



TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

REQUEST FOR PROPOSAL FOR THE REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER RFP # ECON-16-R-003

1. PROJECT OVERVIEW

1.1 Summary

The Westwood Board of Selectmen (Board) appointed the Islington Center Task Force (Task Force) to study Islington Center, and to encourage the appropriate redevelopment of this area. As part of this study, the Task Force is exploring options for the redevelopment and/or reuse of various town-owned properties along Washington Street in a manner that is respectful of Islington Center's unique village character. Each of these four parcels will be offered for sale if the Town determines that they are no longer required to serve any municipal use. This process is intended to allow the Board to offer such property for sale or lease and redevelopment within this framework following authorization by Town Meeting vote.

Two of the properties involved in this Request for Proposals (RFP) – Wentworth Hall and the Islington Community Center – currently provide space for ongoing community activities and services, including the Westwood Branch Library, MMO Nursery School, the Department of Youth & Family Services, and various programs offered by the Westwood Recreation Department. The third property is used as a Municipal Parking Lot serving nearby businesses, and the fourth property provides access to the Wentworth Hall parking lot. Each of these uses are considered positive assets. Developers are encouraged to submit proposals that facilitate a continuation of beneficial community activities.

This Request for Proposals invites all interested parties to submit creative and comprehensive proposals for any of a variety or mix of possible uses which could appropriately meet the Town's objectives. The Town is seeking redevelopment partners who recognize the unique opportunities associated with this highly visible location. This RFP is governed by the requirements of Massachusetts General Law chapter 30B, section 16.

It is the Town's intention to designate a developer or developers for any one, two, three or four Disposition Properties, either through sale or long-term lease, in such a manner as to best meet the Evaluation Criteria delineated in Section 5 of this RFP.

Once one or more developers have been designated, and negotiations have been conducted, final proposals will be requested from each Designated Developer to be advanced for all Town approvals that may be needed, including any specific Town Meeting approvals that may be required. The Town intends to negotiate a Disposition Agreement, either for sale or long-term lease, with each Designated Developer that will be in full force and effect at the conclusion of required approvals.



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1.2 Offering

The Town is soliciting proposals for the redevelopment and/or reuse of one, two, three or four of the following Disposition Properties:

- Parcel 1:** Municipal Parking Lot, 277-283 Washington Street, A.P. 23, Lot 163
- Parcel 2:** Wentworth Hall, 280 Washington Street, A.P. 23, Lot 188
- Parcel 3:** Islington Community Center, 288 Washington Street, A.P. 23, Lot 189
- Parcel 4:** East Street Parcel, East Street, portion of A.P. 23, Lot 190

The Town requires all redevelopment to be complementary to the architectural character of existing buildings in Islington Center, including the Islington Fire Station which is currently under construction. The town is also requiring that all necessary applications for permits or approvals from the Westwood Planning Board, Zoning Board of Appeals, and/or Conservation Commission, pursuant to applicable bylaws, rules and regulations, are submitted for any proposed construction, exterior alteration, or alteration to parking, circulation and/or landscaping, and that all necessary approvals are obtained prior to disposition.

The town will consider proposals to purchase or lease each of the Disposition Properties. The minimum purchase price and minimum lease terms for each parcel are:

- Parcel 1:** Minimum purchase price - \$600,000.
Minimum lease price - \$5,000 per month for a minimum of 60 months.
- Parcel 2:** Minimum purchase price - \$750,000.
Minimum lease price - \$6,250 per month for a minimum of 60 months.
- Parcel 3:** Minimum purchase price - \$1,200,000.
Minimum lease price - \$10,000 per month for a minimum of 60 months.
- Parcel 4:** Minimum purchase price - \$25,000.
Minimum lease price - \$250 per month for a minimum of 60 months.

Proposals to lease or purchase and develop any or all of the Disposition Properties must be received by the Town Administrator, Town of Westwood, Town Hall, 580 High Street, Westwood, MA 02090, no later than 11:00 am on Monday, June 20, 2016. Proposals must be clearly marked "Islington Center Redevelopment Proposal."



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1.3 Definition of Terms

For purposes of this document the following definitions will be used:

- Board means the Board of Selectmen
- Task Force means the Islington Center Task Force
- The terms bid, bids, proposal, and proposals may be used interchangeably
- The terms bidder, proposer, proponent, and developer may be used interchangeably
- The term Disposition Agreement means Lease Agreement or Purchase and Sales Agreement, as applicable
- The term Disposition Property means any one or combination of more than one of the four properties specified in Section 1.2 and further described in Section 2.1, and Disposition Properties, property, or properties may be used interchangeably

1.4 Eligibility

Each eligible bidder shall consist of a single legally constituted Development Entity that will be fully responsible for the purchase or lease and subsequent redevelopment and management of the Disposition Properties as described above and under the terms of the Disposition Agreement. Development Entities may be associated with other Principal or Controlling Entities. Eligible bidders and their proposals must meet threshold criteria, which are described in SECTION 5 of this RFP. Subsequent to the disposition, each Proponent will be responsible for any subleases or condominiums that may be created, subject to the terms and conditions of the Disposition Agreement with the Town.

Other entities may participate as prospective investors, guarantors, financiers or tenants through agreement with an eligible bidder. Participating entities are not required to have exclusive arrangements with any Development Entity, and may be included in multiple submissions.



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2. PROPERTY DESCRIPTION

2.1 Parcel 1 – Municipal Parking Lot

1. Location and Assessor's Information: Parcel 1, known as the Municipal Parking Lot, is located at 277-283 Washington Street, and shown on Assessor's Plat 23 as Lot 163.
2. Lot Area and Building Area: Parcel 1 contains an approximate land area of 29,947 sq. ft. and contains no building.
3. Street Frontage: Parcel 1 has street frontage of approximately 220 feet along Washington Street.
4. Utilities: Parcel 1 has no active utility connections.
5. Parking: Parcel 1 contains 32 parking spaces which serve various commercial uses within 400 feet of the parcel boundaries. If a development proposal calls for the elimination of some or all of these existing parking spaces, said proposal must compensate for all parking spaces which are determined by the Board to be essential to nearby uses.
6. Easements: Parcel 1 is subject to any and all easements of record.
7. Historic Covenants or Restrictions: None.
8. Building and Site Conditions: Parcel 1 is offered in an "as is" condition. The Town makes no representation on the environmental condition of the property. Assessment of existing conditions and any associated inspections, permits, approvals and remediation that may be required to provide for adaptive reuse will be the responsibility of the bidder.

2.2 Parcel 2 – Wentworth Hall

1. Location and Assessor's Information: Parcel 2, known as Wentworth Hall, is located at 280 Washington Street, and shown on Assessor's Plat 23 as Lot 188.
2. Lot Area and Building Area: Parcel 2 contains an approximate land area of 19,298 sq. ft. and a single-story building with a net usable floor area of approximately 1962 sq. ft. This building is currently home to the Islington Branch Library, a valued asset to the Islington community. If a development proposal calls for the reuse or redevelopment of Parcel 2, said proposal must include provisions for equivalent community space either within the project area or in an off-site location in a manner acceptable to the Board.
3. Street Frontage: Parcel 2 has street frontage of approximately 106 feet along Washington Street.
4. Utilities: Parcel 2 has electricity, Cable TV/internet access, water and sewer to the building.



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5. Parking: Parcel 2 contains 29 parking spaces which are jointly used by tenants, customers and employees of Parcel 2, Parcel 3 and the adjacent property known as 266-278 Washington Street. If a development proposal calls for the elimination of some or all of these existing parking spaces, said proposal must compensate for all parking spaces which are determined by the Board to be essential to nearby uses.
6. Easements: Parcel 2 is subject to any and all easements of record.
7. Historic Covenants or Restrictions: Historic covenants or restrictions for the preservation of the exterior of Wentworth Hall will be negotiated with the successful bidder. The intent is that these covenants or restrictions will prohibit the demolition of the building, and will require the historic renovation, preservation, and maintenance of the exterior of the building, whether on Parcel 2 or on such other property as deemed suitable by the Board.
8. Building and Site Conditions: Parcel 2 is offered in an “as is” condition. The Town makes no representation on the environmental condition of the property. Assessment of existing conditions and any associated inspections, permits, approvals and remediation that may be required to provide for adaptive reuse will be the responsibility of the bidder.

2.3 Parcel 3 – Islington Community Center

1. Location and Assessor’s Information: Parcel 3, known as the Islington Community Center, is located at 288 Washington Street, and shown on Assessor’s Plat 23 as Lot 189.
2. Lot Area and Building Area: Parcel 3 contains an approximate land area of 12,308 sq. ft. and a multi-story building with an aggregate net usable floor area of approximately 11,031 sq. ft. This building is currently home to Westwood Youth & Family Services and MMO Nursery School, and frequently used for program and meeting space by the Westwood Recreation Department. If a development proposal calls for the reuse or redevelopment of Parcel 3, said proposal must include provisions for equivalent community space either within the project area or in an off-site location in a manner acceptable to the Board. In addition, if the proposed reuse or redevelopment would result in the displacement of the MMO Nursery School, developers are encouraged to facilitate the relocation of this important community asset.
3. Street Frontage: Parcel 3 has street frontage of approximately 240 feet along Washington and East Streets.
4. Utilities: Parcel 3 has electricity, Cable TV/internet access, water and sewer to the building.
5. Parking: Parcel 3 contains no parking spaces.
6. Easements: Parcel 3 is subject to any and all easements of record.
7. Historic Covenants or Restrictions: None.



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8. Building and Site Conditions: Parcel 3 is offered in an “as is” condition. The Town makes no representation on the environmental condition of the property. Assessment of existing conditions and any associated inspections, permits, approvals and remediation that may be required to provide for adaptive reuse will be the responsibility of the bidder.

2.4 Parcel 4 – East Street Parcel

1. Location and Assessor’s Information: Parcel 4, known as the East Street Parcel, is located adjacent to 288 Washington Street, and 461, 467 and 471 East Street, and is a portion of the parcel shown on Assessor’s Plat 23 as Lot 190.
2. Lot Area and Building Area: Parcel 4 contains an approximate land area of 3,200 sq. ft. and contains no building.
3. Street Frontage: Parcel 4 has street frontage of approximately 80 feet along East Street.
4. Utilities: Parcel 4 has no active utility connections.
5. Parking: Parcel 4 contains no parking spaces.
6. Easements: Parcel 4 is subject to any and all easements of record.
7. Historic Covenants or Restrictions: None.
8. Building and Site Conditions: Parcel 4 is offered in an “as is” condition. The Town makes no representation on the environmental condition of the property. Assessment of existing conditions and any associated inspections, permits, approvals and remediation that may be required to provide for adaptive reuse will be the responsibility of the bidder.

2.5 Zoning

1. Applicable Zoning: All four Disposition Properties are located within the Local Business B (LBB) Zoning District, and within Flexible Multiple Use Overlay District 6 (FMUOD6).
2. FMUOD6 Requirements: Redevelopment proposals must meet all of the following FMUOD6 zoning requirements as detailed below, unless specific requirements are waived by the Planning Board pursuant to a FMUOD Special Permit.

Permitted Uses	Zoning Bylaw Sections 9.5.8.1, 9.5.8.7, and 9.5.8.9
Minimum Project Area	1 acre
Minimum Lot Area	4000 square feet
Maximum Building Height	36 feet
Maximum Floor Area Ratio (FAR)	1.0
Minimum Residential Buffer	20 feet



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2.6 Required Municipal Approvals

Depending on the proposed use of the Disposition Properties, some or all of the following approvals by various agencies of the Town may be required for the development and use of the property:

- Planning Board – Special permit and/or Site Plan approval
- Zoning Board of Appeals – Variances and/or Special Permits
- Conservation Commission – Wetlands and/or Stormwater Management Approvals
- Board of Health – Hazardous Materials, Food Sales and/or Service
- Board of Selectmen – Licenses
- Westwood Historical Commission – Review and Comment (but not approval)

2.7 Site Visit, Requirements Discussion and Questions

1. **Site Visit:** A Site Visit to view each of the four Disposition Properties and a walk-through of the buildings on Parcel 2 and Parcel 3 is scheduled for **Wednesday, May 18, 2016 beginning at 11:00 am** in the Municipal Parking Lot at 277-283 Washington Street, Westwood, MA. Please register for the walk-through no later than Tuesday May 17, 2016 with Nora Loughnane, Director of Community and Economic Development, at nloughnane@townhall.westwood.ma.us, 781-251-2595.
2. **Requirements Discussion:** A Requirements Discussion is scheduled for at **Wednesday, May 18, 2016 beginning at 12:00 noon** in the Islington Community Center Sanctuary, on the upper level of the Islington Community Center Building, 288 Washington Street, Westwood, MA.
3. **Questions:** Questions may be addressed in writing (email is sufficient) to procurement@townhall.westwood.ma.us. Responses to all questions will be shared with all known potential bidders and will be posted publicly.

2.8 Additional Information Resources

Relevant documentation to support this RFP can be found at: www.townhall.westwood.ma.us. Under the Town Administration tab at the top of the page, the Procurement tab is on the left.

Documentation includes but is not limited to:

- RFP documentation
- Assessor's parcel cards
- Westwood Zoning Bylaw
- Maps of Parcels 1, 2, 3 and 4.



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3. PROPOSAL AND DEVELOPMENT CONDITIONS AND CONSIDERATIONS

3.1 Minimum Requirements for Renovation and Reuse /or Redevelopment

All proposals for renovation and reuse, or redevelopment of Parcel 1, Parcel 2, Parcel 3 and/or Parcel 4 must be responsive to the Town's objectives as expressed in this RFP.

3.2 Shared Parking and Access

Proposals may include provisions for shared parking and or access among parcels subject to this RFP and/or adjacent or nearby parcels. Proposals altering or eliminating existing parking spaces used in association with off-site properties must include suitable provisions for the provision of replacement parking spaces unless said replacement parking spaces are determined by the Planning Board to be no longer needed. Under some reuse or redevelopment scenarios, there may be a need to provide for new shared parking or access or use agreements with others. Bidders should assume that appropriate provisions would be acceptable if approved by the Planning Board.

In order for the Town to evaluate proposals, all bidders must provide the following information:

- Calculation of parking demand based on Town zoning standards.
- Number of spaces that may be required for the development, if greater or less than zoning.
- Proposal for location of parking.
- Number of spaces that may be shared among uses, and related conditions.
- Number of spaces that cannot be provided as-of-right, if the total required spaces exceeds the maximum assumption.
- Method proposed for accomplishing Town approval of additional parking spaces if it exceeds as-of-right standards, taking into account the relief provisions relative to zoning or the potential for zoning amendments.
- The actual site layout, provision for sharing parking, and access agreements and related and necessary Town approvals will be the subject of negotiation and Town processes.

3.3 Renovation and Reuse or Redevelopment Schedule

Proposers should assume that the process of negotiation leading to finalization of Town Meeting proposals for disposition and other project-related actions that may be required may extend beyond the anticipated November 2016 Town Meeting. Scheduling for the May 2017 Town Meeting may be considered for this and other actions. However, the goal is to request approval at the November 2016 Town Meeting.



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3.4 Proposal Fees and Deposits

The following fees and deposits are required for all proposals:

Fee/Deposit Required	Amount Due	Refund Terms
Submission of bid in response to this RFP	<p>Sale or Lease of one parcel - \$25,000</p> <p>Sale or Lease of between two and four parcels - \$50,000</p>	Full amount will be refunded for bidders who have not met the technical requirements following the review of proposals. Bidders who meet the technical requirements but are not selected as a Designated Developer, will receive a full refund upon execution of a binding Letter of Intent with each Designated Developer. Each Designated Developer will receive a credit toward the payment of the amount due with the Letter of Intent.
Signing of Letter of Intent with Designated Developer(s)	10% of the total purchase price if sale proposal, or an amount equal to 12 lease payments if lease proposal.	Full amount will be refunded upon closing of purchase or effective date of lease, or if the Town is not able to deliver the property under the terms of the proposed Disposition Agreement due to lack of Town Meeting approvals.

3.5 Proposal Restrictions

This Request for Proposals is subject to the specific restrictions stated below:

1. Demonstration of Financial Capacity – Bidders must demonstrate the financial capacity to renovate and reuse, or redevelop, and to maintain and operate the premises for the term of the agreement without any operating or ongoing subsidy or expense to the Town.
2. Parking Compensation – If a development proposal calls for the elimination of some or all of the existing parking spaces on Parcel 2, said proposal must compensate for all parking spaces which are determined by the Board to be essential to nearby uses.
3. Community Space Compensation – Parcels 2 and 3 contain buildings which are used for multiple public purposes, including the Islington Branch Library (Parcel 2) and Westwood Youth & Family Services and Westwood Recreation programs (Parcel 3). If a development proposal calls for the reuse or redevelopment of either Parcel 2 or Parcel 3, said proposal must include provisions for equivalent community space either within the project area or in an off-site location in a manner acceptable to the Board.
4. Restriction on Demolition—The structure on Parcel 2 may be NOT be demolished, but may be relocated to an approved site and in a manner acceptable to the Board.
5. Conformance with Applicable Massachusetts Regulations – Proposals must have no apparent inconsistency with any applicable Massachusetts regulations and standards that would make the project infeasible. These regulations and standards include, but are not limited to



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wastewater and storm water regulations, wetlands and waterways, building codes, and accessibility.

6. Completeness of Application – The application must meet all submission requirements in Section 4. Proposal Submission Requirements, including the completion of all forms.

3.6 Contract Terms and Conditions

This Request for Proposals is subject to the specific conditions, terms and limitations stated below that will be incorporated and expanded upon in the Letter of Intent and the Disposition Agreement. Counsel for the Town of Westwood and the Designated Developer(s) will need to agree to these terms in substantially the same form as written below. Any questions or problems with these terms should be raised through written questions submitted to the Town of Westwood.

1. The selection of a Designated Developer will depend on satisfying the documentation and review requirements described in this RFP and will be subject to the evaluation criteria described in Section 5.1.
2. The Town of Westwood makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFP. The RFP is considered to consist of this document and all attachments and supplements. Reports from independent professionals on the building structure, environmental assessment and other matters are available as described in this RFP. The RFP may have errors or omissions. There may be changes to, additional, and different interpretations of applicable laws and regulations referred to in the RFP.
3. The Town of Westwood shall not pay any costs or losses incurred by any bidder at any time including the cost of responding to the RFP and the cost of applying for any required permits or approvals.
4. This RFP does not represent any obligation or agreement whatsoever on the part of the Town of Westwood.
5. The Town of Westwood reserves the right to waive any informality or nonconformity with the submission requirements if it is deemed in the best interest of the Town.
6. The Town of Westwood reserves the right, in its sole discretion, to determine the completeness or compliance of any proposals, the eligibility or qualification of any applicant, to reject at any time any or all proposals, to withdraw the RFP, and to negotiate with one or more bidders.
7. Selection of a bidder's proposal will not create any rights on the bidder's part, including, without limitation, rights of enforcement, equity or reimbursement, until all related documents are fully executed and approved by the Town of Westwood.
8. Properties are to be conveyed in "as is" condition. The Town of Westwood makes no representation as to the fitness of the Disposition Property for any proposed use, the suitability of the property for any particular purpose, or as to the ability of bidders to obtain any necessary permits or approvals relating to the property. Prospective developers should undertake their own review and analyses concerning physical conditions, environmental conditions, applicable zoning, required permits and approvals, reuse potentials, and other



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development, ownership and legal considerations. The Designated Developer will be responsible for obtaining all applicable permits and approvals other than those that the Town is itself responsible for obtaining through its Town Meeting to authorize the disposition, by long-term lease or sale, or other matters.

9. Disposal of the property is subject to approval by Westwood's Town Meeting. The Town intends to work with the Designated Developer(s) to coordinate all Town Meeting-related approvals into a single presentation for one Town Meeting. This proposal will include approval of the sale or long-term lease, any necessary zoning changes or any other action requiring Town Meeting approval.
10. It is assumed that the Designated Developer(s) will undertake further due diligence as they may determine is necessary after designation and prior to completing the Disposition Agreement and its submittal to the Board for approval.
11. It is the Designated Developer's responsibility to determine and verify all title information pertaining to the Disposition Property. The Town of Westwood will deliver the property with a good and clear marketable title.
12. The Town of Westwood will complete a survey of the property prior to submitting the proposal for Town Meeting approval, in accordance with the terms of the negotiated Disposition Agreement.
13. The Town of Westwood may extend the date of the closing at the Designated Developer's request upon terms and conditions to be set by the Board. All approvals, permits, financial closing, and other requirements must be completed prior to closing on a deed or execution of the lease.
14. Rights, Remedies and Procedures in the event of a breach by the Designated Developer will be incorporated in the Disposition Agreement.
15. The proposed project shall conform to, and be subject to, the provisions of all other applicable laws, regulations, and by-laws of Federal, State and Town authorities having jurisdiction as amended from time to time.
16. No transaction will be consummated if any principal of the Designated Developer is in arrears or in default upon any debt, lease, contract or obligation to the Town of Westwood, including without limitation, real estate taxes and any other municipal liens or charges. The Town of Westwood reserves the right not to review any proposal by any such applicant.
17. Contract terms will also include provisions for access to the property, liability and hazard insurance requirements, buyer default provisions, and other potential terms and conditions as mutually agreed upon. Whether the Disposition Agreement calls for the purchase or lease of the property, the bidder will be required to purchase and maintain insurance in an amount sufficient, as determined by the Board, to allow for the complete restoration of the property in the event of a fire or catastrophe.
18. At the closing of the conveyance of the property the Designated Developer may be required to provide payment and performance bonds, naming the Town of Westwood as dual obligee, in the full amount of the cost of construction of all buildings, structures and site improvements.



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4. SUBMISSION REQUIREMENTS

4.1 Responsiveness to RFP

The Town of Westwood is interested in receiving proposals that satisfy the Evaluation Criteria and other requirements set forth in this Request for Proposals from any eligible entity that is capable of redeveloping and adaptively reusing the property. Proposals not providing evidence of ALL of the following items will be considered non-responsive and shall not be given further consideration.

4.2 Submission Enclosures

A checklist of submission requirements is provided as Attachment 1.

The proposal must include a completed Proposal Cover Sheet in the form included in this RFP as Attachment 2.

The submission must include executed:

- Proposal Cover Sheet (see Attachment 2)
- Bid Form PURCHASE (see Attachment 3) *or*
- Bid Form LEASE (Attachment 4)
- Disclosure Statement Concerning Beneficial Interests – M.G.L. c.7, 40J (Attachment 5)
- Certificate of Non-Collusion Form (Attachment 6)
- Certification of Tax Compliance Form – M.G.L. c. 62C, 49A (Attachment 7)
- Bid Deposit

4.3 Developers

The proposal must include a description of the Development Entity and its associated team including the individuals and organizations to be involved in the development, and their experience. The development team may include, without limitation, a development manager, operator, architect, historic preservation consultant, contractor, engineers, consultants, lenders and investors. The development team may also include tenants, sub-tenants or other end users.

4.4 Development Concept

The proposal must include a description of the development concept for the property or properties and improvements, including but not limited to:

1. Proposed uses for each Disposition Property and projected total square footage by use.
2. Identification of parking requirements and other needs as described within Section 3.3. Bidders must show in their proposals the location of any additional parking spaces proposed either on site, or in another location to serve all proposed uses.
3. Improvements and Related Proposal Assumptions of this RFP.
4. Historic Preservation components, where applicable, including description of how the proposed reuse will comply with historic preservation goals and any requirements, including: Methods for achieving proposed changes or enhancements that will fully comply with the historic deed restrictions on the exterior of Wentworth Hall.



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4.5 Description of Benefits and Possible Impacts

The proposal must include a description of the benefits and possible impacts of the project to the surrounding area and to the Town of Westwood including, without limitation, discussion of:

1. Town services that may be required with the new development.
2. A description of any community impacts associated with the development including both social and fiscal impacts.
3. Any other local benefits associated with the proposed development.
4. Analysis of the ways in which the proposal satisfies the evaluation criteria in Section 5.1 of this RFP.

4.6 Conceptual Design Drawings

The proposal must include a scaled site plan (1" = 40' or larger) that describes the limits of the proposed development, identifies all proposed uses, and shows conceptual landscaping, site improvements, parking layout, access, and numbers of parking spaces.

The proposal must also include scaled architectural drawings (1/4" = 1' or larger) and floor plans for each proposed new building and for any proposed alteration to an existing building. Floor plans must clearly indicate the extent and location of renovations or new construction associated with each proposed use.

For proposals which include new buildings or exterior alterations to existing buildings, the proposal must include at least two (2) perspective drawings or computer-generated 3D renderings to convey the proposed location, character, and exterior appearance of buildings and site improvements in the context of adjacent properties.

All plans and drawings shall be submitted in both pdf and printed formats. Printed plans and drawings shall be submitted on 24" x 36" sheets.

4.7 Implementation and Project Timetable

The proposal must include a description of how the development concept will be implemented, including but not limited to:

1. Development schedule for all elements of the plan, including key milestones and projected completion/occupancy timeframes.
2. Outline of required land use, environmental, operational and other governmental or regulatory approvals, including land use, zoning, development and environmental permits. The bidder should provide an estimated schedule for securing approvals as part of the proposal.



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3. Proposed schedule for securing approvals for financial commitment.

4.8 Financial Proposal and Business Terms

The proposal must include a description of the proposed purchase price and purchase terms or lease amount and terms. It should also include a description of all key business terms proposed.

The proposal must include a statement of the proposed method of financing for both construction and permanent loans, if applicable.

The proposal must include a statement of costs for a proposed lease.

The proposal must include evidence of the financial status of the bidder, demonstrating the financial strength to carry out the proposed development.

4.9 Deposit

A minimum deposit is required in the amount of \$25,000, for a sale or lease of one of the Disposition Properties, and in the amount of \$50,000 for a sale or lease of two, three or four of the Disposition Properties. Deposits will be returned to the non-selected bidder(s) at the time of the execution of a binding agreement with the Designated Developer as set forth in Section 3.4.

4.10 Additional Items

Any responder may supplement its proposal with exhibits or attachments. The Town of Westwood may ask for additional information or refinements for any application submitted to assist in its evaluation.



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5. EVALUATION CRITERIA AND PROCESS

5.1 Evaluation Criteria

Evaluation criteria are divided into two types: Threshold criteria (described in Section 5.1.1) and Comparative Evaluation criteria (described in Section 5.1.2). Threshold criteria must be met by the proposal. A proposal that fails to meet all threshold criteria will be deemed nonresponsive and rejected.

5.1.1 Threshold Criteria:

The following criteria, which evaluation responsiveness and responsibility, must be met by any proposal:

1. Demonstration of Financial Capacity – Bidders must demonstrate the financial capacity to renovate and reuse, or redevelop, and to maintain and operate the premises for the term of the agreement without any operating or ongoing subsidy or expense to the Town. This will include but not be limited to the financial capacity of the developer to make purchase or lease payments, initial capital improvements, taxes, insurance, utilities, maintenance and capital replacement reserves, common charges for shared parking, site maintenance any other cost that would be otherwise be the Town's responsibility.
2. Parking Compensation – Parcel 1 contains 32 parking spaces which serve various commercial uses within 400 feet of the parcel boundaries. If a development proposal calls for the elimination of some or all of these existing parking spaces, said proposal must compensate for all parking spaces which are determined by the Board to be essential to nearby uses.
3. Community Space Compensation – Parcels 2 and 3 contain buildings which are used for multiple public purposes, including the Islington Branch Library (Parcel 2) and Westwood Youth & Family Services and Westwood Recreation programs (Parcel 3). If a development proposal calls for the reuse or redevelopment of either Parcel 2 or Parcel 3, said proposal must include provisions for equivalent community space either within the project area or in an off-site location in a manner acceptable to the Board.
4. Restriction on Demolition – The structure on Parcel 2 may be NOT be demolished, but may be relocated to a site and in a manner acceptable to the Board. The exterior renovation or relocation and redevelopment of this structure must comply with appropriate standards for the treatment of historic exteriors.
5. Conformance with Applicable Massachusetts Regulations – Proposals must have no apparent inconsistency with any applicable Massachusetts regulations and standards that would make the project infeasible. These regulations and standards include, but are not limited to wastewater and storm water regulations, wetlands and waterways, building codes, and accessibility.



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6. Completeness of Application – The application must meet all submission requirements in Section 4. Proposal Submission Requirements, including the completion of all forms.

5.1.2 Comparative Evaluation Criteria:

A compliance rating will be determined by the Town for each criterion according to the information below as these criteria may be further refined by the Board.

1. Aesthetic Integrity of Islington Center
 - Impact on surrounding commercial, residential and municipal uses
 - Architectural and Landscape compatibility
 - Potential to enhance vibrancy of business center
2. Community Services and Facilities
 - Proposed community benefits
 - Impact on municipal services and activities, including those provided by the Westwood Public Library, Westwood Recreation Department, and Westwood Youth & Family Services Department
 - Impact on MMO Nursery School
3. Traffic, Circulation and Parking
 - Vehicular impacts of proposed redevelopment
 - Pedestrian and Bicycle impacts of proposed redevelopment
 - Sufficiency of parking for existing and proposed uses
4. Economic Considerations
 - Purchase or lease price
 - Anticipated tax revenue
 - Anticipated costs of public services
5. Heritage and Character
 - Historic preservation of Wentworth Hall exterior
 - Historic preservation of other buildings or structures
6. Risk and Town Management Impact
 - Financial sustainability
 - Furtherance of Affordable Housing Goals
 - Comprehensiveness
 - Demonstration of relevant experience

5.2 Selection and Designation Process

5.2.1 Review of Proposals:

The Task Force will review all proposals and, based on the evaluation criteria, will select a bidder(s) to recommend to the Board. The Board will interview the bidder(s) and may



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designate one or more top ranked bidders with whom to negotiate a Disposition Agreement. The steps anticipated in the review of proposals are as follows:

- **Initial Compliance and Comparative Review** – The Task Force will undertake an initial compliance review according to the threshold and comparative evaluation criteria, using professional assistance as may be appropriate. An initial evaluation will be prepared for all proposals. Responsive proposals are defined as those who have completed the Proposal Submission Requirements and which have met the Threshold criteria in this RFP. During this technical review, the Task Force may require supplemental information or responses to questions.
- **Price** – In the event that Price becomes a determining factor, the Task Force will evaluate the potential financial benefit to the Town in the near and long terms for all proposals, whether they be for purchase or lease.
- **Shortlist** – The Task Force will develop a shortlist of bidders who meet the threshold evaluation criteria and who in the opinion of the Task Force best meet the comparative criteria. The shortlist will be invited for interviews by the Task Force. Shortlist bidders will be required to provide PowerPoint presentations and to submit site plans and architectural drawings on 36” x 48” boards.
- **Recommendation** – Following the interviews the Task Force will make a recommendation to the Board of one or more recommended developers for the Board’s interview and consideration.
- **Decision** – Following receipt of the Task Force recommendation, the Board may elect to interview and consider the recommended developers. The Board reserves the right to also interview and consider any other developers whose proposals are deemed by the Board to meet the threshold criteria in Section 5.1.1.

5.2.2 Developer Designation

Following the interview(s) by the Board and consideration of any additional responses or information that the Board may request, the Board may select one or more Designated Developers for the property with whom to negotiate a Disposition Agreement.

5.2.3 Negotiation and Agreements

The following process will be used once one or more Designated Developers are selected:

- **Letter of Intent** – A Letter of Intent will be signed within thirty (30) days of the notice of selection of the Designated Developer(s). This will be a simple document reflecting price and terms of the deal.
- **Disposition Agreement** – This document will be signed within sixty (60) days of the notice of selection, after the Designated Developer(s) and the negotiation committee (made up of the Town Administrator, Town Counsel, and the Director of Community



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and Economic Development) negotiate the terms of the Disposition Agreement, in accordance with the RFP, and subject to Board approval. The document will provide that the Board will, in conjunction with the Designated Developer(s), sign all of the necessary permit applications. The Disposition Agreement will set forth all of the parties' obligations prior to and following the conveyance of the land or effective date of the lease.

This process will be similarly employed with one or more second-ranked bidders if negotiations with the initial Designated Developer(s) do not succeed.

5.2.4 Town Approvals

Town Meeting will need to approve the disposition of the land. Town Meeting will also be required to approve any zoning changes. It is the intent of the Town to present one set of articles to Town Meeting for its approval. Further town approvals may be required as detailed elsewhere in the RFP.



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6. SCHEDULE

6.1 Deadline and Form for Submission of Bid

To comply with this RFP, ten complete paper copies (one un-bound for ease of future copying) and one electronic copy the proposal must be received by the Town of Westwood at the following address on or before **Monday, June 20, 2016 at 11:00 am** to:

Town of Westwood
Procurement Department
Westwood Town Hall
580 High Street,
Westwood MA 02090

Proposals must be submitted in a sealed envelope with the title ‘RFP # ECON-16-R-003, Proposal for the Redevelopment of Property in Islington Center, Westwood MA.’ The bidder’s name and return address must be included on the envelope.

All proposals will be reviewed by the Task Force prior to recommendation to the Board. The Board reserves the right to reject or negotiate any /all proposals if it is deemed to be in the best interest of the Town, and to negotiate any and all provisions of the proposal.

The Designated Developer(s) will have sixty (60) days from notice of selection to enter into a mutually satisfactory Disposition Agreement with the Town of Westwood.

6.2 Site Visit

A site visit will be held on **Wednesday, May 18, 2016, at 11:00 am**. Arrangements may also be made if requested for additional times and dates until one week prior to the submittal deadline at the convenience and availability of the Town. Contact Nora Loughnane, Community and Economic Development Director at nloughnane@townhall.westwood.ma.us.

6.3 Questions and Responses

Responders may ask questions at the Requirements Discussion to be held on **Wednesday, May 18, 2016, at 12:00 noon** in the Islington Community Center Sanctuary, on the upper level of the Islington Community Center Building, 288 Washington Street, Westwood, MA. Responders may also submit questions in writing or by e-mail no later than Monday, May 23, 2016 at 3:00 PM. Answers to questions will be provided in writing to all respondents. Written responses will be provided no later than 1 week prior to the bid submission date. Questions may be emailed to procurement@townhall.westwood.ma.us or mailed to Town of Westwood, Procurement Department, 580 High Street, Westwood MA 02090.

6.4 Addenda

If the Town of Westwood changes the information or requirements in this RFP, the changes will be made available on the Town’s website. It is the obligation of the bidder to consult the Town’s



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website concerning Addenda. All respondents will be required to acknowledge receipt of any Addenda.

6.5 Interviews

The review period for submittals is anticipated to require approximately two weeks. Interviews are anticipated to occur within one month of submittal. This schedule may vary, according to the number and type of proposals received, and the time required to provide for questions, responses and receipt and review of supplementary information that may be requested.

6.6 Designation

Selection of one or more Designated Developers is anticipated within one month of the completion of interviews.



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7. TERMS OF THE DISPOSITION AGREEMENT

The terms of the Disposition Agreement (sale or lease) for any one, two, three or four of the Disposition Properties, will be subject to terms and conditions of a standard Lease Agreement or Purchase and Sale Agreement. The Board and Designated Developer will have sixty (60) days from notice of selection to execute the applicable Disposition Agreement. The aforementioned period may be extended by mutual agreement of the parties.

As stated in Section VI above, each bidder shall provide a deposit with the bid. All deposits shall be delivered to Town Counsel to be held in escrow. Once a Designated Developer has been selected, the deposits of all other bidders shall be returned to them, except that the deposits of the top three (3) bidders will be held until the Board receives a binding Letter of Intent from the Designated Developer. Upon the execution of the Disposition Agreement with the Designated Developer, the deposit shall be increased to not less than 10% of the total purchase price if the proposal involves a sale, or for an amount not less than the sum of 12 months of lease payments if the proposal involves a lease. Upon the closing of the purchase or the effective date of the lease, the deposit shall be credited to the sale or lease proceeds or refunded, based upon terms established in the lease or sale agreement.

The purchaser/lessor will be required to provide a Non-Collusion Affidavit and a Certification of Tax Compliance pursuant to M.G.L. Chapter 62C, Section 49A. Copies are included in the Appendix

Upon completion of a Disposition Agreement, the Proponent shall use his/her best efforts to obtain all necessary permits required for the renovation and/or restoration of the proposed project. The Proponent(s) will have ninety (90) days after the execution of the Disposition Agreement, or after the date of final Town Meeting action on warrant articles necessary to implement the proposed plan, whichever date is later, to file for and obtain all necessary permits and approvals for the proposed project, unless such time is extended in writing by mutual agreement of the Board and the Proponent(s).



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ATTACHMENT 1 - SUBMISSION CHECKLIST

REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD

- Proposal Cover Sheet (see Attachment 2)
- Bid Form PURCHASE (see Attachment 3) *or*
- Bid Form LEASE (Attachment 4)
- Disclosure Statement Concerning Beneficial Interests – M.G.L. c.7, 40J (see Attachment 5)
- Certificate of Non-Collusion Form (see Attachment 6)
- Certification of Tax Compliance Form – M.G.L. c. 62C, 49A (see Attachment 7)
- Bid Deposit



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ATTACHMENT 2 - PROPOSAL COVER SHEET

REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD

Attached is a proposal for the purchase OR for the lease and development of the property or properties known as (check all that apply):

- Parcel 1:** Municipal Parking Lot, 277-283 Washington Street, A.P. 23, Lot 163
- Parcel 2:** Wentworth Hall, 280 Washington Street, A.P. 23, Lot 188
- Parcel 3:** Islington Community Center, 288 Washington Street, A.P. 23, Lot 189
- Parcel 4:** East Street Parcel, East Street, A.P. 23, Lot 190

in Westwood, Massachusetts. The undersigned proposes to purchase and develop the property from the Town of Westwood upon the terms and conditions specified in this proposal.

I agree that all expenses related to the preparation of this proposal, including any costs related to any brokerage or third party representation engaged by the Proposer, are at the Proposer's sole expense. I have read, understand, and agree to comply with the terms and conditions set forth in the Town's Request for Proposals #ECON-16-R-003.

I have included ten paper and one electronic copies of the proposal for the Redevelopment of Property in Islington Center, Westwood, MA.

(Signature) _____ (Date) _____

Print Name: _____

Organization: _____

Address: _____

Telephone: _____



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**ATTACHMENT 3 - BID FORM FOR PURCHASE
REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD**

I _____ submit this bid for the purchase of the property or properties known as (check all that apply):

- Parcel 1:** Municipal Parking Lot, 277-283 Washington Street, A.P. 23, Lot 163
- Parcel 2:** Wentworth Hall, 280 Washington Street, A.P. 23, Lot 188
- Parcel 3:** Islington Community Center, 288 Washington Street, A.P. 23, Lot 189
- Parcel 4:** East Street Parcel, East Street, A.P. 23, Lot 190

in Westwood, Massachusetts, in full compliance with the bid document entitled

REQUEST FOR PROPOSAL FOR THE
REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER
TOWN OF WESTWOOD MA

From the Town of Westwood MA for the purchase price of:

\$ _____

Notarized Signature: _____ Date: _____

Printed Name: _____



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ATTACHMENT 4 - BID FORM FOR LEASE

REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD

I _____ submit this bid for the lease of the property or properties known as (check all that apply):

- Parcel 1:** Municipal Parking Lot, 277-283 Washington Street, A.P. 23, Lot 163
- Parcel 2:** Wentworth Hall, 280 Washington Street, A.P. 23, Lot 188
- Parcel 3:** Islington Community Center, 288 Washington Street, A.P. 23, Lot 189
- Parcel 4:** East Street Parcel, East Street, A.P. 23, Lot 190

in Westwood, Massachusetts, in full compliance with the bid document entitled

REQUEST FOR PROPOSAL FOR THE
REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER
TOWN OF WESTWOOD MA

From the Town of Westwood MA for the lease price of:

\$ _____ per month for _____ months.

\$ _____ TOTAL.

Notarized Signature: _____ Date: _____

Printed Name: _____



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**ATTACHMENT 6 - CERTIFICATE OF NON-COLLUSION
REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD**

The undersigned certifies under penalties of perjury that this Statement of Qualifications 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.

Print or Type Name and Title of individual submitting proposal

Signature of individual submitting proposal

Printed Name of individual submitting proposal

Name of Business

Date



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ATTACHMENT 7 - TAX COMPLIANCE CERTIFICATION

REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD

Pursuant to M.G.L. c. 62C, Section 49A, the undersigned hereby certifies under pains and penalties of perjury that, to the best of his or her knowledge, _____ has complied with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting proposal

Printed Name of individual submitting proposal

Name of Business

Federal Tax Identification Number

Date



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ATTACHMENT 8 - DISPOSITION PROPERTY ENVIRONS REDEVELOPMENT OF PROPERTY IN ISLINGTON CENTER, TOWN OF WESTWOOD

