

REQUEST FOR PROPOSALS (RFP)

**FOR THE LAND LEASE AND PURCHASE &
REDEVELOPMENT OF
BUILDING PROPERTY OWNED BY THE
TOWN OF HANOVER, MASSACHUSETTS**

The Edmund Q. Sylvester School

April 2018



I. INTRODUCTION

The Town of Hanover, Massachusetts is requesting proposals for the lease of land and the purchase and redevelopment of a most noteworthy and remarkable town-owned historic building - the (1927) Edmund Q. Sylvester School designed by Hanover resident and acclaimed architect J. Williams Beal and Sons. This RFP is for the purchase of the building itself and a 99 year lease will be executed with the town for the land the property is on. The three story building is located on Hanover Street within the socially and culturally rich Hanover Center Historic District. The beautiful red-brick Sylvester School stands within walking distance of the town hall, town public library, Center elementary school, and the historic Stetson House. The distinctive historic building offers a most desirable and affordable opportunity for high-quality redevelopment that can seamlessly integrate itself into the fabric of our Historic District and be a community asset for years to come. The Sylvester School is a potential recipient of both state and federal Historic Tax Credits.

The Town of Hanover issues this RFP in order to select the proposal that assures the best future re-purposing and treatment of the distinctive downtown property. The property building structure may be sold and the land will have a 99 year long-term ground lease to the proposer submitting a proposal that the Sylvester School Redevelopment Committee in conjunction with the Hanover Board of Selectmen evaluates as being the most responsible and advantageous to the Town of Hanover based on the "Goals of the Sylvester School Redevelopment" & "Selection Criteria" (see section V & VI), including but not limited to, the proposed purchase price of the building, experience and capability of the prospective purchaser, and the quality of the prospective property redevelopment plan.



The manner in which this desirable heritage building is developed shall be consistent with the Town's adopted master plan and Hanover Historic District.

This RFP contains a description of the building, description of the goals and criteria set by the Town of Hanover for this property, and additional contextual information about the overall historic downtown site.

- (See attached "Municipal Facilities Assessment Section 08 - Sylvester Elementary School" as prepared by Drummond Rosane Anderson, Inc.)

II. THE BUILDING

The 1927 Edmund Q. Sylvester School located at 495 Hanover Street (Map 47/Lot5) is a three story building with a partially sub-grade basement with cafeteria and two upper floors of classrooms. It is one of the buildings included in the Hanover Center Historic District which was accepted by the National Park Service for inclusion on the National Register of Historic Places in 1996. This district is also included in the Massachusetts Historical Commission's State Register of Historic Places listings. These listings make the Sylvester School eligible for both the Commonwealth of Massachusetts Historic Preservation Tax Credit and the Federal Historic Preservation Tax Credit programs.

The building features brick masonry exterior walls and individual wood double-hung windows and is located adjacent to the Center Elementary School. The land parcel totals approximately 3.6 acres. Parcel frontage width along Hanover Street totals approximately 160 linear feet. Parcel depth is approximately 200 feet. The approximately 31,000 sq. ft. building "as-is" includes the original 1927 core structure, with an addition constructed in 1962.





The well-kept historic district properties abutting the 1927 Edmund Q. Sylvester School on Hanover St. in Hanover.



Aerial view of the Sylvester School and surrounding area.



View of the entrance leading to the front of the Sylvester School.

Right: Exterior view of the West corner.
Below:
Exterior view of the side of the building.





The main entrance to the Sylvester School

The front of the Edmund Q. Sylvester
School



ZONING

The zoning designation for the building is Residential (R).

Note: Hanover Zoning Bylaw, Section 6.000 "Residence A District" The Residence A District is intended for rural, residential and non-commercial uses. Section 6.020 details uses permitted by Special Permit from the Zoning Board of Appeals.



Current day photo of the Sylvester School



Historical photo of the Sylvester School found on the Massachusetts Cultural Resource Information System Website

Historic Sylvester School Redevelopment Options

Preferred property redevelopment plans could be one or more of the following:

1. Single-family or Two-family residence/condominiums;
2. First-story & Second-story Residential Dwelling Units (micro/studio apartments and/or 1-bedroom apartments)

IV. INCENTIVES

The 1927 Hanover Edmund Q. Sylvester School Building is on the National Register of Historic Places which makes the building available for both the Commonwealth of Massachusetts Historic Preservation Tax Credits (up to 20% of the cost of certifiable rehabilitation expenditures) & Federal Historic Preservation Tax Credits (20% of the cost of certifiable rehabilitation costs). In addition, the Town of Hanover Community Preservation Committee and also the Hanover Affordable Housing Trust is prepared to work in partnership with the property developer in accessing an Economic Development Fund Grant provided through the Massachusetts Department of Housing & Community Development to fund the creation of affordable residential units as part of the historic Sylvester School redevelopment plan.

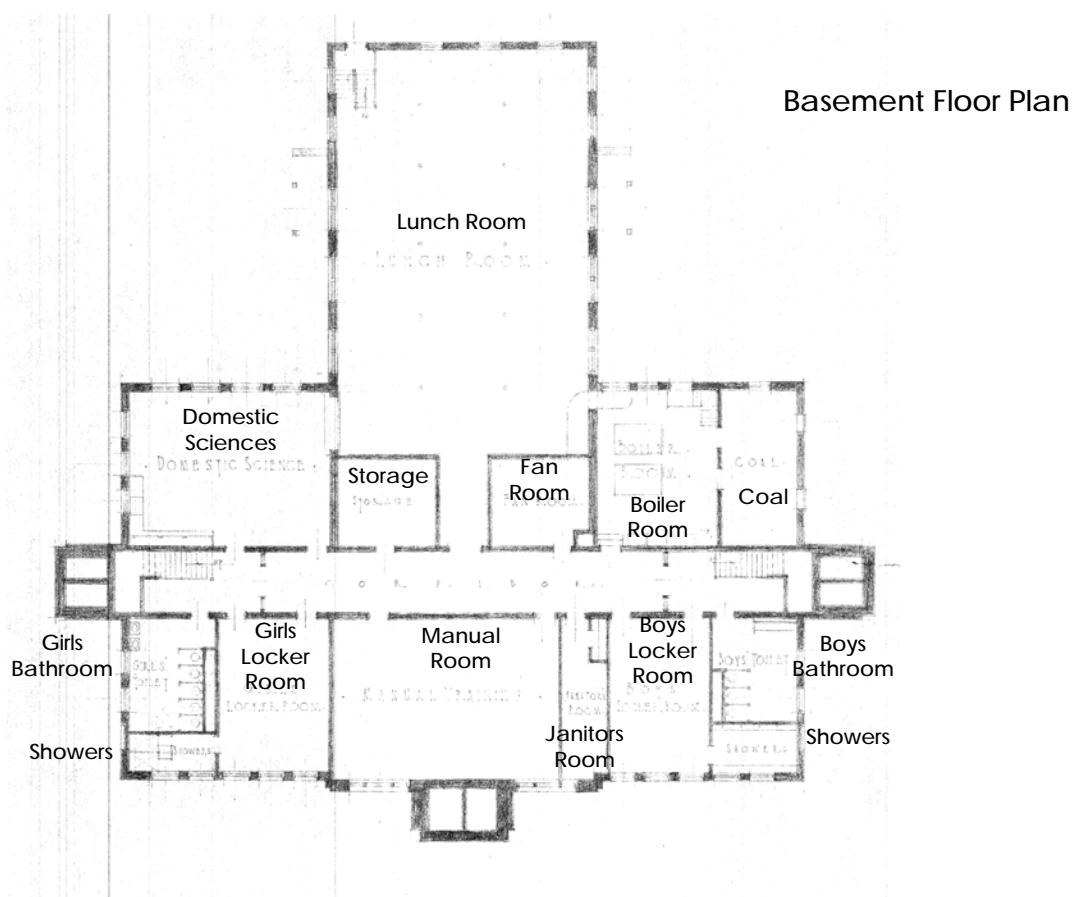
(See Massachusetts Dept. of Housing & Community Development EDF Grant link below for detailed information): <http://www.mass.gov/hed/community/funding/economic-development-fund-edf.html>

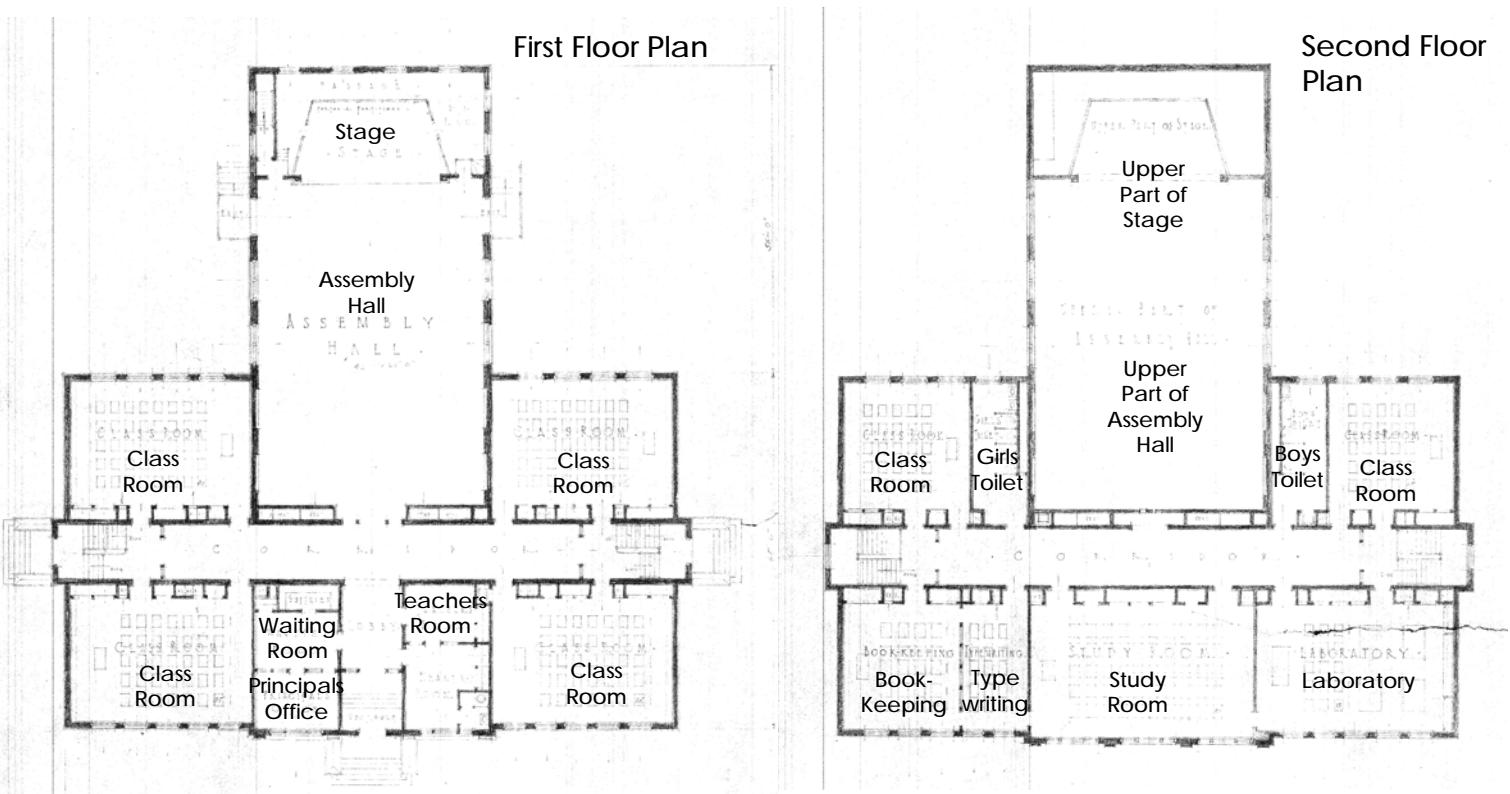
V. GOALS OF HISTORIC SYLVESTER SCHOOL REDEVELOPMENT

Development of these properties shall accomplish the following Town of Hanover goals:

- A use that can integrate seamlessly and stay consistent with the Historic District and the Hanover Street neighborhood.
- A use that will preserve the historic appearance and aspect of the Sylvester School.
- A use that Hanover residents will consider as an asset to the Town Center and the Town as a whole.
- A use that will be in keeping with the scale and appearance of uses typically found in historic New England Town centers.
- A use that the town maintains ownership of the land and enters into a long term lease with the building.
- Understanding the current zoning is residential the committee would prefer the use be housing but the committee is open to alternative redevelopment ideas.
- If housing is chosen as the use then the committee would like some form of affordable or competitively priced (Low-Moderate Income).

Basement Floor Plan





Heritage Landmark Building Resource Preservation

Designed by famed Hanover architect J. Williams Beal, the 1927 Hanover Sylvester School stands today as a significant heritage landmark building. As such the prospective buyer shall restore, preserve and protect the original exterior historic façade of the core 1927 Sylvester School Building.

(Prospective "Preservation Easement" may be negotiated.)

VI. Timetable and Implementation

The Sylvester School will be decommissioned by the Spring of 2019 and all students will be moved to the newly renovated Center School adjacent to the Sylvester School. At that time the land will be leased and the building will be sold to the accepted RFP applicant.

VII. SELECTION CRITERIA

Proposals for the purchase and development of these properties will be evaluated according to the following criteria:

Scoring scale ranging from 1-5;
(1 the lowest score & 5 the highest score):

1. The extent to which the proposed Historic Edmund Q. Sylvester School building redevelopment satisfies a desired or unique niche in the marketplace and helps strengthen the economy and quality of life in the Town of Hanover.
2. The level of financial investment, rehabilitation treatment, and design recognition of the historical and architectural significance of the Historic Edmund Q. Sylvester School building and site.
3. The increase in municipal tax revenues that will result from the acquisition and redevelopment of the building and the longterm lease of the land.
4. The contribution that the redevelopment will make toward an increase in high-quality town center affordable/competitively priced residential units including the proposed number of units.
5. The contribution that the redevelopment will make toward enhancing the quality of life in the historic district.
6. The degree to which the development may potentially stimulate other desirable economic, social and cultural development and/or redevelopment activity in the historic district.
7. The extent to which additional direct or indirect public costs to the Town of Hanover would be necessary, i.e. extending/upgrading public infrastructure facilities and/or municipal services.
8. The demonstrated capacity of the developer to finance, market, manage and package this landmark redevelopment project including the ability to secure tenants.
9. The developer's demonstrated readiness and ability to proceed on the project including time schedules reasonably described.

X. PROCESS SCHEDULE

- RFP Public Release/Packets Available: April 18, 2018 at 10:00AM
- Tour of Sylvester School Building: May 9, 2018 at 10:00AM
- Deadline for Questions Submission: May 23, 2018 at 4:00PM
- **Deadline for Proposal Submission: June 6, 2018 at 1:00PM**
- Opening & Preliminary Review of Proposals: June 11, 2018
- Completion of Evaluation & Scoring of Proposals: June 13, 2018
- Public Announcement of Proposal Selection: July 5, 2018

X. SUBMITTAL REQUIREMENTS

Anyone submitting responses to this RFP shall include the following:

To be responsive, each prospective proposer must submit five (5) complete hard copies of the Proposal and one (1) PDF digital copy, including all the information listed below. The five (5) complete hard copies of the Proposal must be inserted into a single sealed envelope marked "RFP REDEVELOPMENT HISTORIC HANOVER SYLVESTER SCHOOL".

All of the following information must be included in each copy of the Redevelopment Proposal in the following order; (*if any item is not applicable, include a statement explaining why the item is not applicable*):

1. The completed Proposal Cover Page (see attachment);
2. A Table of Contents with page numbers;
3. A Transmittal Letter identifying the proposer including address, telephone number and email address of the contact person, the date of the proposal and a brief description of the proposer's interest in the project, which includes a Purchase Offer, and a brief description of the proposer's Historic Hanover Sylvester School Redevelopment Concept & Approach;
4. If applicable, a Certification executed by the secretary of the corporation indicating that the person signing the proposal has been authorized to do so by a vote of the board of directors. The Proposal documents must be signed as follows:
1) If the Proposer is an individual, by him or her personally; 2) if the Proposer is a partnership, by the name of the partnership, followed by the signature of each general partner; and, 3) if the Proposer is a corporation, by the authorized officer, whose signature must be attested by the clerk/secretary of the corporation, and the corporate seal affixed;]
5. A brief overview of proposer's qualifications and experience with comparable redevelopment projects;
6. Fill-out the "Cover Page" for the Proposal for Redevelopment of the Historic Hanover Sylvester School, (see "Attachments");
7. The fully executed "Purchase Price Proposal Form", a blank copy of which is attached (see "Attachments" F1);
8. A fully executed copy of the "Disclosure Statement For Transaction With A Public Agency Concerning Property", a blank of which is attached (MGL c.7C, s. 38), (see "Attachments");
9. A fully executed copy of the "Certificate of Non-Collusion Form", a blank of which is attached (MGL c.268A), (see "Attachments" F3);
10. A fully executed copy of a "Certificate of Tax Compliance Form", a blank of which is attached (MGL c.62C, s. 49A), (see "Attachments" F4);
11. Provision of at least three (3) professional references; including names, current phone numbers and email addresses for the references;

12. A description of how the Proposal complies with each of the "Goals of Historic Sylvester School Redevelopment & Selection Criteria" (see Section VI & VII.);
13. A description of the proposed configuration of the interior space within the building, together with a preliminary floor plan;
14. A description of the conceptual exterior landscaping design treatment, a description of on-site and off-site parking needs, together with a plan of on-site parking treatment and configuration;
15. The demonstrated capacity of the Proposer to finance the purchase and development of property including the ability to secure tenants, if needed;
16. The Proposer's demonstrated readiness and ability to proceed on the project with time schedules reasonably described.

XI. GENERAL TERMS AND CONDITIONS

Advertisements noticing the availability of the RFP will be placed in the Commonwealth of Massachusetts Central Register, in the Hanover Mariner Newspaper, and in addition, the RFP shall be posted on the Town of Hanover Municipal Website at www.Hanover-ma.gov

Solicitation of the The Sylvester School Redevelopment RFP Packet

1. A Hard Copy at Town Hall
2. Digital Packet on municipal website

The RFP Packet may be obtained at Hanover Town Hall in the Board of Selectmen's Office, 1st Floor, 550 Hanover Street, Hanover, MA 02339 between 8:00AM & 4:00PM (Monday, Tuesday & Thursday), 8:00AM-8:00PM (Wednesday), 8:00AM-12:00PM (Friday). The names and contact information of those who pick-up the RFP Packet at Hanover Town Hall will be recorded, so they may be contacted and provided information with regard to any and all questions, changes, modifications, etc. prior to submission date. The RFP Packet may also be accessed on the Town of Hanover Municipal Website; please contact Procurement Officer, at 781.826.5000 and/or procurement@Hanover-ma.gov so that your name and contact information can be recorded.

Proposal Pre-Submission Tour of the Historic Hanover Sylvester School:

The Town of Hanover Planning Office shall conduct one (1) Tour of the Sylvester School property on May 9 at 10:00AM. All those considering submission of a proposal are encouraged to tour the property.

Contact Michaela Shoemaker, Associate Town Planner at 781.826.5000 ext 1016 and/or michaela.shoemaker@Hanover-ma.gov for information regarding the property tour.

Proposals are invited and must be received on or before 1:00PM, Wednesday June 6th, at Hanover Town Hall, Board of Selectmen's Office, 1st Floor, 550 Main Street, Hanover, MA 02339. Proposals received later than this time and date will be returned unopened as non-responsive.

A Proposer may correct, modify or withdraw a proposal by written notice received by the Town of Hanover prior to the time and date set as the submittal deadline. Each modification to the proposal must be submitted in a sealed envelope clearly labeled "Modification #____". Each modification must be numbered in sequence, and must be reference the original RFP submission.

All submitted proposals will be opened for preliminary review on Monday, June 11th

After the opening of the proposals in public, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the Town of Hanover or fair competition. Minor informalities will be waived, or the proposer shall be allowed to correct them. Minor informalities are minor deviations, insignificant mistakes, and matters of form rather than substance, of the proposal, that can be waived or corrected without prejudice to the offerors, potential offerors, or the Town of Hanover. If a mistake and the intended proposal are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct proposal and the proposer will be notified in writing; the proposer may not withdraw the proposal. A proposer may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct proposal is not similarly evident.

The quoted purchase price for the Building submitted in response to this RFP must remain firm until the execution of the deed. The land will have an extended 99 year lease. The Town of Hanover may cancel this RFP, or reject in whole or in part any and all proposals, if the Town of Hanover determines that cancellation or rejection serves the best interests of the Town of Hanover.

The Town of Hanover also reserves the right to select the winning proposal based on the evaluation of the proposer's overall submittal, and the extent to which the proposal meets the "Goals of Redevelopment & Selection Criteria" in this RFP. Therefore, the Town of Hanover may exercise its right to select a proposal that may not have offered the highest purchase price.

If any changes are made to this RFP, an addendum will be issued. Addenda will be mailed, faxed or emailed to all proposers on record as having picked-up the RFP Packet.

Questions concerning this RFP must be submitted in writing to: Procurement Officer, at 781.826.5000 and/or procurement@Hanover-ma.gov. **All questions must be received by 4:00PM on Wednesday, May 23rd.** Written responses will be mailed, faxed, or emailed after this deadline to all proposers on record as having picked- up the RFP.

XII. EVALUATION PROCESS

The Sylvester School Redevelopment Committee, the Town Manager and the Town Planner will conduct a preliminary screening of the submitted proposals for completeness. Proposals deemed to be incomplete will be rejected. The Town Manager, Town Planner, and Sylvester School Redevelopment Committee will then review each completed proposal to ensure that it meets all minimum requirements listed in Section V "GOALS OF HISTORIC SYLVESTER SCHOOL REDEVELOPMENT" & Section VII "Selection Criteria". Those proposals that meet all the minimum goals and quality criteria, and that are determined to be responsive will be further reviewed and competitively scored. The Board of Selectmen will have final review and final vote on the award.

ADDITIONAL:

Proprietary/Confidential Information

The offerers are asked for any restrictions on the use of data contained in their responses and told that proprietary information will be handled in accordance with applicable law, regulations and policy of the Town of Hanover. All proprietary/confidential information must be clearly marked as "Proprietary/Confidential".

Background Check

The Town reserves the right to conduct a background inquiry of each developer which may include the collection of appropriate criminal history information, contractual business associates and practices, employment histories and reputation in the business community. By submitting qualifications to the Town of Hanover, the developer consents to such an inquiry and agrees to make available to the Town such books and records as the Town deems necessary to conduct the inquiry.

Determination of Responsibility

The Town of Hanover may make such investigation as it deems necessary to determine the ability of a developer to provide full performance as outlined in the qualifications. The developer will furnish to the Town all such information and data for this purpose as the Town may request. The Town of Hanover reserves the right to reject any developer if the evidence submitted by or investigation of such developer fails to satisfy the Town that such developer is properly qualified to carry out the obligations of a Contract.

Rights Reserved by Town of Hanover

The Town reserves the right to amend its evaluation criteria as the Town, in its sole discretion, shall determine appropriate, and to utilize, as needed, an independent review team. A review and evaluation of the responses contained in the previous section will serve as a basis of selection of the Developer or Developers judged best suited to meet the Town's goals for the site. Those deemed best suited then may be asked to submit a more detailed proposal.

The Town of Hanover reserves the right to reject any or all submittals; to waive any informality or irregularity not affected by law; to evaluate, in its absolute discretion, the qualifications submitted. The Town may, at its option, interview Developers as part of this selection process. However, selection may take place without such interviews. Therefore, proposals should be complete as initially submitted.

Questions shall be addressed to, and five (5) complete hard copies, and one (1) digital PDF copy of the Proposal shall be submitted to:

Procurement Officer
Town of Hanover, MA
Board of Selectmen Office
550 Hanover Street
Hanover, MA 02339
Phone [781.826.5000](tel:781.826.5000) or procurement@hanover-ma.gov

**PROPOSAL FOR REDEVELOPMENT
OF THE
HISTORIC (1927) Hanover Edmund Q.
Sylvester School Building**



Submitted by:

(Name, Address, Telephone Number & Email Address of Firm)

Date Submitted: _____

(COVER PAGE)

**PURCHASE PRICE PROPOSAL FORM AND LEASE
PROPOSAL FORM (F1)**

**FOR THE PURCHASE OF THE HISTORIC HANOVER
SYLVESTER SCHOOL AND LEASE OF LAND OF HANOVER,
MA**

SELLER: Board of Selectmen, Town of Hanover Town Hall
550 Hanover St.
Hanover, MA 02339

BUYER:

PREMISES: Historic Hanover Sylvester School Building
495 Hanover St.
MA 02339

PROPOSED PURCHASE PRICE OF BUILDING: \$ _____

PROPOSED LEASE PRICE OF LAND: \$ _____

PROPOSED PURCHASE PRICE (IN WORDS): _____

PROPOSED LEASE PRICE (IN WORDS): _____

PROPOSED CLOSING DATE: _____

Signature

Title

Print Name

Date Signed

CERTIFICATE OF NON-COLLUSION FORM (F3)

FOR THE PURCHASE AND REDEVELOPMENT OF THE
HISTORIC HANOVER SYLVESTER SCHOOL BUILDING

495 Hanover St., Hanover, MA

Pursuant to Massachusetts General Laws, Chapter 268A, I certify 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 Individual Submitting Proposal

Print Name of Individual Submitting Proposal

Print Name of Business

Date Signed

**(BY STATE LAW THIS NON-COLLUSION FORM MUST BE SIGNED AND SUBMITTED WITH
THE PROPOSAL)**

CERTIFICATE OF TAX COMPLIANCE FORM (F4)

FOR PURCHASE AND REDEVELOPMENT OF THE
HISTORIC HANOVER SYLVESTER SCHOOL BUILDING
495 Hanover St., Hanover, MA

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, I certify under penalties of perjury that I have complied with all laws of the Commonwealth of Massachusetts relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Social Security Number or
Federal Identification Number

Signature of Individual or
Responsible Corporate Officer

Print Name of Individual or
Responsible Corporate Officer

Date Signed