

**TOWN OF PEPPERELL, MASSACHUSETTS**

**REQUEST FOR PROPOSALS**

**DEVELOPMENT ANALYSIS**

The Town of Pepperell is accepting Statements of Qualifications and Technical Proposals from professional providers to perform a Development Analysis on a 12-acre industrial site located in the center of Town, adjacent to both residential areas, and the Town's primary business district.

Specifications are available (preferably electronically) from the Office of the Pepperell Town Administrator, Town Hall, 1 Main St., Pepperell, MA 01463, at 978-433-0333 or bhanson@town.pepperell.ma.us

Five (5) copies the completed Technical Proposal must be submitted to the same office, at or before 2:00 PM, Tuesday, April 28, 2009. This submission shall be enclosed in a sealed envelope, bearing the name and address of the submitting entity, and the phrase "Development Analysis – Technical Proposal."

Additionally, one (1) copy of a financial or fee proposal must be submitted in company with the Technical Proposal, enclosed in its own sealed envelope, bearing the name and address of the submitting entity, and marked "Development Analysis – Fee Proposal."

Submissions received after the indicated date and time will be returned unopened.

All questions regarding this RFP must be submitted in writing to Robert B. Hanson, Town Administrator/Procurement Officer, 1 Main Street, Pepperell, MA 01463 (telephone 978-433-0333, FAX 978-433-0335, e-mail: bhanson@town.pepperell.ma.us), not less than two business days prior to the deadline for submission of proposals.

The Town of Pepperell reserves the right to reject any submission, in whole or in part, in the best interest of the Town.

Robert B. Hanson  
Town Administrator/Procurement Officer

# **TOWN OF PEPPERELL**

## **REQUEST FOR PROPOSALS**

### **Pepperell Paper Mill Development Analysis**

#### **SPECIFICATIONS**

The Town of Pepperell is interested in determining the highest and best reuse of the former Pepperell Paper Mill site, given the constraints and opportunities associated with the property. The purpose of this Request for Proposal (RFP) for the Pepperell Paper Mill Development Analysis is to determine the appropriate types and levels of reuse and/or redevelopment of the site. The reuse/replacement analysis should tie together the mill site, Railroad Square and the Nashua River, while identifying the potential benefits and/or impacts for the community, as well as outlining appropriate mitigation efforts needed to achieve the identified types and levels of development. This analysis should also consider how the reuse and/or redevelopment of the mill site complement the existing and proposed uses in Railroad Square and along the Nashua River.

#### **Scope of Services Pepperell Paper Mill Development Analysis**

##### **1. Community Participation**

- Conduct an initial community meeting to build upon the Visioning Session held by the Mill Site Study Committee on October 25, 2008.
- Respond to the visioning process for the paper mill site and surrounding study area, confirm the community's goals for the project, and seek public input for the development analysis;
- Attend up to five (5) meetings with the Mill Site Study Committee;
- Schedule a public presentation on three development alternatives that address the opportunities and limitations related to the site, and select a preferred concept; and
- Provide a public presentation of the draft final report, the alternatives analysis, the preferred concept and overall recommendations.

#### **Deliverables:**

Public participation meeting, meeting materials, and working paper on project goals and development criteria; public presentation materials; attendance at five (5) Mill Site Study Committee meetings. Also to be included are the alternatives analysis, the preferred concept, the draft final report, and overall recommendations.

##### **2. Existing Conditions, Opportunities and Constraints Analysis**

- Review and synthesize existing plans, studies, and reports available from the town, the Northern Middlesex Council of Governments (NMCOG), and local and regional economic development and environmental organizations (identified in the attachment);
- Meet with the selected consultants for the Marketing Plan to determine how the two contracts will mesh so that this development analysis will benefit from the initial work on the Marketing Plan;

- Conduct a site visit and field reconnaissance within an one-mile radius of the site to include Railroad Square, the surrounding residential neighborhood and the Nashua River;
- Using existing, available data and information supplied by the property owner, and other available sources, develop an existing conditions profile of the paper mill site, including land and existing improvements;
- Assemble available records, including USGS topographic maps, town maps, regional geology reports, and subsurface information from nearby properties, to the extent that such information is readily available, to characterize subsurface conditions at the site;
- Assemble, organize, and synthesize available information about known environmental conditions influencing the site, including, but not limited to, hazardous waste, the extent and boundaries of flood plains and floodways, wetlands, water resource areas, etc.;
- Review existing zoning, including the mill overlay district, as well as other local regulations with which redevelopment of the site would be required to comply;
- Develop an inventory of existing and planned infrastructure and utilities, including, but not limited to, roadways, pedestrian and bicycle facilities, public water and sewer service, electricity, gas, and telecommunications infrastructure;
- Assemble and analyze available traffic data from the town, NMCOG, and other sources as applicable; conduct field observations in the vicinity of the site, including roadway geometrics, lane usage, nature of traffic control and operations, pavement markings, as well as the general nature of parking; note observed deficiencies;
- Prepare GIS opportunities and constraints maps for the site and study area; and
- Prepare discussion paper on existing conditions within the study area, and development opportunities and constraints.

Deliverables:

Discussion paper; GIS map overlays of study area conditions; study area photography.

**3. Development Alternatives**

- Analyze development alternatives for the site, considering the owner's interests and plans, the results of the community participation process, the opportunities and constraints analysis, and market analysis (conducted under separate contract);
- Prepare three alternative development plans for the site and discussion paper for local review, taking into account specific local concerns, such as, but not limited to:
  - i. Access to Nashua River;
  - ii. Traffic and vehicular and pedestrian and access;
  - iii. Open space;
  - iv. Parking;
  - v. Status of site clean-up;
  - vi. Reuse and demolition;
  - vii. Criteria for design and streetscape guidelines (conceptual); and
  - viii. Opportunities to strengthen the site's relationship to Railroad Square, adjacent residential areas and the Nashua River.

Deliverables:

Discussion paper; conceptual plan.

#### **4. Preferred Concept.**

Based upon the feedback and guidance from the Mill Site Study Committee on the Task 2 and Task 3 deliverables and the input from the public, prepare a preferred concept for consideration by the Town in a draft report based upon the data gathered, public input, information from other applicable plans and studies, the initial data analysis from other reports, and the market analysis (based upon information completed to date):

- Preferred concept plan (revised as necessary following Task 3);
- Zoning recommendations;
- Updated data analysis that ties together the Mill Site, Railroad Square and the Nashua river properties;
- Community benefits and impacts analysis;
- Action plan for preferred concept; and
- Potential funding sources
- Next Steps

#### Deliverables:

Draft report and preferred concept plan.

#### **5. Final Report.**

Submit final report, which incorporates comments on the draft document, as well as input from the Mill Site Study Committee. The focus of the Final Report shall be on the preferred concept for the redevelopment of the Mill Site.

#### Deliverables:

Final report (one unbound original, five copies, PDF copy on disk).

Note: List of other studies include the available environmental reports, the "Pepperell Downtown Business District and Mill Site" report by Fine Point Associates, Inc., the Visioning Report by NMCOCG and any initial drafts prepared by Bartram & Cochran as part of the Market Analysis study

## **General Background:**

The subject property is the site of a closed paper mill; it adjoins the Nashua River, and has direct access to two Town streets. The site (approximately 12 acres) has been utilized for industrial activity since the mid-Nineteenth Century. It currently consists of two relatively large, abutting parcels: Parcel A-1 is occupied by a collection of badly deteriorated and/or derelict mill buildings, and Parcel A-2 is occupied by a more modern “Cogeneration Plant,” which is in the process of being dismantled and removed. There is also a small, non-contiguous parking area. The primary area has numerous subterranean tunnels and structures related to prior industrial or commercial uses on the site, but lack of as-built plans leaves them poorly understood. Water, sewer, gas, and electricity are available to the site. The primary zoning of the site is industrial, but there is an applicable mixed-use overlay provision, adopted by the Town in 2006.

## **Additional Submittal Requirements:**

Each copy of the submittal shall contain the following information:

A. Company Profile

Provide a description of the firm indicating the services offered and the firm’s experience with Massachusetts municipalities; indicate the office where this project would be conducted, with a telephone and fax number.

B. Key Personnel

Provide the names of the key personnel who will be assigned to this project. Provide summary resumes of the key personnel, indicating their project role and past experience, which relates to the work to be accomplished under this contract.

C. Project understanding and Technical Approach

Provide a general statement of your understanding of the project to be undertaken, based on previous experience of a similar nature. Include a description of your approach to the project. Indicate the critical issues to be addressed during the course of this contract.

D. References

Please provide the names of at least three (3) references (ideally municipalities) who can best advise the Town regarding your past performance on projects of a similar nature. Provide the name, recently verified phone number and address of these individuals.

E. Fee Proposal:

The fee proposal shall be provided *in a separate sealed envelope* to be opened at a later date, following the review and evaluation of the technical proposals. The Consultant shall indicate a lump sum fee for all work as outlined under the Scope of Services.

F. Additional information or description of resources supporting your firm's qualifications for this project.

G. An approximate schedule for completion of the study.

H. All submittals must include executed copies of the enclosed non-collusion and tax-compliance forms.

### **Comparative Criteria for Selection of Finalists**

The relative merits of each submittal will be evaluated using the following comparative criteria :

1. Firm's experience on similar projects best illustrating current qualifications necessary for this project.
2. Identity, background, experience, and qualifications of the persons and subcontractors who will work on this project.
3. Past performance on public and private projects, preferably in Massachusetts.
4. Current workload with other public and private projects.
5. Geographical location of the Firm with respect to the proposed project.

### **Evaluation of Proposals**

Proposals received will be evaluated based upon the criteria identified above. The proposal which provides the best product for the Town with a thorough and detailed project shall be deemed "most advantageous," and shall be selected.

After the one consultant is selected as the most advantageous, the Town and the consultant will begin negotiations to reach mutual agreement on the detailed scope of services to be provided. The consultant will then be asked to develop a compensation agreement which will be reviewed by the Town and modified as mutually agreed upon.

If, for any reason, an agreement cannot be reached, discussions with the top-ranked firm will be closed, it will be so notified, and the second-ranked firm will be invited to undertake negotiations. This process will continue to the third-ranked firm and beyond, if agreement cannot be reached.

Submissions deemed "non-responsive" for any comparative criteria shall be eliminated from consideration.

**Caveat Regarding the Final Decision:**

All parties are advised that funding for this study has been provided through the Inter-agency Permitting Board of the Massachusetts Office for Business Development, and that entity has reserved the right to intervene in the final selection, and/or to void the entire RFP process.

**STATEMENT OF STATE TAX COMPLIANCE**

Pursuant to Chapter 62C of the Massachusetts General Laws, Section 49A(b), I

\_\_\_\_\_ authorized signatory for \_\_\_\_\_  
(insert name and title) (insert name of contracting party)

whose principal place of business is at \_\_\_\_\_  
(Insert business address)

do hereby certify under the pains and penalties of perjury that \_\_\_\_\_  
(insert name of contracting party)

has complied with all laws of the Commonwealth relating to taxes.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Federal Employer I.D. Number

***CERTIFICATE OF NON-COLLUSION***

The undersigned certifies 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 certificate, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

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(Signature of individual submitting bid or proposal)

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(Name of Business)