



TOWN OF HANOVER
550 HANOVER STREET, SUITE 29
HANOVER, MASSACHUSETTS 02339
781-826-5000 ext. 1084

Board of Selectmen

REQUEST FOR PROPOSALS (RFP)

The Edmund Q. Sylvester School

Issued by the Hanover Board of Selectmen

April 6, 2021





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I. Introduction:

Voters at the Town of Hanover's 2019 Annual Town Meeting approved the following two (2) articles relevant to this building and property:

ARTICLE 35. TRANSFER SYLVESTER SCHOOL PROPERTY To see if the Town will vote, pursuant to M.G.L. c. 40, §15A of the Massachusetts General Laws, to transfer from the Town of Hanover (School Committee) to the Town of Hanover Board of Selectmen, acting by and through its Board of Selectmen for general municipal purposes, sale, etc. purposes, the care, custody, management and control of the so-called Sylvester School, located at 495 Hanover Street, Massachusetts, containing the land and all buildings and structures thereupon, as shown on the Town of Hanover Assessors' Map 47, as Lot 5, excluding the portion of Lot 5 north of the Proposed Lease Area and West of the 2006 subdivision lot line as identified in the Sylvester School Exhibit Plan by Merrill dated April 1, 2019; and further to authorize the School Committee and the Board of Selectmen to take any action required to obtain any approval necessary to accomplish the purposes of this article; or take any other action relative thereto.

ARTICLE 36 DISPOSE, LEASE, SELL SYLVESTER SCHOOL PROPERTY To see if the Town will vote, pursuant to M.G.L. c. 40, §15 of the Massachusetts General Laws, to sell or otherwise dispose of the so-called Sylvester School, located at 495 Hanover Street, Hanover, Massachusetts, containing approximately 1.70 acres of land and all buildings and structures thereupon, as identified as the Proposed Lease Area in the Sylvester School Exhibit Plan by Merrill dated April 1, 2019, along with an easement over 0.41 acres of land, as identified as the Proposed Easement in the Sylvester School Exhibit Plan by Merrill dated April 1, 2019¹; both areas being a portion of the Town of Hanover Assessors' Map 47, as Lot 5, in accordance with all applicable laws, rules, and regulations, including, without limitation, M.G.L. c. 30B, §16; and further to authorize the School Committee and the Board of Selectmen to take any action required to obtain any approval necessary to accomplish the purposes of this article; or take any other action relative thereto.

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

¹ See Figure 1



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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 1.70 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.

III. Relevant Background Information:

Documents associated with this project may be found on the Town of Hanover's municipal webpage using this hyperlink:

<https://www.hanover-ma.gov/current-public-works-projects/pages/salmond-and-sylvester-redevelopment-projects>

IV. Zoning

The site is located in a Residence A Residential District -uses allowed by right and Special Permit within the Residence A zone can be found under the Hanover Zoning Bylaws Section 6 and the structure depending on development proposals could be subject to Section 4 Pre-existing Conditions. The Zoning Bylaw can be viewed at the following link:

https://www.hanover-ma.gov/sites/g/files/vyhlf666/f/uploads/hanover_zoning_bylaw_2017-dec_stm.pdf

The site is also located in the Hanover Center Historic District which has been designated on the National Register (ID#96000476).



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V. Selection Criteria and Evaluation Process

The Board of Selectmen have sole legal authority and discretion to evaluate submissions and to make a selection and will base their decision on the following factors:

1. renovate existing spaces into condominiums/apartments for affordable, senior and/or veterans housing;
2. renovate existing spaces for school/town administrative uses;
3. renovate existing spaces combining #1 & #2 above;
4. integrate seamlessly and stay consistent with the Historic District
5. preserve the historic appearance and aspect of the buildings
6. renovations to the building should follow the Secretary of the Interior's Rehabilitation Standards and Guidelines for Historic Buildings. <https://www.nps.gov/tps/standards/rehabilitation.htm>
7. redevelopment satisfies a desired or unique niche in the marketplace and helps strengthen the economy and quality of life in the Town of Hanover.
8. capacity to finance, market, manage and package this landmark redevelopment project including the ability to secure tenants.
9. the increase in municipal tax revenue that will result from the acquisition and redevelopment of the building and the long-term lease, up to 99yrs, of the land
10. the developers demonstrated readiness and ability to proceed and deliver on their proposal in a timely matter.

All ten (10) factors will be rated by the review committee on a scale of 1(low) – 10 (high). The review committee will be made up of (1) Town Manager, (2) Town Planner, (3) representative of the Affordable Housing Trust, (4) representative of the Community Preservation Committee, (5) Building Commissioner, (6 & 7) two representatives of the Board of Selectmen.

VI. Submission Requirements:

1. One (1) digital copy in PDF form to Janet Tierney, Executive Assistant, at janet.tierney@hanover-ma.gov
2. Form F1: Purchase Price Proposal Form and Lease Proposal Form
3. Form F2: Certificate of Non-Collusion
4. Form F3: Tax Compliance Certification
5. Form F4: Statement Required Under Ch. 60, M.G.L.
6. Form F5: Certification Regarding Disclosure Statement Under M.G.L., Ch. 7C, Sec. 38



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VII. Timeline

- RFP Public Release: To-Be-Determined
- Recommended Building Tour: May 7, 2021 at 10am
- Deadline for Questions: May 14, 2021 at Noon
- Deadline for Responses: May 21, 2021 at Noon
- Deadline for Proposals: May 28, 2021 at Noon
- Opening: June 2, 2021 at Noon

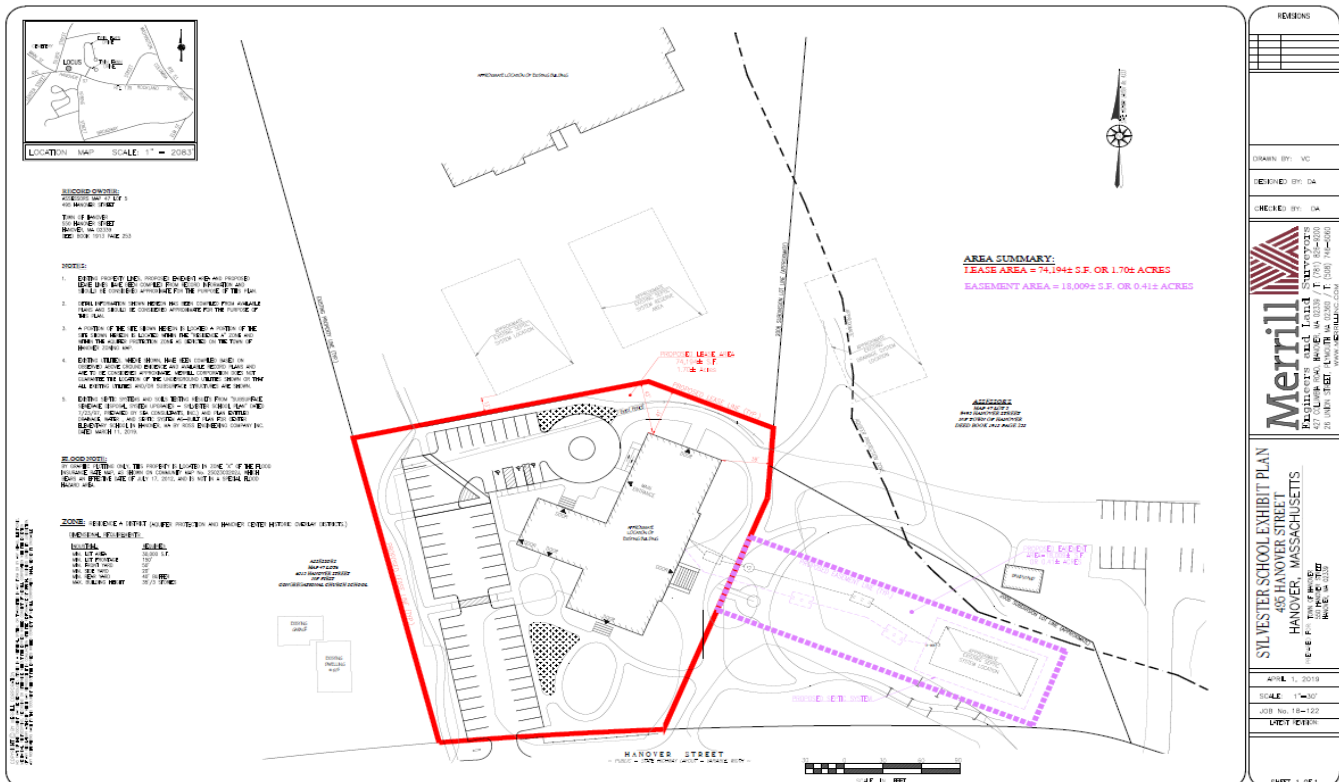


Figure 1



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VIII. Advertising & Notification

- Advertisements noticing the availability of the RFP will be placed in the Commonwealth of Massachusetts Central Register, in the Patriot Ledger/Hanover Mariner, and in addition, the RFP shall be posted on the Town of Hanover municipal website at www.Hanover-ma.gov
- 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 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.

IX. General

- Proprietary/Confidential Information – 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.



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- Rights Reserved by Town of Hanover – 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. 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.



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**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



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**CERTIFICATE OF NON-COLLUSION
FORM (F2)**

The undersigned certifies under penalties of perjury that this bid 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 bid

Name of business



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**TAX COMPLIANCE CERTIFICATION
FORM (F3)**

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 individual submitting bid

Name of business



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**STATEMENT REQUIRED UNDER CH. 60, M.G.L.
FORM (F4)**

I/we certify that I/we have never been convicted of a crime involving the willful and malicious setting of a fire or of a crime involving the aiding, counseling or procuring of a willful and malicious setting of a fire, or of a crime involving the fraudulent filing of a claim for fire insurance; and I am not delinquent in the payment of real estate taxes to the TOWN OF HANOVER.

Signed under the penalties of perjury on this _____ day of _____, 2021.

BY: _____
WITNESS

BUYER, or on behalf of BUYER



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**CERTIFICATION REGARDING DISCLOSURE STATEMENT UNDER M.G.L., CH. 7C, SEC. 38
FORM (F5)**

PROPERTY: _____

SELLER: _____

BUYER & ADDRESS: _____

DATE OF SALE: _____

The undersigned BUYER, or on behalf of BUYER, hereby acknowledges receipt of a copy of Massachusetts General Laws Chapter 7c, Section 38 (attached) and has complied with the previous thereof.

Signed under the penalties of perjury this _____ day of _____, 2021.

By: _____
WITNESS BUYER, or on behalf of BUYER



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M.G.L., CH. 7C, SEC. 38

No agreement to rent or to sell real property to or to rent or purchase real property from a public agency, and no renewal or extension of such agreement, shall be valid and no payment shall be made to the lessor or seller of such property unless a statement, signed, under the penalties of perjury, has been filed by the lessor, lessee, seller or purchaser, and in the case of a corporation by a duly authorized officer thereof giving the true names and addresses of all persons who have or will have a direct or indirect beneficial interest in said property with the commissioner of capital asset management and maintenance. The provisions of this section shall not apply to any stockholder of a corporation the stock of which is listed for sale to the general public with the securities and exchange commission, if such stockholder holds less than ten per cent of the outstanding stock entitled to vote at the annual meeting of such corporation. In the case of an agreement to rent property from a public agency where the lessee's interest is held by the organization of unit owners of a leasehold condominium created under chapter one hundred and eighty-three A, and time-shares are created in the leasehold condominium under chapter one hundred and eighty-three B, the provisions of this section shall not apply to an owner of a time-share in the leasehold condominium who (i) acquires the time-share on or after a bona fide arm's length transfer of such time-share made after the rental agreement with the public agency is executed and (ii) who holds less than three percent of the votes entitled to vote at the annual meeting of such organization of unit owners. A disclosure statement shall also be made in writing, under penalty of perjury, during the term of a rental agreement in case of any change of interest in such property, as provided for above, within thirty days of such change.

Any official elected to public office in the commonwealth, or any employee of the division of capital asset management and maintenance disclosing beneficial interest in real property pursuant to this section, shall identify his position as part of the disclosure statement. The commissioner shall notify the state ethics commission of such names, and shall make copies of any and all disclosure statements received available to the state ethics commission upon request.

The commissioner shall keep a copy of each disclosure statement received available for public inspection during regular business hours.