified in the 2010 Census. Demand for housing has increased as household growth has been increasing more quickly than population growth since 1990. To create incentives for more housing, the City has adopted a 40R Overlay District, established an emergency rental assistance program, supported and approved comprehensive permits, and identified surplus City-owned sites for affordable housing, including these three schools.

The Housing Production Plan identifies five City goals for housing:¹

- **Goal 1:** Create a wide variety of affordable and mixed-income housing that helps to keep Easthampton a welcoming, inclusive community.
- **Goal 2:** Provide more housing options, including affordable and market-rate housing options, for low-income families, seniors, and individuals with disabilities, through a variety of mechanisms to increase housing choice.
- **Goal 3:** Actively strive to achieve the Chapter 40B 10 percent minimum for affordable housing by annually producing at least 38 units that count on the Subsidized Housing Inventory, through local actions and approval of private development, especially development of rental units.
- **Goal 4:** Encourage new development and repurposing of existing buildings to create affordable and mixed income housing that reinforces the development patterns of Easthampton's downtown urban neighborhoods and maintains a predominantly single-family character in established single-family neighborhoods; strengthens the vitality of downtown with diverse housing types; and promotes housing in walkable areas convenient to shops, services, transportation, parks, and schools.
- **Goal 5:** Promote the development of surplus institutional or town-owned property and redevelopment of the mills to create desirable mixed-income and mixed-use neighborhoods, where feasible.

¹ City of Easthampton, Barrett Planning Group LLC., and Dodson & Flinker, *Easthampton Housing Production Plan 2021-2025*, p.5.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

All five goals are relevant to the disposition of these three schools.

Key Facts: Housing Needs

- ADA-accessible features for aging and physically impaired residents.
- More affordable units, both unrestricted and deed restricted.
- Additional affordable units to meet the City's statutory requirement under Chapter 40B.
- Units that are affordable at different levels of affordability (% of Area Median Income or AMI).
- Smaller units to address the needs of people who don't want larger homes

Location

City of Easthampton

Easthampton is a post-industrial, 16,000-person city with a long history of high civic engagement, commitment to the arts, and innovation. As family-run farms, manufacturers, and businesses operate throughout the City, the businesses and municipal offerings downtown are experiencing increasing recognition and popularity in the region. The City continues to strive to re-activate abandoned and underutilized mill buildings, encourage retainment of small businesses and expansion of existing businesses, and enable increased foot traffic between our four distinct downtown areas.

Years' worth of planning and economic development activity has allowed for new growth and the outward transformation and creation of a diverse economy with more and more residents doing things in Easthampton and attracting visitors and new businesses from within the region.

Many of the completed projects, and projects currently underway, were envisioned in the 2008 Master Plan. When the following transformational projects are completed, the City will be positioned to begin its next chapter:

- The completion of a new \$90 million dollar K-8 elementary school in 2022 will replace three historic elementary school properties. This new state of the art school is long overdue and combined with a newer high school completed in 2013, the City anticipates the new school will result in continued interest in people seeking to reside in Easthampton.
- The disposition and reuse of the three downtown-situated elementary school buildings is anticipated to begin occurring between 2022 and 2023. These properties have the potential to provide affordable housing, mixed uses, and other community-oriented uses all of which are uniquely situated within the vibrant downtown areas, and which are ripe for denser redevelopment.
- The completion of a long-awaited \$4.5 million dollar reconstruction of Union Street in 2023 will fill a much-needed gap in pedestrian and business connections in our downtown. The full reconstruction will include new underground

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

infrastructure, pavement, sidewalks, crosswalks, bike lane and upgraded crossing for the Manhan Rail Trail.

- The anticipated renovation of Old Town Hall into a 300 person-theater space on Main Street in 2023/2024 will create an anchor arts and culture destination in the heart of the downtown.
- The completion of the redevelopment of the Ferry Street Mills over the next 4-7 years will cap a 20-year long vision to revitalize a series of former manufacturing mills into a thriving and diverse mill district. In June 2021, the City expects to complete the \$4.51 million-dollar MassWorks project which created a new roundabout, parking areas, pedestrian safety improvements, upgraded crossing for the Manhan Rail Trail and a new Lower Mill Pond Promenade.

These changes alongside many more will complete a long-envisioned transformation in Easthampton and set the stage for continued future growth.

The success of Easthampton is not an accident. It is the result of hard work from a wide range of stakeholders who have committed to investing in the community over many years.

Over the past 5-7 years that the work has become more outward facing and apparent. In recent years, the private investment and economic development success has reached a critical mass that continues to draw creativity, innovation, and more business and real estate interest. In the past 3 years a concerted effort has been made to leverage public dollars to increase private investment. The ability for Easthampton to work with private developers and the state to secure additional infrastructure grants, along with general municipal support for other projects, has been critical.

These types of partnerships include but are not limited to the following examples:

- In March 2021, the City completed a \$394,000 MassWorks Infrastructure grant in support of a \$20 million dollar investment by River Valley Co-op to construct a new 20,000 square foot cooperatively owned grocery store supporting approximately 100 new jobs.
- Over the past three years and through the strong support of the Mayor, City Councilors and City officials, Easthampton enacted Adult Use Cannabis Regulations in early 2018 and supports a robust but carefully crafted market including 3 operating adult use dispensaries, two additional dispensaries in permitting, and 100,000 square feet of cultivation in a revitalized mill building. Easthampton has supported the growth of this new industry and it has allowed for the revitalization of several vacant or underutilized properties.
- In fall 2021 the City anticipates a long-awaited redevelopment of a dilapidated auto repair garage in the heart of the Cottage Street Cultural District into a three-story mixed- use building with 19 apartments including four affordable units. This will be a hallmark development within the City's 40R Smart Growth District.
- In fall 2020, one of the City's largest manufacturing companies relocated within Easthampton and invested in a 50,000 square expansion within in our industrial area.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

Another important element of our economic development strengths is arts, culture, and recreation. The City currently bolsters a popular set of activities (a mix of municipally initiated events and private business led events) which support visitation to our downtown and mill districts:

- **Millpond Live** – a privately organized event in a public park consisting of distinct musical acts that has drawn thousands of visitors over four weeks each of the past three summers.
- **Food truck Friday** – a weekly food truck event held in the mill district which converts a parking lot into a popular courtyard served by two local breweries which draws hundreds of visitors to each event
- **Art in the Orchard** – a privately organized art display stretching across a picturesque apple orchard with views of Mt. Tom. This premiere destination represents many of Easthampton’s experienced-based businesses that offer truly unique destinations.
- **Cultural Chaos** – a municipally organized street festival which has drawn up to 15,000 visitors per event over the past five years and which occurs in Cottage Street Cultural District.
- **Manhan Rail Trail** – a municipally owned bike path that has become a concentrated hub of activity for a wide range of pedestrians and bike users, from residents, visitors, families, students, and others. As part of goals identified in the Master Plan and Open Space and Recreation Plan, we have actively supported and broadened activity along the Manhan Rail Trail and continue to make additional linkages to existing parks, schools, and neighborhoods.
- **ValleyBike Share** – Through our 2019 Housing Choice Capital Grant, the City created four new bike share stations and became part of the regional ValleyBike system. This spring we are adding the fifth station in one of our most vulnerable neighborhoods.

Downtown Easthampton

Downtown Easthampton is home to a wide range of businesses from small businesses along Cottage Street to large convenience shopping along Union Street. Nashawannuck Pond serves as an open space anchor for the Downtown with a new Boardwalk, nearby parks, and connections to the Manhan Rail Trail. The restaurants and businesses along Cottage Street enhance the Downtown with nighttime activities, and CitySpace’s long-term lease of Old Town Hall is planned to provide a cultural and entertainment anchor for the community. The Manhan Rail Trail connects Downtown with the Pleasant Street Mills and surrounding communities, which have become home to many artists, businesses, and cultural activities. The Downtown serves as the civic center of Easthampton with City Hall and other municipal functions clustered close by. Downtown Easthampton is also transected by several major routes that traverse the region, amplifying the town’s visibility as a destination to people traveling through by car. All of these qualities have allowed the Downtown to thrive.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

Transportation and Access

Easthampton is about twenty minutes northwest of Springfield. Easthampton is linked to I-91 via Route 141 and from I-91 to I-90. Easthampton is also linked to Southamptom and Northampton via Route 10. By car, Northampton is about thirteen minutes away and is about eight minutes away.

The Pioneer Valley Transit Authority runs a bus (R41) from Northampton to the Holyoke Mall. The Cottage and Clark Streets bus stop is around the corner from the Maple Street School. Bus stops run up Union Street. The Union/School Streets stop, across from the Easthampton Senor Center, is less than a ten-minute walk from the Pepin and Center Schools. The buses run weekdays from 6:15 am to 6:05 pm (starting in Northampton) and on Saturday from 8 am to 4:05 pm (as of September 2021).

SECTION II: DESCRIPTION OF PROPERTIES

[insert map and pictures with each school]

Maple Street School

Key facts

- Building footprint: 12,335 SF
- Building area: 37,233 SF
- Lot size: 1.48 acres
- Building constructed: 1896

Location

The Maple Street School is on the corner of Maple Street and Chapel Street. The building has its principal entry on the Chapel Street is near commercial uses along Cottage Street. Maple Street is residential in character.

Building

In the report *Easthampton Main Street Extension Area Historic Properties Survey*, dated September 3, 2021, PaleoWest note that the Maple Street School (EAH.347) as eligible for listing on the National Register of Historic Places. They based this recommendation on Criterion C: the building must “embody the distinct characteristics of a type, period, or method of construction, or that represent the work of a master, or that possess high artistic values, or that represents a significant and discernable entity whose components may lack individual distinction.”² The PaleoWest report describes the Maple Street School as follows:

The building was constructed in 1896 in the Romanesque style and greatly expanded in 1924 with a Classical Revival design. The early building was designed by Putnam & Bayley of Northampton. Originally an eight-room schoolhouse, the two-story brick building with brownstone trimmings and slate roof featured a Romanesque arched brick entryway on Maple Street. Architect W. C. Tammat made significant alterations to the heating and ventilation system in 1912 and drew plans for an expanded building that would move the main entrance to Chapel Street. The addition was redesigned by the architectural firm of McClintock & Craig, borrowing heavily from the 1917 plans, and built in 1924. The Classical Revival influence can be seen in the arched stone entryway and detailing of the west façade.³

² PaleoWest, *Easthampton Main Street Extension Area Historic Properties Survey*, September 3, 2021, p. 8.

³ PaleoWest, *Easthampton Main Street Extension Area Historic Properties Survey*, September 3, 2021, p. 24.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

The report notes that further investigation is required to confirm eligibility for listing.

The construction is brick bearing wall. Significant changes to the building are likely to trigger complete building code upgrades, including the Energy Code and accessibility improvements. The 3-story building is organized with a central core and broad corridors serving the flanking classrooms on the exterior walls. Further information is available in the *Maple Elementary School Feasibility Study* in Section 3.1.4 (see Section VII: Attachments).

Site and Parking

The building is located close to Chapel Street and with parking behind the building and a playground to the right. The site offers opportunities for parking (approximately 75 spaces) and/or open space.

Zoning/Building Code

The Maple Street School is in the R-10 zoning district and is within the Smart Growth 40R Overlay District. The city of Easthampton has adopted the stretch energy code.

Connections

The existing playground is an important neighborhood connector.

Pepin School

Key facts

- Building footprint: 16,507 SF
- Building area: 49,058 SF
- Lot size: 0.7 acres and 0.31 acres lots separated by Clark Avenue
- Building constructed: 1912, renovated in 1989

Location

The Pepin School is on the corner of Park Street and Clarke Avenue, with its principal entry on Park Street. The Center School is also on Clarke Avenue, and the City’s library is on Park Street. Some commercial uses are on Union Street, about a five-minute walk.

Building

PaleoWest also recommends that the Pepin School (EAH.39) as eligible for individual listing on the National Register of Historic Places. They based this recommendation on Criterion C, as defined above. PaleoWest notes that the school is included in the Main Street Historic District (EAH.A).

The PaleoWest report describes the Pepin School as follows:

The building was constructed as the new Easthampton High School in 1912 and historically referred to as the Easthampton High School or Park School. According

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

to Building Inspection permits, the architect was Clarence P. Hoyt (1868-1938) of Boston. Hoyt designed a number of schoolhouses statewide. The masonry construction is clad in brick and cut stone with a ridged hip roof. The building's primary entrance is located on its front (northeast) elevation featuring symmetrical fenestration and massing, and a corniced soffit. Double doors are set in a large cutstone surround, with a large cornice and "HIGH SCHOOL" carved in the stone. Metal sconces with globe lights flank the entryway. A large arched dormer projects from the roofline over the central bay. Original decorative brickwork including pilasters, lintels, and a cornice remain intact and the exterior demonstrates a high level of historic integrity.⁴

The report notes that further investigation is required to confirm eligibility for listing.

The construction is steel frame with masonry bearing wall and wood framing. Significant changes to the building are likely to trigger complete building code upgrades, including the Energy Code and accessibility improvements.

The 3-story building has significant attic spaces and is composed of two major elements and a connector. Floor levels are not aligned between the two major elements and the floor plans and interior circulation are complex. The school's gymnasium is at ground level with a large cafeteria/assembly area on the second level. Some spaces may lack daylight.

Some additional information is available in the *Maple Elementary School Feasibility Study* in Section 3.1.4 (see Section VII: Attachments).

Site and Parking

The site is divided in two parts: a 0.7-acre parcel accommodates the building, and a 0.31-acre parcel contains staff parking. These two lots are separated by Clark Avenue. The section of Clark Avenue adjacent to the school building is currently closed to public traffic and acts as a pedestrian connection between Pepin and the Center Elementary School. The site also has head-in parking spaces next to the building (approximately 34 spaces).

Zoning/Building Code

The Pepin School is in the R-5 zoning district and is **not** within the Smart Growth 40R Overlay District.

Connections

Clarke Avenue could be an important connecting element between the Pepin and Center schools. The architectural character of the Pepin School's principal façade and the front yard contribute visually to Park Street and the downtown civic environment, especially with the school's proximity to the Emily Williston Memorial Library and Museum. The school's gym is also seen by many as an important community resource.

⁴ PaleoWest, *Easthampton Main Street Extension Area Historic Properties Survey*, September 3, 2021, p. 26.

Center School

Key facts

- Building footprint: 5,559 SF
- Building area: 16,677 SF
- Lot size: 0.85 acres
- Building constructed: 1902

Location

The Center School is on the corner of School Street and Clarke Avenue. As noted above, Clarke Avenue connects the school to the Pepin School. Commercial uses on Union Street are a walk of less than five minutes as is the Emily Williston Memorial Library and Museum.

Building

PaleoWest also recommends that the Center School (EAH.226, referred to as the Center Union School) as eligible for individual listing on the National Register of Historic Places. They based this recommendation on Criterion C and also recommends that the building be included in the Main Street Historic District.

The PaleoWest report describes the Center School as follows:

The school building was constructed in 1903 as a replacement to an earlier school building located within the same parcel. The building was historically known as the Center Union School, likely reflecting the school's location between Center and Union Streets. The two-and-a-half-story brick building was designed by architects Curtius G. Page and James E. Hayes. The front (southeast) elevation presents the school's primary entrance, located within a projecting oversized arched opening featuring carved brick ornamentation and circular brick pilasters, topped with poured concrete globes. The second story features brick quoins on the exterior corners of the elevation and a front gable dormer projecting from the center. The eaves of the hip roof are ornamented with a wood entablature featuring brackets beneath the soffit and dentils on the cornice. This detailing is original to the 1903 Richardson Romanesque design.⁵

The report notes that further investigation is required to confirm eligibility for listing.

The construction is brick bearing wall with wood framing. Significant changes to the building are likely to trigger complete building code upgrades, including the Energy Code and accessibility improvements. The 3-story building is organized with a central core and broad corridors serving the flanking classrooms on the exterior walls. The floors are

⁵ PaleoWest, *Easthampton Main Street Extension Area Historic Properties Survey*, September 3, 2021, p. 28.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

relatively small and have windows on all sides. There is a substantial attic space that might be renovated and used.

Some additional information is available in the *Maple Elementary School Feasibility Study* in Section 3.1.4 (see Section VII: Attachments).

Site and Parking

The site includes a parking area and playground. A portion of the site shares fences with the parking lots of the surrounding commercial properties. With a shared parking agreement, all the adjacent property owners could remove the fences and redesign the layout to accommodate their current uses and the proposed use of the Center School.

Zoning/Building Code

The Center School is in the R-5 zoning district and is within the Smart Growth 40R Overlay District.

Connections

As noted above, Clarke Avenue could be an important connecting element between the Center and Pepin schools. The neighborhood values the existing playground and would be interested in public open space at the site.

SECTION III: DEVELOPMENT GOALS AND OBJECTIVES

- [What the City wants to accomplish.
- Restrictions/requirements
- Assistance from the City to the developer]

The City of Easthampton is disposing of the three schools for the purpose of creating affordable housing to address some of the City's identified needs (see the *City of Easthampton Housing Production Plan 2021-2025* in Section VII: Attachments).

Respondents to this RFP must address the following program in their proposal:

- Housing that is affordable at a variety of income levels and family sizes,
- Impact on the neighborhoods in terms of design, traffic, and parking.
 - The City will require a traffic and parking management plan as part of the permitting process. The respondent will be required to include bicycle storage as part of these plans.
- The integration of community amenities that encourage interaction between the new residents and the neighborhood. Options for community integration include, but are not limited to, public parking, neighborhood playground, and public access to the Pepin gym.
 - The respondent will be required to include a wayfinding signage program welcoming the public to any public uses on the site.
- Design that is compatible with and responsive to the surrounding neighborhoods, the existing buildings, and the community's values regarding sustainable construction and site design.
- In addition to meeting the stretch energy code, rehabilitated buildings must be updated to meet ADA requirements. The City will give preference for sustainable design, both building and site, that goes beyond the requirements of the stretch energy code and considers low-impact design. At a minimum, air quality standards must include MERV-13 air filtration.

The respondents have certain choices, reflected in Section V: Evaluation Criteria and Selection Process.

- The respondent may choose to propose a development program for one or both sites. If the respondent makes a proposal for only one site, Pepin and Center must be treated as a single site.
- The respondent may choose to retain and redevelop one or all buildings and add one or more new additions. For any buildings that are demolished, the respondent is expected to retain components of the historic architecture and integrated them into the design of the new buildings and/or additions.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

- If one or more buildings are demolished, the respondent must increase the number of affordable housing units or the number of public parking spaces by a minimum of 15%.

SECTION IV: REQUIREMENTS AND CONDITIONS FOR SUBMISSION OF PROPOSAL

The following are required components of the proposal. All requirements must be satisfied to meet the minimum evaluation criteria.

The City reserves the right to reject any and all proposals, or portions thereof, if it is in the public interest to do so and also reserves the right to waive any informalities of a nonmaterial nature.

All determinations as to the completeness or compliance of any proposals, or as to the eligibility or qualification of any respondent, will be within the sole discretion of the City of Easthampton.

Submission Requirements

1. Cover letter.
2. **Respondent information.** This should include the name, address, telephone number and email address of the respondent or any representative authorized to act on the respondent's behalf.
3. **Narrative of team members and structure.** This should include the name and contact information of the primary point of contact with the City, in addition to contact information and primary responsibility of each professional on the team.
4. **Narrative of relevant development experience.** This should include projects of similar size, scale, and type in Massachusetts completed or substantially completed within the last six years and a reference for each project.
5. Narrative of response to Development Goals and Objectives (Section III).
6. Narrative of response to evaluation criteria (Section V.).
7. Development concept.
8. Neighborhood benefits and impacts.
9. Conceptual design drawings.
10. Project development and construction schedule.
11. Preliminary development budget.
12. Pro forma financial projections.
13. **Evidence of financial status.** This should include a bank reference(s) and letter of preliminary interest from one or more institutional lender(s) sufficient to fund the development project.
14. Forms.
15. Supplemental Information.
 - i. Resumes for all team members
 - ii. Descriptions for all responding firms
 - iii. Examples of projects relevant in scale, land uses, and community size.
 - iv. References

Proposal Terms and Conditions

- A. **Acceptance of RFP Terms.** Respondent's submission of a proposal in response to this RFP shall constitute its acceptance of all of the terms and conditions of this RFP.
- B. **Proposer's Responsibility to Review all RFP Terms.** It is the responsibility of each respondent to examine the terms and conditions of this RFP. Failure to do so shall be at the respondent's own risk. The City will assume that the respondent has made a full investigation so as to be fully informed to the extent and character of the requirements of this RFP.
- C. **Compliance with all Applicable Local, State and Federal Laws and Regulations.** The respondent shall comply with all applicable laws and regulations related to this project.
- D. **City's Option.** The City reserves the right to cancel this RFP, or to reject, in whole or in part, any and all proposals received in response to this RFP upon its determination that such cancellations or rejections are in the best interest of the City. The City further reserves the right to waive any minor informality in any proposals received if it is in the City's interest to do so. The determination of the criteria and process by which proposals are evaluated, the decisions as to who shall receive a contract award, or whether or not an award shall be made as a result of this RFP shall be at the sole and absolute discretion of the City.
- E. **Interviews and Acceptance or Rejection of Proposals.** The City reserves the right to interview any and all respondents. The City reserves the right to modify or withdraw this request at any time, to reject any or all proposals or portions of proposals, to request additional information either in writing or through interviews of selected applicants, to solicit new responses and to award contracts as it deems to be in its best interest.
- F. **Proposals Become Public Records.** All proposals will become a matter of public record, subject to the provisions of the Massachusetts public records law (M.G.L. Chapter 66, Section 10) and the corresponding regulations and exemptions. Submission of a proposal acknowledges the City's obligations under M.G.L. Chapter 66 if a public records request is received by the City.

SECTION V: EVALUATION CRITERIA AND SELECTION PROCESS

Minimum Evaluation Criteria

Each proposal must meet all the following criteria to be considered for further evaluation:

- Respondent must meet all submittal requirements specified in Section IV.
- Respondent must submit all required forms, fully and properly filled out and executed.

Evaluation Criteria

The following criteria will be used by the Review Committee to score the proposals and interviews.

Evaluation Criteria are used to help differentiate the proposals received by the City. These criteria are scored on the following scale: Not Advantageous, Advantageous, and Highly Advantageous. Each part of the scale would be weighted to create a score that would factor into the evaluation of the proposals.

#	Criteria	Not Advantageous	Advantageous	Highly Advantageous
1	Affordable housing	Proposal provides units mostly affordable to higher AMIs and with a maximum AMI greater than 80%.	Proposal provides units across a wide range of AMIs, with a maximum AMI of 80%.	Proposal provides units across a wide range of AMIs, with a maximum AMI of 80%, and family sizes.
2	Community connections (May include, but not be limited to, publicly accessible gym, public parking, neighborhood playground.)	Proposal does not create a space that integrates the proposed development with the community.	Proposal creates one option for community interactions.	Proposal creates three or more options for community interactions.
3	Responsive design	Proposal does not consider either building or site in the context of the existing built environment.	Proposal responds to the existing built environment in the design of both building and site.	Proposal is imaginative in its response to the existing built environment in the design of both building and site.
4	Environmental sustainability	Proposal is not eligible for one or more of the certification programs.	Proposal is eligible for LEED, SITES, or other relevant certification.	Proposal commits to applying for LEED, SITES, or other relevant certification.
5	Retention of existing buildings	Proposal does not address the retention of any of the existing buildings or historic components of the buildings.	Proposal retains at least one of the buildings and incorporates historic architectural components.	Proposal retains all three buildings and incorporates the history of the building into the proposal.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

#	Criteria	Not Advantageous	Advantageous	Highly Advantageous
6	Number of sites in proposal	Proposal is for one school only.	Proposal includes Center and Pepin as a single site.	Proposal includes all three schools, with Center and Pepin treated as a single site.
7	Schedule	Proposal requires City to main control of the properties for more than one year.	Proposal requires City to main control of the properties for less than one year.	Proposal minimizes the amount of time the buildings remain under City control.
8	Experience	Respondent has experience with three or fewer projects that involve the reuse of schools for housing in Massachusetts.	Respondent has experience with more than three projects that involve the reuse of schools for housing in Massachusetts.	Respondent has experience with more than five projects that involve the reuse of schools for housing in Massachusetts.
9	Financial Status	Proposal does not include a letter of preliminary interest or bank references do not indicate a familiarity with the funding sources appropriate for a project of this size and complexity.	Letter of preliminary interest matches the needs in the pro forma and bank references indicate a familiarity with the funding sources appropriate for a project of this size and complexity.	Letter of preliminary interest matches the needs in the pro forma and bank references indicate significant expertise with the funding sources appropriate for a project of this size and complexity.
10	Interview	Respondent is unable to clearly explain the proposal in the interview and is non-responsive to the interview committee's questions.	Respondent is able to clearly explain the proposal and respond to the interview committee's questions.	Respondent actively engages the interview committee around the proposal and the questions and demonstrates a clear ability to work with the City.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

Selection and Disposition Process

All complete proposals submitted by the deadline will be opened in public on [xxx, xxx, at xxx am/pm] and logged. Once opened, all information contained in the proposal is public. The Review Committee will consist of [xxx]. Proposals will first be evaluated against the minimum evaluation criteria. Proposals deemed responsive will then be evaluated against the overall evaluation criteria.

The Review Committee will rank the proposals interview all responding firms during [xxx]. Firms may be asked to provide further detail regarding their proposals, qualifications, and/or finances prior to or during an interview.

Terms established through negotiations by the City shall be incorporated into the final proposed [purchase and sale/lease/development agreement]. The terms of and the final award shall be subject to the review and approval of the City Solicitor and the award shall be made, at its discretion, by the City of Easthampton, the Awarding Authority.

SECTION IV: PROPOSAL AND DESIGNATION SCHEDULE

The schedule for the proposal and designation process is as follows:

RFP available for distribution

Site briefing and site walk

Questions due

Responses to questions provided

Proposals due

Interviews

Designation of a Preferred Developer

Questions may be sent in writing to Michael Owens, Procurement Officer . Questions may be submitted by email at mowens@easthamptonma.gov, or in writing to the address below, on or before [xxx pm] on [xxx, 2022].

Responses to all questions will be sent in one or more addenda issued by the City of Easthampton to all registered firms. The last addendum will be issued no later than [xxx, xxx, 2022, by xxx am/pm]. Only answers provided in writing through an addendum may be relied upon by the firms responding to this proposal.

Proposals are due on or before [xxx, xxx, 2022, by xxx am/pm]. Applicant must submit one unbound original, [xxx] bound copies, and one electronic copy to:

Michael Owens
Procurement Officer
City of Easthampton
50 Payson Avenue – Suite 120
Easthampton, MA 01027

No faxed proposals will be accepted. No electronically transmitted proposals will be accepted.

The bids will be open and recorded at [xxx am/pm on xxx, 2022]. Late proposals will not be accepted. The City reserves the right to reject any or all proposals and/or to limit or refine the scope of this project as deemed in the best interest of the City.

The City may request interviews with firms whose proposals meet the minimum criteria during [xxx 2022].

The City expects to designate a Preferred Developer in [xxx 2022]. The Preferred Developer is expected to execute a [purchase and sale] [lease] and land disposition agreement based on its proposal and the terms outlined in this RFP.

**Requests for Proposals
Disposition and Redevelopment of Former School Properties
Easthampton, MA**

SECTION VII: ATTACHMENTS

The attachments referred to in this Request for Proposals can be found at [link to City's website] and are listed below.

[List of documents on website, including the following]

- Site Photos
- Reports from Valley CDC
- Survey
- Reports from MassDevelopment
- Sample Contract
- Forms:
 - Disclosure Statement for Transaction with a Public Agency Concerning Real Property.
 - Certificate of Tax Compliance.
 - Certificate of Non-Collusion.

SECTION VIII: FORMS

Michael

SECTION IX: CONTRACT TERMS AND CONDITIONS

Michael

SECTION X. PROPOSED FORM OF PURCHASE AND SALE

Michael