REQUEST FOR PROPOSALS
RFP NO. 18/19-53
TOWN OF MANCHESTER
GENERAL SERVICES DEPARTMENT

BROAD STREET PARKADE MIXED-USE DEVELOPMENT
MANCHESTER, CT
A FEDERAL OPPORTUNITY ZONE PROJECT

SUBMITTALS DUE:
MAY 16, 2019

ISSUED BY:
TOWN OF MANCHESTER
GENERAL SERVICES DEPARTMENT
# TABLE OF CONTENTS

I. PROJECT SUMMARY ........................................................................................................ 1  
II. INTRODUCTION ............................................................................................................. 2  
III. ABOUT MANCHESTER AND BROAD STREET ............................................................... 2  
IV. REDEVELOPMENT PLAN .............................................................................................. 3  
V. REDEVELOPMENT PLAN IMPLEMENTATION ............................................................. 3  
VI. THE DEVELOPMENT PARCEL ...................................................................................... 6  
VII. TOWN RESOURCES AND PARTICIPATION ................................................................. 8  
VIII. TOWN VISION FOR PROJECT .................................................................................... 8  
IX. SUBMITTAL DUE DATE AND CONTENT OF SUBMITTAL ........................................... 9  
X. QUESTIONS AND ADDENDA ....................................................................................... 11  
XI. EVALUATION AND SELECTION ................................................................................. 11  
XII. GENERAL PROVISIONS ............................................................................................ 12  
XIII. PRE-BID SITE VISIT AND TIMETABLE ................................................................... 14
I. PROJECT SUMMARY

TYPE OF DEVELOPMENT
The Town is seeking a high quality development that will bring vitality and drive new investment to the Broad Street Redevelopment area. We encourage creative proposals supported by market conditions that achieve the Redevelopment Plan’s vision for a dense, vibrant, economically anchored vision, as outlined in the Plan and this document. Alternative concepts and uses will be considered as long as they meet the general vision of the Plan and generate significant economic activity.

SITE INFORMATION
296, 324, 220, 334 and 340 Broad Street
23.2 acres
Owner: Town of Manchester

SITE CONDITION
Phase I environmental assessment complete. Building demolition is complete. Site stabilized.

ZONING
Form Based Zone allows a variety of compatible uses by right, relaxed and flexible parking requirements and floor area ratios and densities higher than those allowed in traditional zoning. Form and orientation of buildings, public spaces and streets are regulated to create a strong sense of place.

RESOURCES
The following documents are available at this link:
http://planning1.townofmanchester.org/index.cfm/broad-street-redevelopment-plan/

Broad Street Redevelopment Plan
Form Based Zoning Regulations
Phase I Environmental Report
Grey to Green (EPA Report)
Bigelow Brook Greenway Schematic Plan
Broad Street Parkade Market Assessment Report
Nichols Properties Documents (Phase I-III Environmental Site Assessments; Remedial Action Plan and Hazardous Material and Area of Concern Closure Documentation)

CONTACTS
For inquiries and site inspection and investigation:

Adam Tulin, Director of General Services
gensvcs@manchesterct.gov (860) 647-3031
II. INTRODUCTION

The Manchester Redevelopment Agency (Agency) and Town of Manchester (Town) are seeking proposals from interested parties for the redevelopment of an approximately 23 acre Town-owned site known as the Broad Street Parkade, located at 296, 324, 330, 334 and 340 Broad Street in Manchester, Connecticut. The Town and Agency are seeking a developer with access to the resources and experiences necessary to create a successful development as envisioned in the Broad Street Redevelopment Plan. The project should stand as a quality mixed-use development on its own, while tying into and complimenting the surrounding neighborhoods and community. Alternatives to the concepts and specific uses outlined in the Redevelopment Plan will be considered as long as they meet the general vision of the plan and generate significant economic activity in the redevelopment area.

III. ABOUT MANCHESTER

Manchester is a thriving small city and the business, residential and service hub of the Greater Hartford region east of the Connecticut River. A community of over 58,000 people, Manchester has achieved a diverse mix in terms of demographics, housing, land use, income and economy. Projected to be the largest community in the region outside of Hartford by 2025, Manchester has an a range of housing types and prices, an eclectic mix of residential neighborhoods and a median age of 35, much lower than the region and Connecticut as a whole.

Manchester has a variety of commercial and mixed-use districts, and neighborhood, community and regional shopping destinations. The historic central business district is within walking distance of the redevelopment area and is transitioning to a strong office, restaurant, arts and culture, niche retail and service destination. Additionally, Manchester is a center of industrial activity including aerospace and medical related precision manufacturing, warehousing, and distribution businesses. The Buckland Hills District at the far north side of town is a superregional commercial area with over 3 million sf of retail and entertainment uses, dozens of restaurants and hundreds of hotel rooms. The Agency desires that development on Broad Street compliment, rather than compete with these and Manchester’s other business locations.

A full range of services, amenities and institutions complement these strengths. Residents and visitors have access to thousands of acres of park, watershed and open space land. Manchester Memorial Hospital, located ½ mile from Broad Street, is a full-service, 249 bed, acute care facility which serves as a healthcare destination for the region and employs hundreds of residents. Manchester Community College is the largest of Connecticut’s community colleges, serving over 15,000 students annually at a modern and highly accessible campus.

Manchester has a superior locational advantage along Interstates I-84, I-384 and I-291. Ten miles east of Connecticut’s capital city of Hartford, mid-way between New York and Boston, Manchester is a major regional destination and a desirable place to live, work and recreate. Local transportation infrastructure includes hundreds of miles of local roads, local and express bus service routes, CTFastrak bus rapid transit service, and freight rail, Bradley International Airport and miles of sidewalks, multi-use paths and hiking trails including the East Coast Greenway, Case Mountain Recreation Area and Hockanum River Linear Park system.
BROAD STREET

The Broad Street Redevelopment area is a 148 acre commercial district in central Manchester lying between Manchester’s historic central business district and Buckland Hills. While the district served as a primary east-of-the-river commercial destination in the 1960s and 1970s, the area continues to transition into more of a walkable, mixed-use community district. Today, single story, single-use commercial buildings house various businesses including banks and credit unions, restaurants, automotive shops, food and grocery stores, retail, and health and recreation uses accessible to surrounding residential neighborhoods. Development at the Parkade site is expected to accelerate this transition.

Local CTTransit bus routes currently serve both Center Street and Middle Turnpike, along the north and south ends of the Redevelopment Area. As part of its 2016 Comprehensive Transit Service Analysis, CTTransit has recommended re-routing the 86 bus route to serve Broad Street and the Parkade site, directly.

IV. REDEVELOPMENT PLAN

In 2008 Manchester’s Board of Directors charged the Manchester Redevelopment Agency with creating a redevelopment plan for the 148 acre Broad Street commercial area. The Agency engaged the Manchester community and experts in real estate development, housing, medical facilities, and land use law to craft a plan that would map out a future for Broad Street in light of both market conditions and community support. The Plan was adopted in September 2009 and approved unanimously by the Manchester Planning and Zoning Commission and the Board of Directors. Fully implementing this plan has been one of the major economic and community development priorities of the Town over the past decade.

The Redevelopment Plan calls for a mix of uses in the Redevelopment Area to transition from an exclusively commercial district to an environment where people work, socialize and live. Retail, service, office, entertainment, residential and civic uses are possibilities throughout the area and for the redevelopment parcel. The Town recognizes housing and civic uses may be desirable and necessary from a market perspective, but the expectation is that the ultimate development will center around a commercial and/or institutional anchor, serving as an economic driver for both the project and the Town. Development should be compact and dense, creating a strong sense of place where people want to be. While the Redevelopment Plan identifies this land use and activity mix, the Agency and Town are open to other viable concepts consistent with the broader goals of the Plan.

V. REDEVELOPMENT PLAN IMPLEMENTATION

Broad Street Reconstruction Project

The Town and the State of Connecticut partnered in 2013 to complete a $5 million full reconstruction of Broad Street. This project resulted in a uniform street width along the entire roadway and uniform curbing and sidewalks on both sides of the street, improved storm water management, a new surface on the entire street and landscape and lighting improvements.
Form-Based Zoning

In order to achieve the compact, walkable neighborhood envisioned in the Plan, the Manchester Planning and Zoning Commission, with the support of the Redevelopment Agency, adopted new zoning regulations for the Broad Street area. These form-based regulations are designed to create a strong sense of place through strong building, streetscape and public space design. The regulations offer developers both flexibility and certainty. They allow for a wide variety of compatible uses by right, relaxed and flexible parking requirements, and floor area ratios and densities much higher than those allowed in traditional zoning.

Center Springs Park Connection

In 2017 the Town completed a physical connection between the Broad Street Redevelopment Area and Center Springs Park, a major objective of the Redevelopment Plan. While centrally located and sizable, the Park had been cut off from the Redevelopment Area by a former railroad line. The project involved purchasing and demolishing a blighted building, excavating the elevated area between the Park and Broad Street, installation of a pedestrian bridge across the span to maintain the Cheney Rail Trail, and completing a pedestrian/bicycle connection between the Park and Broad. Center Springs is now a beautiful, natural amenity with direct access from Broad Street and the Parkade site.

Figure 1: Broad Street Center Springs Park Entrance
Nichols Property Redevelopment

In 2013, the Town purchased three blighted parcels, totaling 1.5 acres at the corner of Broad and Little Street. The so-called Nichols properties have since undergone Phase II and III environmental assessments and are currently undergoing final soil assessments and minor remediation in order to comply with the Connecticut Transfer Act through a state Brownfield remediation grant. The property is directly across from the Parkade property, at the intersection of Broad and Green Manor Blvd. and adjacent to 305 Broad Street, a privately-owned 3.5 acre parcel of vacant land between Broad Street and the Cheney Rail Trail. The Town is willing to consider including the Nichols Property as part of a Parkade development project. (Please note this property is outside the Federally-designated Opportunity Zone)
**Blight Elimination**

Since 2009 all vacant or otherwise blighted buildings called out in the Redevelopment Plan have been demolished or renovated, vastly improving property conditions within the 148 acre Redevelopment Area.

**VI. THE DEVELOPMENT PARCEL**

Map 1: The 23-acre redevelopment site is located in the core of Manchester, within the larger 148-acre Broad Street Redevelopment area. The entirety of the former Parkade site is located within a federally designated Opportunity Zone.

In 2011 the Town purchased the 18 acre Broad Street Parkade to demolish the vacant former shopping center and prepare the site for redevelopment. The buildings have been removed from the property and the site is stabilized. In 2016, in response to a quiet title action by the Town, a Superior Court Judge ruled that decades-old cross easements related to shared parking were still in effect, essentially limiting development of the site to the footprints of the former buildings. Since that time, the Town has successfully negotiated a termination of the cross-easements with the primary and immediately abutting property owners who are successors to the original parties to the cross-easement agreement. There is one remaining property owner, not an abutter, who has a claim to an interest in the cross-easement and the Town is negotiating with that property owner to resolve this final claim in advance of the May 2019 RFP submittal deadline. Once resolved, the remaining restrictions on the development will be limited to the exclusion of a Supermarket of more than 30,000 square feet and a "big box" retail store of 100,000 or more square feet.
The Redevelopment Plan calls for the construction of a greenway park along Bigelow Brook on the southern portion of the Parkade property from Broad Street to West Middle Turnpike. The greenway will provide a recreational and open space amenity to the redevelopment area and function as part of the storm water management system for the subject property (see Figure 1). The greenway will also complete a multi-use trail connection from Downtown Manchester, through Center Springs Park to Middle Turnpike. Including the construction of such an amenity in a proposal will be viewed favorably by the Town.

The site has been the subject of several environmental studies, the latest a Phase I environmental site assessment conducted on behalf of the Agency and delivered to the Town in February 2011. The assessment identified low concentrations of volatile organic chemicals in the groundwater. None of the soils on the site were found to have levels above regulatory criteria. Prior studies and public records are contained in the report.

The Town views this project as an excellent opportunity to pursue best practices in sustainable development, including green infrastructure and energy efficiency. The Town is interested in working with a developer who will pursue appropriate “green” practices, but recognizes the need to be flexible when looking at appropriate site-specific methods. The Town views the inclusion of sustainable development techniques as part of any proposal favorably.
VII. TOWN RESOURCES AND PARTICIPATION

The Town is willing to be an active partner in the redevelopment and recognizes there may be a need to assist the private sector with infrastructure or financing, either in whole or in its various component parts. The incentives the Town is willing to consider as part of negotiations with the developer or partners include the following:

- Negotiated land sale prices or land lease arrangements.
- Tax increment financing.
- Tax assessment agreements.
- Public financing in the form of revenue bonds.
- Use of remaining general obligation bond funds from the Town’s redevelopment bond issue.
- Use of Community Development Block Grant funds for eligible activities.
- Participate with or assist in applying for federal or state grants or loans for development.
- Inclusion of the Nichols property

Please note Census Tract 5145, which contains most of the Broad Street Redevelopment Area and all of the Broad Street Parkade, has been formally designated as an Opportunity Zone, which provides a federal tax incentive for investors to re-invest unrealized capital gains in designated areas. For an updated list of Opportunity Funds please visit: https://www.novoco.com/resource-centers/opportunity-zone-resource-center/opportunity-funds-listing

VIII. TOWN VISION FOR PROJECT

The Town’s Redevelopment Agency, on behalf of the Town and in partnership with the Board of Directors, is seeking a developer or development team to bring a high-quality, mixed-use development to the former Broad Street Parkade site. Development should generally conform to the Town’s Broad Street Redevelopment Plan. Adopted in 2009 and revised in 2013 the Plan calls for a dense mix of uses at the Parkade. The Town’s priority at this time is for development to be anchored by an economic driver, generating economic activity, property tax revenue, and jobs for the community and immediate area. Complimentary uses including retail, residential (primarily market-rate), institutional, entertainment and civic uses are also considered within the Plan and if included, should complement the anchor use. All uses should be compatible with the existing surrounding neighborhoods and tie in to the wider network of public infrastructure and open spaces. Development should include high quality urban design and materials and sustainable design and building techniques where appropriate. The form-based zoning code in place is intended to create a vibrant, walkable district of mixed-use buildings and streets, while allowing a wide variety of uses. Development and related parking should be compact in order to highlight quality building and streetscape design. Alternate development proposals that differ from the uses or concepts considered in the Plan but meet its primary objectives will also be considered.
I. SUBMITTAL DUE DATE AND CONTENT OF SUBMITTAL

Submittals in response to this RFP should be from developers or development teams with experience with similar size and scale mixed-use, mixed-income projects.

One (1) original and seven (7) print copies and one electronic copy of the Submittal shall be delivered to the General Services Department by 4:00 p.m. May 16, 2019. Submittals shall be placed in a sealed package clearly marked “RFP Broad Street Parkade Development, RFP No. 18/19-53”. Submittals shall be addressed and delivered to the Director of General Services as indicated below:

HAND DELIVERY
Town of Manchester, Connecticut
Adam Tulin
Director of General Services
Lincoln Center
494 Main Street
Manchester, CT 06040

U.S. POSTAL SERVICE MAIL DELIVERY
Town of Manchester, Connecticut
Adam Tulin
Director of General Services
Lincoln Center
494 Main Street
P.O. Box 191
Manchester, CT 06045-0191

Submittals received later than time and date specified will not be considered.

Respondents are advised that the Town shall not be liable at any time for any costs associated with or related to the RFP that are incurred by any Respondent during any phase of the RFP or subsequent amendment, or its cancellation.

Contents of Submittal

Submittals shall include a complete response to the requirements of this section in the order presented. Headings should match those outlined in this section. Submittals should be a straightforward delineation of the Respondent's capability to satisfy the intent and requirements of this RFP. An officer authorized to make the submittal should sign the letter of interest.

To be deemed responsive for evaluation, submittals must include the following:

A. Letter of Interest - A letter transmitting the submittal and introducing the development team and proposal in general terms.

B. Project Description- A description of the proposed development plan including:
   • A detailed narrative of the proposed mix of uses, density, size and character of the proposed development and explanation of how it accomplishes the vision of the Broad Street Redevelopment Plan.
   • A conceptual site plan showing building and street layouts.
   • Schedule of development including due diligence, design and construction. If the development is to be completed in phases the number and term of those phases should be included.
• A summary of expected economic and financial impacts including employment, housing, tax revenue and expected capital investments.

• Information on how the Town would be expected to participate in the development, financially or otherwise.

• Architectural renderings and conceptual drawings are not required but encouraged to give the Agency a sense of how the development would look.

C. Experience and Background – Provide a summary of the related experience of the developer and any partners in managing large, complex projects that required interaction with a broad range of interested parties from both the public and private sectors.

• Identify the development team including the project lead and other key participants including developers, architects, engineers and construction management entities. One member of the preferred development team should be the designated contact for negotiation and development agreements.

• Describe the Respondent team’s approach to planning and executing development projects similar to that envisioned in the Redevelopment Plan and the proposed development.

• Describe Respondent’s experience within the most recent ten (10) year period on projects of the scale and complexity envisioned in the Redevelopment Plan, including any specific experience in mixed-use, commercial, institutional, and residential development and development of civic or municipal facilities. Include the project size in total land and building area; project scope; project location; and development value in the description.

• Describe the experience of the Respondent in public/private development projects and in structuring and financing public/private development projects and civic, municipal or recreational facilities.

• Demonstrate experience in completing previous projects on time, within budget and within project goals.

• Provide the names and contact information of public agency references for at least three (3) completed public/private development projects by the developer that are comparable to the project envisioned in this RFP.

D. Legal Actions, Inquiries, and Investigations- Please list and provide a brief description of any legal actions or legal matters within the past ten (10) years that involved the Respondent team; Any officer or director of the Respondent team; Any key personnel or development team member; any entity or proposer with a 25% or more ownership interest in any entity involved in the proposal.
E. Evidence of Financial Ability to Complete Project

- Submit evidence of financial capacity including current assets, lines of credit, bonding capacity, access to other funding and insurance coverage.
- Document capacity to finance and sustain investment over the life of the project.
- Demonstrate any experience financing complex public/private partner developments and real estate transactions.

*Please note financial information will not be part of public bidding records if submitted in a separate sealed envelope marked “Confidential: Financial Disclosures.” Respondents may be asked to submit additional financial information prior to award.

F. Offer amount, including Project Financing and Project Pro-Forma

- Provide monetary purchase or ground lease offer and other terms and conditions that would apply. This information will provide a basis to begin any negotiations with the Town and will not be the primary criteria on which the Town to base its selection decision.
- Describe in as much deal as is practical at this stage, project financing for engineering, site design, permitting, site work and construction and what role the Town would be asked to play.
- Include a project pro-forma outlining general anticipated cost by task and identify anticipated revenue.

X. QUESTIONS AND ADDENDA

Questions about this RFP may be directed to Adam Tulin, Director of General Services, by email gensvcs@manchesterct.gov no later than April 25, 2019. All information given by the Town except by written addenda shall be informal and shall not be binding upon the Town.

Answers to these questions will be addressed in an addendum which will be issued on the Town of Manchester Web site at http://generalservices1.townofmanchester.org/index.cfm/bids/. IT SHALL BE THE RESPONSIBILITY OF THE RESPONDENT TO DOWNLOAD THIS INFORMATION. THE TOWN OF MANCHESTER WILL NOT MAIL A SEPARATE HARD COPY OF ADDENDUM TO RESPONDENTS. No addendum will be issued less than 2 (two) calendar days before the scheduled due date unless it is to postpone the due date.

The addenda will be considered part of the RFP document and will prevail over inconsistent or conflicting provisions contained in the original RFP document. In the event of an inconsistency between the provisions of this solicitation, the inconsistency shall be resolved by giving precedence to the addenda issued.
XI. EVALUATION AND SELECTION

Proposals will be evaluated based on the following criteria:

- Design and scope of the proposed project including alignment with Redevelopment Plan and description within this RFP
- Economic impact of the project
- Demonstrated capacity to complete the project and secure financing
- Development team experience with similar, completed projects
- Inclusion of sustainable building or site features
- Ability to undertake and complete the project in a timely manner
- Offer price, terms and conditions

The Agency reserves the right to accept, reject, and/or interview any or all qualified Respondents. The Agency may select a limited number of Respondents for interviews. Respondents shortlisted for interviews will be those the Agency believes best meet the submittal requirements and the expectations for the redevelopment. Shortlisted Respondents shall be notified of the time, date and location for interviews. Upon completion of the interview process, the Town reserves the right to select a single respondent or reject all responses in its sole discretion. The Town would then enter into negotiations with the selected respondent. The Town is not bound by any circumstances to complete any agreement or transaction with regard to the property until the Town enters a fully executed contract with a chosen developer or development team. Respondents to this RFP do so at their own expense and the Town will not reimburse any respondent for time or costs dedicated to preparing or presenting a response.

XII. GENERAL PROVISIONS

A. The Town of Manchester is an equal opportunity employer, and requires an affirmative action policy for all of its Contractors and Vendors as a condition of doing business with the Town, as per Federal Order 11246. By submitting a Proposal for this Request for Proposal, all vendors and contractors agree to this condition of doing business with the Town and should the Town choose to audit their compliance, the vendor agrees to cooperate fully.

B. Any act or acts of misrepresentation or collusion shall be a basis for disqualification of any proposal or proposals submitted by such persons guilty of said misrepresentation or collusion. In the event that the Town enters into a contract with any bidder who is guilty of misrepresentation or collusion and such conduct is discovered after the execution of said contract, the Town may cancel said contract without incurring liability, penalty or damages.

C. All deliveries of commodities or services hereunder shall comply in every respect with all applicable laws of the Federal Government and/or the State of Connecticut. Purchases made by the Town of Manchester are exempt from payment of Federal Excise Taxes and the Connecticut Sales Tax and such taxes must not be included in bid prices. Federal Excise Tax exemption certificates, if requested, will be furnished.
D. The Town reserves the right to reject any and all proposals, to waive any informalities or technical defects in any proposal or discontinue this process at any time and to negotiate fees and final scope of service with selected firm. Non selection of any proposal will mean that another acceptable proposal was deemed to be more advantageous to the Town of Manchester or that no proposal was accepted.

E. The Town will not be liable for any costs incurred in the preparation of the response for this Request for Proposal. All proposal submissions and materials become property of the Town and will not be returned. Respondents to this RFP are hereby notified that all proposals submitted and information contained therein and attached thereto shall be subject to disclosure under the Freedom of Information Act after evaluation and award decisions have been made.

F. These specifications in their entirety are the property of the Town of Manchester. The Proposer shall not copy or disseminate any portion of these specifications without express written authorization from the Town of Manchester, except as necessary in the preparation of a proposal. Any authorized copies of these specifications or portions thereof shall include a similar paragraph prohibiting further copying or dissemination.

G. Assignment by the successful respondent to a third party of any contract based on the Request for Proposal or any monies due is prohibited and will not be recognized by the Town of Manchester unless approved by the Town in writing.

H. Selected consultants shall at its own expense and cost, obtain and keep in force, insurance per the attached limits during the duration of the project. Insurance coverage shall cover the consultant, all of its agents, employees, subcontractors and other providers of services.

1. Firms providing professional services must provide A., B., or C. below, along with the following: Errors and Omissions-aggregate limit of liability $1,000,000.

   A. General Liability and Property Damage - $2,000,000 aggregate
      $1,000,000 each occurrence

   B. Workers’ Compensation – as required by Connecticut State Statute

   C. Auto Liability and Property Damage - $500,000 each occurrence
      $1,000,000 aggregate
      (necessary if automobiles/trucks are used by contractors)

The contractor shall indemnify and hold harmless the Town of Manchester and their agents and employees from and against all claims, damages, losses, and expenses, including attorney’s fee of counsel selected by the Town of Manchester, arising out of or resulting from the performance of the work, and/or the supplying of materials, provided that any such claim, damage, loss or expense (a) is attributable to bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property including the loss of use resulting therefrom and (b) is caused in whole or in part by any negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder.
XIII. PRE-BID SITE VISIT AND TIMETABLE

The Town will hold a site visit on March 13, 2019 at 10:00 AM at Parkade Property to tour the site and answer any questions. While the site visit is not mandatory, potential respondents are HIGHLY ENCOURAGED to attend.

The expected schedule of activities for this solicitation is:

RFP Published: February 7, 2019
Site Visit: March 13, 2019 @10:00 AM
Submittal Inquiry Deadline: April 10, 2019
Submittal Receipt Due Date: May 16, 2019 @ 4:00 PM
Shortlist Interviews (if required): May/June 2019