



REQUEST FOR PROPOSALS (RFP)
WICKFORD ELEMENTARY SCHOOL
REDEVELOPMENT PROJECT
TOWN OF NORTH KINGSTOWN, RI





TOWN OF NORTH KINGSTOWN, RHODE ISLAND

REQUEST FOR PROPOSALS (RFP)

Issued: **Date**

Sealed proposals are being requested for the sale of publicly owned property, in accordance with all terms and specifications contained herein, and will be received by the Town of North Kingstown, RI until the following deadline:

2:00 PM **DATE**

Submittals must be delivered by mail or hand-delivered in sealed envelopes addressed to the Town of North Kingstown Planning & Development Department, 100 Fairway Drive North Kingstown, RI 02852 c/o Nicole LaFontaine, Director of Planning. The submittals should be marked referencing **"WICKFORD ELEMENTARY SCHOOL REDEVELOPMENT PROJECT PROPOSALS."** Please provide on electronic copy of the submission as well.

**THERE WILL NOT BE A PUBLIC OPENING AND PROPOSALS RECEIVED WILL NOT BE
RELEASED UNTIL **DATE****

It is the proposer's responsibility to see that the proposal is delivered within the time and place prescribed within this RFP. Proposals received prior to the time of opening will be securely kept, unopened. Proposals may be withdrawn from opening by written request (on the letterhead of the proposer and signed by the submitter) which must be received prior to the deadline. Submitted proposals may be modified in the same manner prior to the deadline.

It is the responsibility of the prospective bidders to monitor the town's website for any subsequent bid addendum. No addenda will be issued or posted within forty-eight (48) hours of the bid submission deadline.



TECHNICAL POINT OF CONTACT:

Nicole LaFontaine, Director of Planning and Development
Town of North Kingstown Planning Department
100 Fairway Drive
North Kingstown, RI 02852
(401) 268-1571
nlafontaine@northkingstown.org

GENERAL CONDITIONS AND TERMS:

1. The Town of North Kingstown (Town) reserves the right to access or reject any and all proposals in whole or in part, to waive any technical defects, irregularities, and omissions, and to give consideration to past performance of the proposers where the interests of the Town will be best served.
2. The Town reserves the right to directly negotiate with any entity who submits a proposal in response to this RFP and to award a contract based upon those negotiations alone.
3. The Town may determine proposals to be technically and/or substantially non-responsive at any point in the evaluation process and may remove such proposal from further consideration.
4. All original documents and drawings shall become the property of the Town once submitted.
5. The Town reserves the right to request interviews of developers, discuss all project details, and to select and negotiate a preferred development proposal that is in the best interest of the Town.
6. "Proposal" shall also mean quotation, bid, offer, qualification/experience statement, and services. Proposers shall also mean vendors, offerors, bidders, or any person or firm responding to a Request for Proposals (RFP).
7. All submitters are responsible for insuring that no addendums have been made to the original RFP package or that all addendums have been received and addressed. All bid packages and addendums are located at the Town of North Kingstown Planning & Development Department, the municipal website, and the State of Rhode Island purchasing website.



8. All submitted proposal materials become the property of the Town. A mandatory \$200.00 filing fee is due upon the receipt of the submission. The filing fee must be paid by certified check only, made payable to "Town of North Kingstown", and is non-refundable. The fee defrays the costs incurred in administering the RFP and proposal review process.
9. Proposals arriving after the deadline may be returned, unopened, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the Town.
10. The Town is not responsible for any costs related to the preparation and/or submittal of proposals or any subsequent costs related to presentations or clarification pertaining to this RFP. All costs are to the responsibility of the submitter.
11. There is no official public opening of proposals. To best protect the solicitation and competitive negotiation process, the Town asks that companies refrain from requesting proposal information concerning other respondents until an award has been determined. Proposal materials become public information only after the execution of a purchase and sales or lease agreement.
12. The proposer warrants, by submission of a proposal, that he is not an employee, agent, or servant of the Town of North Kingstown, and that he is fully qualified and capable in all material regards to satisfy the requirements and fulfill the proposal as submitted. Nothing herein shall be construed as creating any contractual relationship or obligation between the Town and the proposer.
13. In accordance with Title 7, Chapter 1.1 ("Business Corporations") of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in this state until it shall have procured a certificate of authority from the Rhode Island Secretary of State.
14. The proposer warrants that he has not, directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of full competitive bidding.
15. The proposer warrants that he has not paid, and agrees not to pay, any bonus, commission, fee or gratuity to any employee or official of the Town of North Kingstown for the purposes of obtaining any contract or award issued by the Town of North Kingstown.



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1. Project Overview:

The Town of North Kingstown, Rhode Island is soliciting proposals for the sale and future development of prime waterfront property described herein. It is the Town's desire to conduct a process to select a development team with a corresponding proposed plan that best serves the economic and community development interests of North Kingstown.

The Town's primary objective is the planned and timely development of this former Wickford Elementary School (WEL) property in a way that maximizes financial benefit to the Town and will serve as an economic anchor to Wickford Village. It is the intent of the Town that the property be developed to realize its highest and best economic potential while properly integrating in a manner that is desirable for the neighborhood and surrounding area . We seek creative proposals that fully complement both the quaint residential village and the active and evolving commercial base in the village center. ***The Town will accept and consider all proposals with or without retention of the school building; however, preference will be made to those proposals that retain the existing structure.***

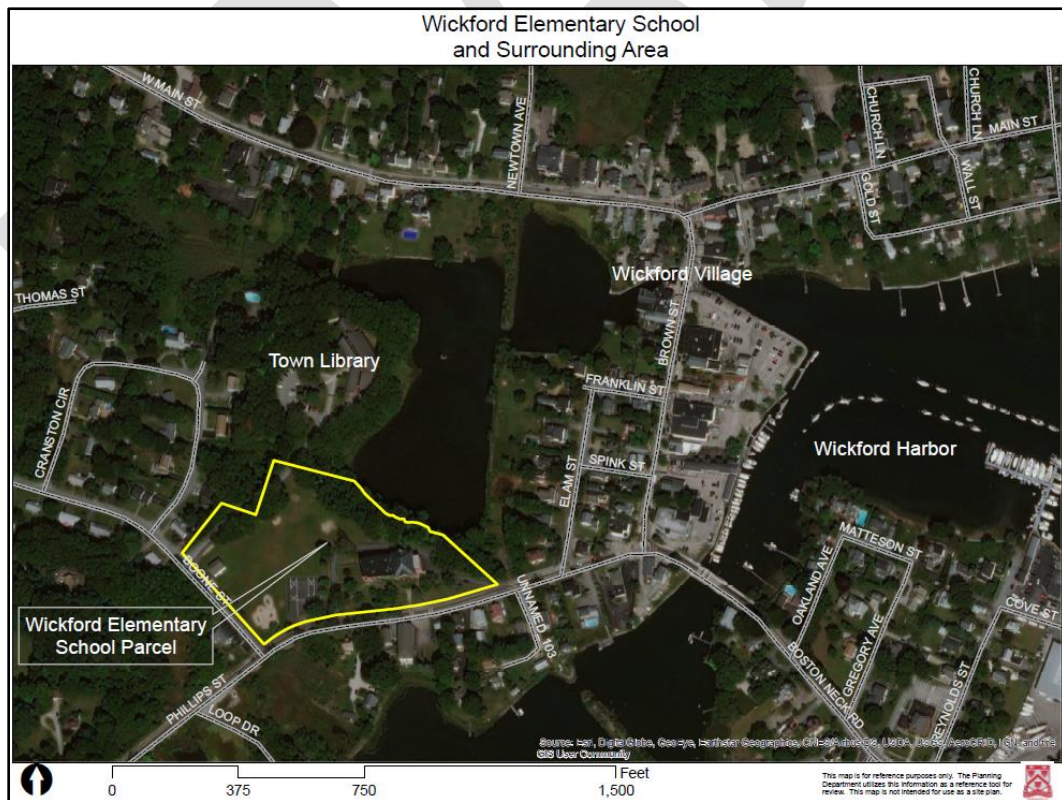
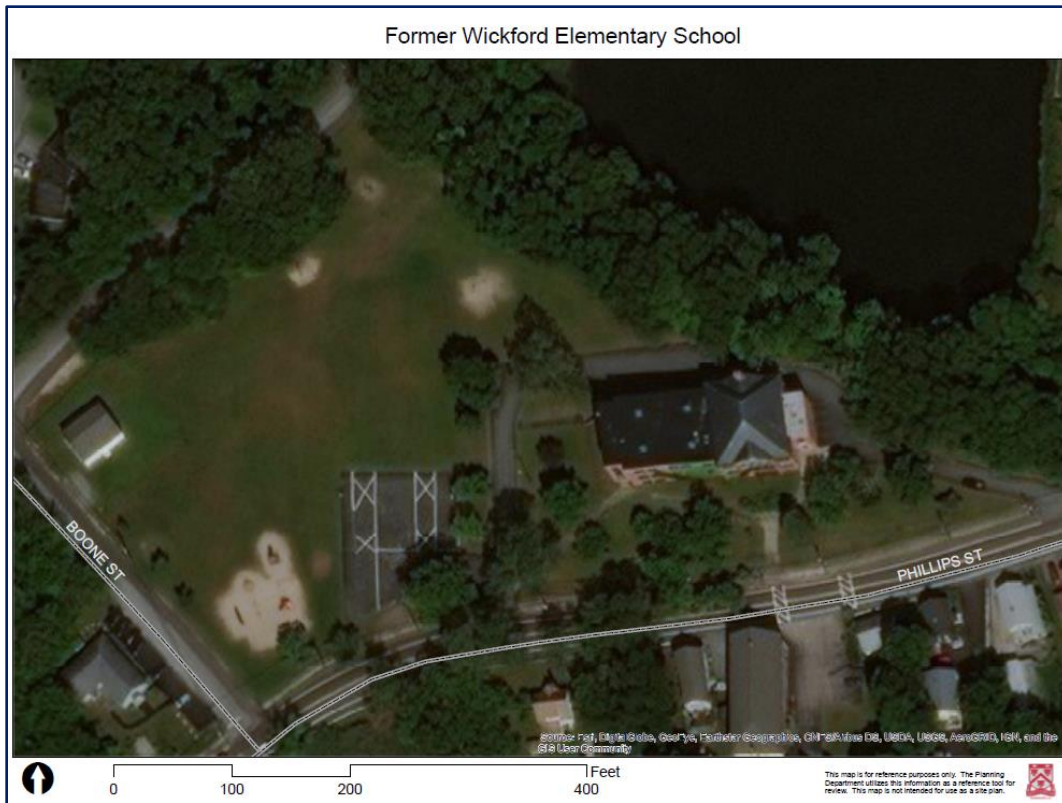


FORMER WICKFORD ELEMENTARY SCHOOL BUILDING



REQUEST FOR PROPOSALS
WICKFORD ELEMENTARY SCHOOL
REDEVELOPMENT PROJECT

JUNE 2019





**View of Academy Cove
Looking North from School Building**



2. RFP Process:

Proposals received will initially be reviewed and evaluated on responsiveness to the RFP. Timely and responsive proposals will be reviewed by a municipal team tasked with determining the best qualified submittal based upon its relation to the goals within the project overview, its benefit to the Town of North Kingstown, and the criteria and other objectives stipulated within the RFP. All materials provided by the proposals will be taken into consideration. Interviews or follow up information requests may be involved during the review process.

Following the initial evaluation process by the municipal review team, the proposals will be forwarded to the North Kingstown Town Council for further consideration and short list selections. Direct communication between the Town Council and short list development teams may be warranted. There will be ongoing discussions with short-listed firms prior to the final selection of the preferred development team and

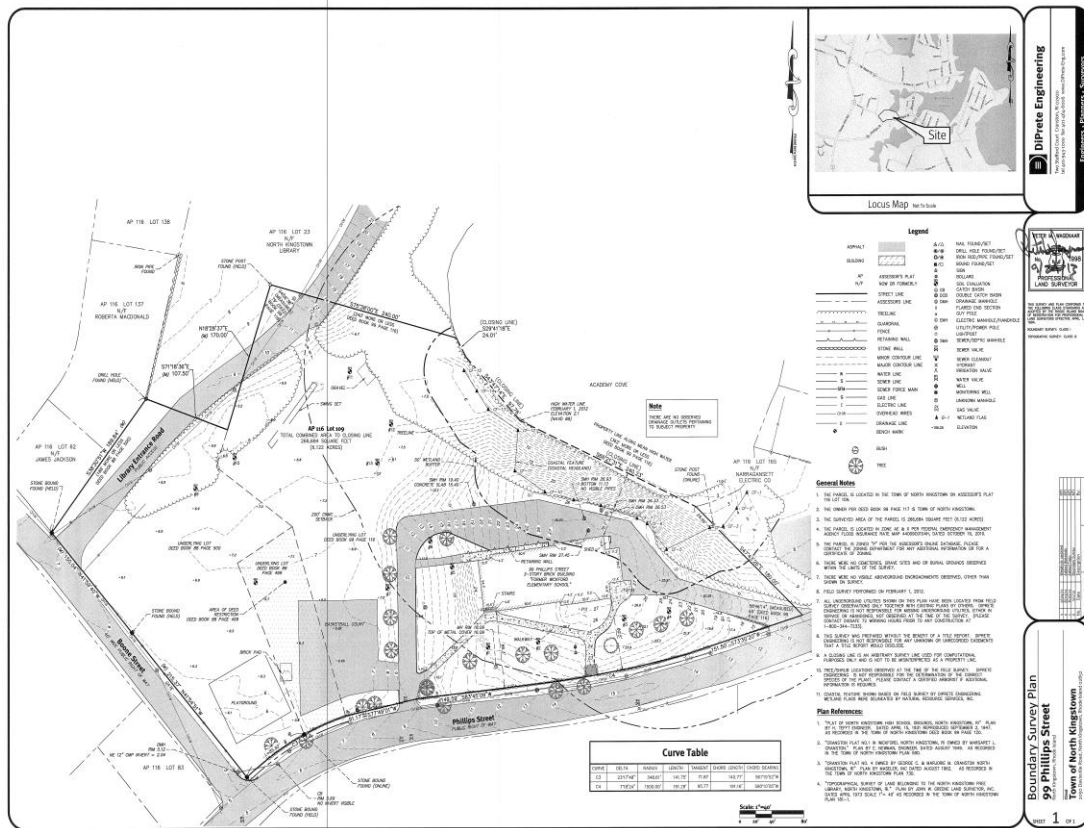
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development proposal by the Town Council. The Town Council may solicit further public input during its selection process.

Survey of the Redevelopment Parcel



3. Property Description

The former Wickford Elementary School at 99 Phillips Street (Plat 116, Lot 109) overlooks Academy Cove in the heart of Wickford Village. In 2011, North Kingstown voters approved the sale of the WEL property.

The property available for redevelopment contains approximately five (5) acres of land. The single parcel at this time holds approximately 6.12 acres, but the property lines are to be reconfigured to (1) realign the property line along the library access road and (2) to subdivide approximately one acre at the southeasterly edge, abutting Boone Street and Phillips Street. The one acre shall be retained to accommodate a municipal park on Boone Street, which includes the current renovation of a historic town building on the land as well as a new playground. The building and playground are part of a larger concept plan which integrates the two projects with additional gardens and enhanced play areas, plus

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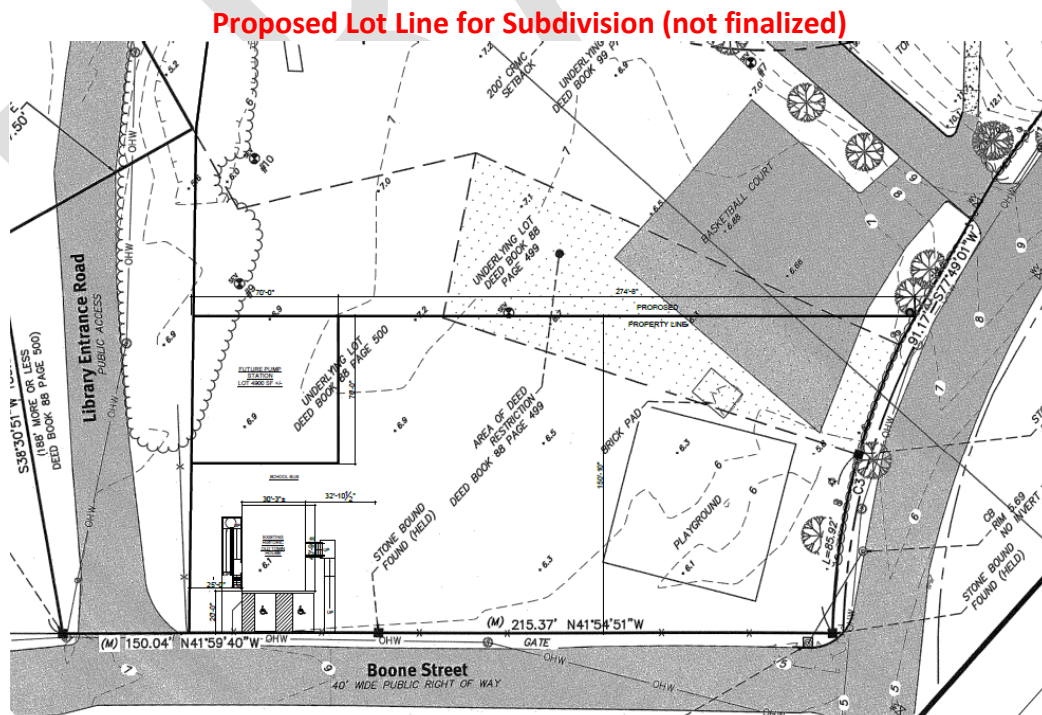
JUNE 2019 

a small parking area. The land to be retained by the town will also include a future pump station, if needed.

It is important to note that the easement located on the subject property which requires a recreation area has been officially lifted through legal proceedings and will be placed on the acre of land to be retained by North Kingstown. **It will not be a restriction on the subdivided portion meant for development and private ownership.**

Academy Cove abuts the northern property line. The Coastal Resources Management Council (CRMC) has determined that the “coastal feature” boundary is approximately located at the edge of the cliff above Academy Cove. There is also a small area of wetlands abutting the library driveway. The lower undeveloped area of the property to the west is within a coastal floodplain (AE zone – elevation 13).

The existing building was constructed in 1907 with an addition in 1948 increasing its total size to 33,100 square feet. The potential for building expansion exists on the site. The property’s grade slopes downhill from the school to the undeveloped land. The 2½ story building holds approximately eighteen (18) full classrooms and a 2,100 square foot assembly space on the lowest level. The assembly space was used as a multi-purpose auditorium/cafeteria. Also, there are several smaller areas formerly used for administrative offices and storage. The property was last used as an elementary school around 2005.





Please contact nlafontaine@northkingstown.org for access to relevant information listed below:

Available documentation:

- Property Survey
- HPHC letter re: WEL is “contributing” to the historic district
- Elevation Certificate
- Phase I Environmental Report
- Community Wide Market Analysis
- Market Demand Study and Market Projections for a Boutique Hotel
- CRMC Preliminary Determinations 2013
- Wetland Delineations
- Building Code Feasibility Study 2005 (contains floor plans)
- Zoning Certificate

4. Property Potential

The property is zoned “Wickford Village Center” (WVC) encouraging business and residential uses. (Section 21-93 of the North Kingstown Code of Ordinances). The property is not located in the local historic district but is part of the larger national historic district. The Wickford Elementary School building and property is larger in size than all others within the WVC. It is understood that proposals may require unique zoning approaches and applicants are encouraged to document such as needed.

In 2014, the Town conducted a community wide market analysis. <https://www.northkingstown.org/DocumentCenter/View/1185/North-Kingstown-Market-Study-Report-wo-Appendix-PDF>. General community findings in this report include a desire and demand for mixed use, restaurants, hotels, higher quality retail, and multi-family residential housing. In the ensuing years since the initial market study was completed, there have been significant changes and progress made within Wickford Village itself. The most prominent changes have been the installation of sewers primarily along West Main and Brown Streets and the adoption of the Wickford Village Design Guidelines.



View West towards Boone Street



5. **Community Background:**

The Town of North Kingstown was established in 1641 and incorporated in 1674. The Town of North Kingstown operates under a home rule charter and has a Town Council/Town Manager form of government including a 5-member Town Council and Council President. The Town is 58.3 square miles in size located 22 miles south of Providence. Routes 1, 2, 4, 102, and 1A traverse the community while Route 403 provides direct access to/from Quonset Business Park to Route 4 and Interstate 95. North Kingstown is situated along Narragansett Bay with over 30 miles of coastline and two public harbors (Wickford and Allen). The southern terminus of the MBTA rail line and 1,100 space parking garage is located in North Kingstown at Wickford Junction. North Kingstown is known for having a high quality of life, excellent school system, an abundance of recreational opportunities, and the largest industrial park in Rhode Island. North Kingstown has over 1,789 acres of parks and recreation and nearly 10 miles of completed bike paths.

According to Housing Works RI, the population of North Kingstown is 26,232 residents with 10,271 households. Median household income is \$84,720. The median single-family sales price is \$330,000. 72% of housing stock is single family homes; 28% is multi-family. Eight-point one percent (8.1%) of all housing is long term affordable inventory (<https://www.housingworksri.org/Local-Housing-Facts/South-RI/North-Kingstown>). Land use in North Kingstown is a combination of both suburban and rural development with a number of key commercial and industrial areas experiencing development. There is currently a significant amount of residential growth, with several hundred approved housing units in the construction pipeline. The town also boasts/enjoys a low tax rate of \$17.09 per household.

Quonset Business Park constitutes nearly 10% of the land in North Kingstown (3,000 acres) with nearly 12,000 jobs and over 200 business entities. Activity along Post Road, Wickford Junction, Wickford Village, and in other commercially and industrially zoned areas account for the remainder of the development activity.

Interior Classroom of Former School Building





6. Project Vision

The successful developer for this project will execute a viable plan for the property which will improve the economic vitality of historic Wickford Village and maximize the financial and community benefits to the entire Town of North Kingstown. The project proposal will ensure that the project siting, use(s) and architecture are compatible with the character of the commercial and residential village community.

7. Sewer Connection

The Town of North Kingstown will provide the developer of the Wickford Elementary School with a low-pressure sewer connection. This sewer lateral will be extended to the town's existing sewer system to the east driveway entrance off of Phillips Street. The developer will be required to install an Environment One Quadiplex (4 grinder pumps) pumping station on the property and connect the pumping station to the lateral sewer connection provided. The shut-off – connection valve will be down at the bottom of the driveway entrance, in close proximity to the sidewalk. The Quadilplex pumping station can handle average daily flows of up to 10,000 gallons per day. The developer shall make provisions for back-up power for the pumping station so that station can operate during an extended utility power outage. Any food establishments within this development must adhere to the town's sewer ordinance for separation and removal of oils, fats, and greases. This ordinance is available for reference through the North Kingstown Code of Ordinances, available on the North Kingstown website (<http://northkingstown.org/501/Municipal-Charters-Ordinances>) and by request.

The developer will be required to pay a sewer assessment fee.

8. Underground Storage Tanks

There are two heating oil tanks at the Wickford Elementary School located in back of the building. One is an abandoned, capped off, 2000-gallon heating oil underground storage tank (UST) that is registered with the Rhode Island Department of Environmental Management (RIDEM). The other is a 6000-gallon heating oil tank which is currently in use to heat the building.

The Town of North Kingstown will complete closure of abandoned 2,000-gallon UST according to RIDEM Rules and Regulations for Underground Storage Facilities Used for Regulated Substances and Hazardous Materials. The UST will be closed in place, if allowed by RIDEM or removed if necessary. Wickford Elementary School is an exempt facility; therefore, a UST Closure Assessment is not mandatory for USTs supplying heating oil consumed on site unless conditions indicate that a leak or release has occurred. The Town will perform any remedial actions as required. The Town will also register the 6000-gallon



UST. The ownership of the tank can then be transferred to the buyer. The UST can be closed in place or removed by the buyer.

9. Approvals

All costs and responsibilities for obtaining any and all necessary municipal, state and/or federal approvals, releases for any easements, covenants or any other restrictions on the property shall be the responsibility of the developer. The town will work with the developer to expedite any state and local approvals that might be required, but cannot guarantee any approvals by any municipal, state or federal governmental entity.

10. Evaluation Criteria:

The reviewing committee shall consider the following information when evaluating submissions:

- A. Ability of the development proposal to integrate new, desirable uses on the property that will promote economic vibrancy while respecting the integrity of and compatibility with the surrounding neighborhood
- B. Ability of the developer to expeditiously complete the purchase and proceed with the development proposal
- C. Overall financial benefit to the Town of North Kingstown, with consideration of the purchase price offered and the future tax generation potential of the project real estate and personal property
- D. Overall qualifications and demonstrated experience of the Developer

Weighting

- **Project Approach (25%):**
 - Compliance with the RFP submission requirements
 - Clear and comprehensive submittal
 - Rational, detailed, and thorough approach to implementation
 - Degree to which project complies with local plans and regulations and community desires.
- **Team Qualifications and Experience (25%):**
 - Demonstrated experience in completing similar projects
 - Strength of the team including project lead, engineering, architectural design, construction, financing, etc..
 - References for key completed projects
- **Project Viability and Ability to Execute Project in a Timely Manner (25%):**
 - Demonstrated project marketability



- Demonstrated evidence supporting project financing
- Reasonable timeframe to initiate and complete project
- Reasonable demands of needs or requests from the Town

➤ **Benefit to Town (25%):**

- Financial offering to purchase or lease to the Town
- Quantitative and qualitative benefits to the Town
- Community benefits (public use, amenities, linkage to Wickford Village, other)

11. Submittal Requirements:

Please read these submission requirements carefully. The Town of North Kingstown is not responsible for errors and/or omissions.

Submission Format: Respondents are required to provide **five (5) hard copies** of their proposal plus one electronic copy. Each proposal must contain all information as outlined below. Relevant supplemental information will be accepted within the guidelines of this format. Submissions that omit requested information may be subject to disqualification.

- Executive Summary
- General narrative description of the proposed project
- A conceptual site plan package and preliminary renderings for the proposed project.
- Contact information (names, phone, address, email, title) for development team plus the identification of a primary contact person.
- Financial offer to purchase and/or lease. Respondents may include both a purchase and lease offer in their proposals. Note: sale and/or lease values are subject to final competitive negotiation.
- If applicable, estimated number, type, and salary range of created full and part-time jobs working at this redeveloped property.
- A description of the proposed development including, but not limited to:
 - proposed use(s) for building and land,
 - building(s) proposed design, configuration, size, height, units, etc.
 - traffic circulation, road improvements, and parking, and
 - preliminary site plan, conceptual floor plans, and any other submissions that best to illustrate the development.
- Proposed planning, design, approval, and construction schedule.
- Description of prior experience in completing similar development projects with references.
- Description of requested technical or financial assistance from the Town and why it is needed for project feasibility.



- Evidence of financing availability, including the names and addresses of financial references for the developer and any other named sources of equity capital.
- Project pro forma demonstrating the financial viability of the proposed development.
- **Mandatory \$200 filing fee.** This fee must be paid by certified check made payable to "Town of North Kingstown" and is non-refundable. The fee defrays the costs incurred in administering and executing the RFP and associated costs.
- For each individual with more than a ten percent (10%) interest in the development entity:
 - Respondent must execute a notarized affidavit of non-collusion. A copy of said affidavit must be attached hereto as Attachment A.
- Domestic corporations and other limited liability entities must submit a certificate of good standing from the Office of the Rhode Island Secretary of State, Corporations Division, 148 West River Street, Providence, Rhode Island, 02904.

http://ucc.state.ri.us/Certificates/Certificate_Request.asp

- Respondents that are foreign corporations and those corporations not chartered in Rhode Island must hold a certificate authorizing said foreign corporation to do business in the State of Rhode Island. These certificates, or certified copies, are available from the Office of the Rhode Island Secretary of State, Corporations Division, 148 West River Street, Providence, Rhode Island, 02904.

IMPORTANT: All proposal materials become the property of the Town of North Kingstown. A **mandatory \$200 filing fee** is due upon the receipt of the submission. The filing fee must be paid by certified check only, made payable to the "Town of North Kingstown", and is non-refundable. The fee defrays the costs incurred in administering the RFP and proposal review process.

12. Submittal Deadline and Review Schedule:

The Town of North Kingstown reserves the right to modify the Response Schedule. However, the Proposal Submission Deadline is final. Late proposals will not be considered.

- RFP Issuance and Distribution _____
- Submittal Deadline _____



Submissions are due by the date specified above unless a formal extension has been granted by the Town of North Kingstown. It is incumbent upon respondents to ensure that proposals are delivered on time to assure consideration by the Town.

- Review by Town of North Kingstown _____
- Interviews with Developer(s) _____
- Recommendation of Preferred Developer _____
- Town Council Review and Selection _____

The proposal and all supporting documents must be received by the above-stated deadline at the following address:

**North Kingstown Planning Department
100 Fairway Drive
North Kingstown, Rhode Island 02852**

Attention: Wickford Elementary School Redevelopment Project Proposals

13. Reserved Rights/Disclaimer:

The Town reserves the right to select the proposal that, in the exercise of its sole discretion, the Town believes to be responsible and most advantageous to the Town. To this extent, the Town reserves the right to accept an initial offer without further discussion or negotiation. The Town also reserves the right to discuss or negotiate proposals with any proposers it believes may have a reasonable chance of being selected for award.

The Town shall not be responsible, in any manner, for the costs associated with responses to this solicitation. The individual responses to this solicitation, including all artwork, drawings, plans, photos, models, and narrative material, shall become the sole property of the Town of North Kingstown upon their receipt. The Town shall have the right to copy, reproduce, duplicate, publicize, or otherwise dispose of each response to this solicitation in any manner that the Town chooses unless otherwise agreed upon, in advance, with the proposer.

The Town reserves the right to waive any informality or irregularity when it is in the best interest of the Town to do so, to discuss modifications to any proposal, to re-advertise for additional proposals if desired or necessary, and to accept or reject any or all proposals,



for any and all reasons.

The Town of North Kingstown reserves the right to postpone or reschedule any of the actual or proposed dates or deadlines.

14. Attachments:

- A. Non-Collusion Affidavit**
- B. Anti-Kickback Acknowledgement**
- C. Proposal Transmittal Sheet**



Attachment A.

NON-COLLUSION AFFIDAVIT

(Prime Bidder) _____

State of _____

County of _____

_____, being first duly sworn, deposes and says:

That he/she is _____ (partner or officer) of the firm of _____, the party making the foregoing proposal or bid, that such proposal or bid is genuine and not collusive or sham, that said bidder has not colluded, conspired connived or agreed, directly or indirectly with any bidder or person, to put in a sham bid or to refrain from bidding, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the bid price or affidavit or any other bidder, or to fix any overhead, profit or cost element of said bid price, or of that of any other bidder, or to secure any advantage against the Town of North Kingstown or any person interested in the proposed contract; and that all statements in said proposal or bid are true.

Signatures:

Bidder, if the bidder is an individual; _____

Partner, if the bidder is a partnership; _____

Officer, if the bidder is a corporation; _____

Subscribed and sworn to before me

This _____ day of _____, 20____

Notary: _____

Printed Name: _____

My Commission expires: _____, 20____



Attachment B.

ANTI-KICKBACK ACKNOWLEDGMENT

ALL BIDDERS/OFFERORS MUST ATTEST TO THE FOLLOWING:

The vendor acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the Town of North Kingstown who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the vendor acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the Town of North Kingstown who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

SIGNATURE OF OFFEROR

DATE

TITLE

COMPANY

Title of RFP: _____



Attachment C:

PROPOSAL TRANSMITTAL SHEET –

WICKFORD ELEMENTARY SCHOOL REDEVELOPMENT

Date: _____

I/We _____ the undersigned do hereby submit a proposal to the Town of North Kingstown, Rhode Island, for the sale or long-term lease of the Wickford Elementary School Property, in accordance with all terms and specifications contained within said RFP herein. The undersigned acknowledges that the submittal does not rely on the Town of North Kingstown regarding the condition of the property and will make their own investigation on the condition of the property or suitability for development.

1. Please attach your Proposal

NAME OF FIRM

SIGNATURE TITLE

SIGNATURE TITLE

SIGNATURE TITLE

ADDRESS, CITY, ZIP CODE

TELEPHONE NUMBER

FAX NUMBER

E-MAIL ADDRESS



Attachment D.

LISTING OF OFFICERS SHEET

List the Officers of your Corporation or Principals of your LLC. Award cannot be completed without the attachment.

Complete Company Name	
Name	Title/Officer/Position
Name	Title/Officer/Position
Name	Title/Officer/Position
Name	Title/Officer/Position
Name	Title/Officer/Position
Name	Title/Officer/Position
Name	Title/Officer/Position
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