

## Loretta Dougherty

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**From:** David Panagore  
**Sent:** Monday, July 25, 2016 1:09 PM  
**To:** Tom Donegan; Raphael Richter; Cheryl Andrews; Robert Anthony; Erik Yingling  
**Cc:** David Gardner; Loretta Dougherty  
**Subject:** Community Center RFQ  
**Attachments:** KP-#560111-v1-Revised\_RFQ\_for\_Disposition\_of\_the\_Community\_center.DOC.doc

Another item for submission this evening. The draft of the first phase of the Community center RFP. The second phase RFP will look a lot like the last RFP , with modifications once we get thru the first phase, assuming you all still concur with the approach.

I am not requesting action on this item this evening, but for me to present and then to ask that we put it on a future agenda for edits and final consideration. As we previously discussed my goal here was to change the way we handle property disposition, that a two phase process may provide a more transparent process and a better result. The first phase pre-qualifies the teams and the second phase is where the price and such takes place. Attached is the phase one RFP, which provides for a streamlined simpler submission in the qualifying round, thus allowing staff to then interact with each qualified team during the second phase determining all the permitting and other factors, so that when the submission is made in phase two it includes a solid price as and a known permitting & development process/plans.

The goal in a two phase process is to remove the mystery, and better position each of the proposal teams for success if they are the one selected, so that viability, permitting and so forth are vetted and resolved before not after the bid opening. By placing the bid opening in phase two we better position each project and the community.

In addition, timing wise as we expect the ULI draft report next month I hope we can include any recommendations that they have.

As I think I mentioned before if we are to only do housing at the old Community Center, then ULI recommends going out as a combined VFW and Community Center, as I am aware there are a number of proposals for mixed use or only business (i.e. a business incubator) , it appears to me the right approach is to go out with the community center on its own, and then it doesn't "sell" as a stand alone then combine it with a VFW RFP for housing.

Also I recommend going out to RFP with one project site at a time.

I look forward to starting our conversation this evening.

**TOWN OF PROVINCETOWN  
Town Manager's Office**

**REQUEST FOR SUBMISSIONS (RFQ):  
PHASE 1 – REQUEST FOR QUALIFICATIONS**

**Sale of Provincetown Community Center**

**1. REQUEST FOR QUALIFICATIONS**

The Town of Provincetown (the “Town”), acting by and through its Board of Selectmen (the “Board”), is offering for sale, through a two-phased selection process and in accordance with Massachusetts General Laws Chapter 30B, a parcel of land, comprising approximately      acres, more or less, located at 46 Bradford Street, Provincetown, MA containing the Provincetown Community Center. This Request for Qualifications (“RFQ”) represents Phase I of the Town’s two-phased process to determine the most advantageous respondent to acquire the Premises. In Phase I, the Town is requesting short concise submissions in order to determine which respondents are eligible to receive, and submit a proposal pursuant to, a Request for Proposals (“RFP”) which the Town will issue in Phase II. The Town will review the qualifications of all respondents submitting timely qualification statements in accordance with the criteria provided herein. Only respondents who meet the minimum aggregate ranking in accordance with the qualification criteria will receive the RFP.

The Town’s purpose for selling the Premises is to restore a vacant property to viable use, reflecting the community’s values and evidencing community benefit. We are seeking development proposals for mixed use projects driving job creation or housing development or both. Each project must clearly identify the community benefit created. All costs and expenses of purchasing and developing the Premises, including without limitation, all costs of permitting and improvements, shall be the sole responsibility of the successful respondent. Any proposed development must conform to the Provincetown Zoning Bylaws.

Each respondent shall in Phase II undertake its own review and analysis (due diligence) concerning the physical and environmental condition of the Premises, applicable zoning and other land use laws, required permits and approvals, and other development, ownership, and legal considerations pertaining to the Premises, and the use of the Premises. All required statutory submission requirements will be deferred to Phase II.

Statements of Qualifications are due at the Office of the Town Manager at Provincetown Town Hall, 260 Commercial Street, Provincetown, Massachusetts 02657 by     :00 a/p.m. EST on     ,     , 2016.

Respondents to this RFQ must submit an earnest money deposit of \$10,000. Deposits will be returned to Respondents that are not responsive or not prequalified in accordance with the terms set forth herein. The Town will hold the deposits until an award of the sale of the building is made during the second phase of this procurement, or in the event the Town cancels the procurement.

After receipt of qualification statements in Phase 1, Town Staff will schedule one or more meetings with respondents who meet the minimum pre-qualification criteria set forth in this RFQ for the purpose of further understanding and refining development proposals. In addition, Town Staff will be available to assist respondents in understanding the permitting requirements for their respective development proposals and for the purpose of exploring options for streamlining permitting.

The Town reserves the right to reject any and all qualification submissions, or to cancel this procurement at any time if it is in the Town's best interest to do so.

## 2. DESCRIPTION OF PREMISES

The Premises consist of the Town-owned property located at 46 Bradford Street, Provincetown, Massachusetts containing approximately \_\_\_\_\_ acres, and shown on Assessor Parcels \_\_\_\_\_ . The current Town operations at the Premises consist of \_\_\_\_\_ .

## 3. SUBMITTAL PROCESS AND SCHEDULE OF EVENTS

Availability of RFQ Packages. The RFQ will be available on the town website at [www.provincetown-ma.gov](http://www.provincetown-ma.gov) as of \_\_\_\_\_, 2016.

Submission Deadline. Sealed Qualification Statements must be received at the Provincetown Town Hall, 260 Commercial Street, Provincetown, Massachusetts 02657, by \_\_\_\_\_ a/p.m. EST on \_\_\_\_\_, 2016. **Late, faxed or e-mailed submissions will not be accepted.** The front page of the submission package must be clearly marked with the words "Town of Provincetown RFQ for Disposition of Community Center."

Opening of Submissions. All submissions shall be opened, and shall become public, by the Town Manager at Provincetown Town Hall, 260 Commercial Street, Provincetown, Massachusetts 02657 at \_\_\_\_\_ a/p.m. EST on \_\_\_\_\_, 2016.

## 4. SUBMISSION REQUIREMENTS

Each respondent shall submit five (5) paper copies of the submission (one of which shall be the original), complete with all supporting materials.

All submissions may not be longer than three pages and shall the following materials in order to qualify:

A. Cover Letter. A letter signed by the respondent, or, if the respondent is an entity, a principal(s) of the respondent who is authorized to submit its RFQ response, including a statement of interest, the identity of the respondent, and name of the potential purchaser of the Premises (if other than respondent), and the name, address and contact information of all interested parties.

B. Qualification Statement. Respondents shall provide qualification statements that demonstrate respondent's relevant experience, financial capacity, familiarity with development in the area and other qualifications the Town will consider for prequalification purposes as set forth below as Minimum Qualification Criteria. Each respondent should include sufficient information to allow a meaningful evaluation of their qualifications related to the acquisition and future development. The Town reserves the right to disqualify any submission or response due to insufficient supporting or explanatory information, or to request additional supporting information. The Town may request additional information of one or more respondents relative to qualifications. Requests shall be in writing with the expectation of a written response within a specified time.

C. Submission Security. Submission security in the form of a certified check or cashier's check payable to the "Town of Provincetown" in the amount of \$10,000.00 must accompany the submission package. The submission security of parties not prequalified will be returned within a reasonable time after the date of an award. Submission packages which fail to include security, or those of responding parties who fail to provide the aforementioned security by the submission deadline, will be rejected as non-responsive. In the event that a prequalified respondent is not selected by the Town during Phase II of the process, the security will be returned within a reasonable time after a purchase and sale agreement is executed with the selected respondent.

## **5. Minimum Qualification Criteria**

The Town will consider proposals for the redevelopment of the Community Center building for the following purposes: mixed use, and or housing with an identified community benefit. Submittals received by the Town will be evaluated for prequalification based on the minimum criteria provided below.

1. Experience by one or more individuals on the development team in developing at least one property similar in size and scope to the Community Center parcel.
2. Demonstrated experience in at least one redevelopment project of a similar scale and use.
3. Suitable evidence that the respondent has the financial ability to accomplish the proposed redevelopment.
4. The identification of a development team including engineers, architects, and builders who are qualified to undertake projects of similar scope and magnitude.
5. A demonstrated ability to complete redevelopment projects in accordance with pre-determined schedules.

After evaluating a submission on the foregoing factors, the evaluators will determine whether the respondent meets the minimum criteria and is thus prequalified and will be eligible to receive the RFP.

## **6. RESERVATIONS BY THE TOWN**

A. This RFQ does not represent any obligation or agreement whatsoever on the part of the Town to sell the Premises described in this RFQ.

B. The Town reserves the right, in its sole discretion, to reject at any time any or all submissions or to withdraw the RFQ. The Town also reserves the right, at any time, to waive

strict compliance with the terms and conditions of this RFQ or to entertain reasonable modifications or additions to selected submissions provided the same are not materially different from the terms set forth herein.

C. The Town makes no representations or warranties, express or implied, as to the accuracy and/or completeness of the information provided in this RFQ. This RFQ (including all attachments and supplements) is made subject to errors, omissions, prior sale, or financing, withdrawal without prior notice, and changes to, additions to, and different interpretations of laws and regulations.

D. Prequalification of a respondent will not create any rights on the respondent's part, including, without limitation, rights of enforcement, equity or reimbursement.

E. All determinations as to the completeness or compliance of any submissions, or as to the qualifications and rankings thereof, will be within the sole discretion of the Town.

**TOWN OF PROVINCETOWN**

**REQUEST FOR SUBMISSIONS (RFQ)**

**Town of Provincetown Disposition of Community Center**

**EXHIBIT A**

**PLAN OF PREMISES**

560111/Prov/0329