

**Request for Proposals
City of West Haven**

Reuse/Redevelopment of the Edgar Stiles School



Adaptive Reuse/Redevelopment Project by a development firm or individual to redevelop the former Edgar Stiles School for residential, mixed-use, retail/service or office purposes, consistent with the goals of the City's Transit Oriented Development Master Plan and Transit Oriented Development Zoning Regulations.

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Adaptive Reuse/Redevelopment Project by a development firm or individual to redevelop the former Edgar Stiles School for residential, mixed-use, retail/service or office purposes, consistent with the goals of the City's Transit Oriented Development Master Plan and Transit Oriented Development Zoning Regulations.

SUBMITTALS: Five (5) copies of each proposal must be received on or before 4:00 PM on June 16, 2017. No submissions will be received electronically (by email or fax).

ADDRESSED TO: Kevin McNabola
Department of Finance
355 Main Street, 3rd Floor
West Haven, CT 06516

INQUIRES: All questions pertaining to this RFP should be submitted to Joseph Riccio, Commissioner of Planning and Development by email at Jriccio@westhaven-ct.gov no later than 12:00 noon on Friday, May 12, 2017. Consultants wishing to receive responses to questions should indicate so in writing. Responses to all questions are expected to be e-mailed by Monday, May 15, 2017.

WALK-THROUGH DATE: A walk-through will be held at the school on Tuesday, May 9, 2017 at 10:00 AM.

PROPOSALS RECEIVED AFTER 4:00 PM on Friday, June 16, 2017 WILL NOT BE CONSIDERED. NO FASCIMILE-MACHINE OR E-MAIL PRODUCED PROPOSALS WILL BE ACCEPTED.

I. INTRODUCTION AND PROJECT BACKGROUND

The City of West Haven is soliciting proposals from developers that are qualified to redevelop this city-owned property. The City prefers proposals that anticipate the transfer of ownership to the chosen developer, but the City does not rule out the submission of proposals that include the City as a partner in the proposed development.

The subject property consists of approximately 3.83 acres or 166,835 square feet of land, located at 561 Main Street, in an existing Public Facilities (PF) District. The property is improved with a three level elementary school that was built around 1930. The building has a concrete basement, brick exterior walls, and a flat roof with a composition surface. The building, with a total floor area of 27,800 square feet, includes two levels above grade and an “English Basement” lower level, partially above grade.

Interior finishes are concrete floors, carpeting and tile floors; plaster, brick and sheetrock walls; and acoustic panel ceilings as well as sheetrock ceilings. Mechanical items include a hot water heating system that is gas-fired and a wet pipe sprinkler system.

Overall, the building is in fair to poor condition, requiring new mechanicals and finishes. There is evidence of water damage in the building. As with most buildings of this age, there are some known hazardous materials in the building such as asbestos and lead-based paint. The consulting firm of Fuss & O’Neill conducted an assessment of the hazardous materials contained in the building and identified remediation needs for the building in a study completed in 2015.

II. ZONING

The property is currently zoned in the PF (Public Facilities) District, which allows a variety of public facility type uses, such as educational institutions, governmental offices or facilities. Due to the proximity of the subject property to the relatively new Metro North Train station, the City is working on plans to expand its current Transit Oriented Development (TOD) District, to incorporate the subject property and several neighboring properties. The TOD District envisions a mix of residential and mixed-uses (residential, retail, commercial) in a “village” setting. A wide range of uses are allowed in this district. Proposals may be submitted with a contingency that the City enact a zone change to place this property into the TOD District.

III. ADDITIONAL MATERIALS

For the sum of \$30.00 (Thirty Dollars), the City will provide the following information to prospective respondents to assist them in the development of their proposals:

1. Digital Copy of “Hazardous Building Materials Inspection”, prepared by Fuss & O’Neill, EnviroScience, LLC, dated April 21-22, 2015
2. Digital copy of “Hazardous Materials Opinion of Abatement Costs” prepared by Fuss & O’Neill, EnviroScience, LLC, dated May 18, 2015.
3. Digital copy of TOD Master Plan 2015, prepared by Robert Orr & Associates, dated May 28, 2015.
4. Digital copy of the current TOD Zoning Regulations, revised to November 14, 2016.
5. Digital copies of Floor Plans of Building, dated January 20, 1987 and prepared by DeCarlo & Doll, Inc.
6. Digital Copy of Legal Description
7. Digital Copy of Assessor’s Map
8. Digital Copy of Field Card and Vision Appraisal Property Card
9. Digital Copy of FEMA mapping
10. Digital Copy of City’s RFP
11. Photograph of Sample Bridge Concept
12. Paper copy of floor plans (all three floors) with dimensions, 24” x 36”

I. PROPOSALS

Developers must follow the instructions contained in this RFP in preparing and submitting their proposals. Failure to follow instructions may automatically lead to the proposal not being reviewed. If the developer desires to propose alternatives to the Scope of Work, they must do this in addition to responding to the proposal and include an explanation of their proposed variance. All proposals should be double-sided and should include the following information:

Technical Proposal:

1. Identification of the primary contact person at the firm submitting this proposal.
2. Description of your approach to the scope of work including a detailed description of tasks expected to be performed by the developer and any consultants or partners, anticipated time to complete each task, milestones, deliverables, costs and other information as necessary to demonstrate the developer’s thorough understanding and ability to complete this type of work.
3. Submission of concept plans to illustrate how the school would be redeveloped to achieve the goals of the City’s TOD Master Plan.
4. List of resources, personnel, data or other assistance that the consultant expects or requires from the City, if any, in order to complete this work.
5. List of at least three similar projects managed and completed by this firm, including street addresses, project description and the firm’s role in completing the project(s). Identification of any subcontractors or other team members should be included in this list and identified as such. The Project Manager should be clearly identified.

6. Proof of insurance.
7. List of any actions taken by any regulatory agency or litigation involving the firm or its agents or employees with respect to work performed. Developers should explain if/why they are or are not at fault in these cases or how they have taken steps to avoid repetition on these actions/litigations.

Cost Proposal – Should be separated out

1. Costs expected to be associated with the redevelopment of this property.
2. An itemized breakdown of any predicted subcontractor costs and expenses.
3. Proposed financing for this project.
4. Evidence that developer will have available financing to complete this project.

Relevant Experience

1. Experience in completing similar projects

A walk-through of the building is scheduled for 10:00 AM on Tuesday, May 9, 2017

Five (5) copies of the proposal should be submitted by 4:00 PM on Friday, June 16, 2017 to:

Kevin McNabola
Department of Finance
355 Main Street, 3rd Floor
West Haven, CT 06516

Proposals received after June 16, 2017 will not be considered. No facsimile-machine or e-mail produced proposals will be accepted.

All questions pertaining to this RFP should be submitted to Joseph Riccio, Jr., Commissioner of Planning and Development by email at jriccio@westhaven-ct.gov no later than 12:00 Noon on Friday, May 12, 2017. Developers wishing to receive responses to questions should indicate so in writing. Responses to all questions are expected to be e-mailed by Monday, May 15, 2017.

Upon submission, all proposals become the property of the City of West Haven. The expense of preparing, submitting and presenting a proposal is the sole responsibility of the respondent. The City of West Haven retains the right to reject any and all proposals received, to negotiate with any qualified developer or to cancel in part or in its entirety this RFP as in the best interest of the City of West Haven. This solicitation in no way obligates the City of West Haven to award a contract.

IV. OWNERSHIP OF MATERIAL

All rights, titles to and ownership of the data, material and documentation resulting from this project and/or prepared for the City of West Haven pursuant to this RFP shall remain with the City of West Haven.

V. PROPOSAL EVALUATION

Evaluation of the proposal will consider, but may not be limited to, the following:

1. Qualifications and experience of firm, individual or team to successfully complete this project in a timely fashion.
2. Compatibility with and the degree to which the developer's proposal would help to achieve the goals and objectives of the City's Transit Oriented Development Master Plan, completed in 2015 under the direction of Robert Orr & Associates, consultants.
3. The City will give preference to proposals that include the development of a bridge connection to property across river on Hood Terrace.
4. Sufficient demonstration of developer's ability to finance this project from inception to a successful completion.
5. Knowledge of project requirements.
6. Written presentation.
7. Cost proposal.

Interviews will be conducted if deemed necessary.

Failure to include any of the information specified in this RFP may automatically lead to the qualification's proposal not being reviewed.