

**REQUEST FOR PROPOSALS**  
**TOWN OF PETERSHAM, MASSACHUSETTS**

**Seeking a Consultant for**  
**Nichewaug Inn and Academy Property**

**SCOPE OF SERVICES**

**Purpose**

The Town of Petersham (the Town) has voted to hire a consultant to help the Town resolve the future of the Nichewaug Inn and Academy property on the historic Town Common. This 6.6 acre, long-vacant Town-owned property with nearly 100,000 square feet of buildings was the subject of a recent Special Town Meeting that ended in continued uncertainty about what to do with this property.

We encourage the consultant to look creatively at the entire property and to consider a wide range of options including, but not limited to, redeveloping part or all of the current buildings as well as demolishing part or all of the buildings, and to propose only options with realistic possibilities for implementation that would also benefit the Town economically.

The Petersham Selectboard is seeking a consultant who can provide leadership, direction and expert advice on the disposition, potential redevelopment, and/or reuse of the Nichewaug Inn and Academy property. We are seeking a professional planning consultant to provide the town with realistic recommendations on appropriate and financially feasible options for re-purposing the buildings and/or site of the Nichewaug property and to help us determine what town needs might be met by this redevelopment. The consultant is needed to assist the Town in formulating a real estate development strategy for the possible options. In short, the Town needs a vision, a plan to get there, and sufficient hard data to know, whatever this turns out to be, that it is economically feasible for the town and for this property.

**The Town**

The Town of Petersham is a geographically-large rural town with 1,234 residents according to the 2010 census. Petersham is 29 miles northwest of Worcester, 41 miles north-northeast of Springfield and 66 miles west of Boston. The Petersham Town Common Historic District was listed on the National Register of Historic Places in 1982. Recent changes in the town include the re-opening on the Common of the historic Country Store in May of 2014 and the very recent purchase by Heywood Healthcare of a facility 2 miles north of the town center in which they plan to operate a drug rehabilitation facility.

### **The Nichewaugh Inn and Academy Property**

The property is located prominently on the northwestern part of the Petersham Town Common (25 Common Street, Assessor's Map Parcel Number 48). The lot is 6.6 acres. The original shingle-style inn building was built in 1899 with some subsequent modifications. A large brick-clad addition was built out the back when the inn was converted into a parochial girl's school in the 1950s. This addition more than doubled the footprint of the shingled building.

Some 'due diligence' work has been done assessing the existing conditions of the Nichewaugh Inn and Academy building and the site, and various reports can be found on the Town's web site at <http://www.townofpetersham.org/> under 'Town Business' and then under 'Nichewaugh Property'. A complete set of architectural plans for the building were prepared recently and is available. There are no town water or town sewer services in Petersham. The town will provide to the consultant a list of documents and other existing resources relevant to the disposition or redevelopment of this property.

### **The Town's Recent History with the Nichewaugh Inn and Academy Property**

The Town acquired the property in 2007. Several years of volunteer committees gathered information on the buildings and site but a new future for the property did not emerge. At a Special Town Meeting in 2010 the town voted to demolish the building (149 yes, 2 no) pending the receipt of a demolition grant that was subsequently not received. At a Special Town Meeting on September 21, 2015 that attracted a large turnout (about 230 voters) there were 5 warrant articles concerning this property. Voters rejected a warrant article seeking full redevelopment of the property (including 38 units of condominium housing) by a developer who had responded to an RFP posted in 2014 (160 no, 67 yes). Town Meeting then did not pass by the required 2/3rds margin separate warrant articles for total demolition (115 yes, 106 no), for partial demolition (79 yes, 73 no), or just for the abatement of hazardous materials in the building (77 yes, 66 no). There is interest that redevelopment of the Nichewaugh Property could assist the adjacent Petersham Memorial Library to be able to address their water and septic needs given the small parcel that the public library is located on.

It should be noted that a 2/3rds vote at a Town Meeting will be required for any future conveyance of the property, or for borrowing funds, or for taking from the town's Stabilization Fund if that were necessary to move a plan forward. So contributing to building community consensus for a vision about what to do with this property is an important component of the consultant's task.

### **The Scope of Work**

The last Warrant Article at the Special Town Meeting held on September 21, 2015 was to authorize the Selectboard to hire a consultant. The motion that passed (10 opposed) reads as follows:

*That the town "vote to authorize the Selectboard to hire a consultant to work with the community: to investigate fiscally sound options for the future use, development, redevelopment, disposition, and/or sale of the Town-owned property located at 25 Common Street, Assessors' Map Parcel Number 48; to evaluate how the property could help address the water and septic needs of the adjacent Petersham Memorial Library; to identify relevant grant and other funding*

*opportunities; and to prepare a plan for this property presenting various options prior to September 30, 2016.”*

The scope of services that the Town is seeking is, in general, for a consultant to conduct sufficient fact finding and analysis to have a clear idea of what's feasible and what isn't; work on consensus building; and outline potential development plans.

This will involve the following:

- Research and analysis;
- Conducting community meetings seeking input and presenting findings and options;
- Preparing a preliminary report outlining potential options for the property and strategies for proceeding; and
- Presenting findings and final recommendations in a final report.

The Town is hiring a consultant to:

#### Evaluate appropriate uses

Determine the town's interest and desire for certain types of potential uses or redevelopment, especially addressing town needs, and the scale, intensity and economic market for those uses (e.g. senior housing, affordable housing, office space, Town use, retail, community use, agricultural and recreational use, etc.). Such uses should be compatible with the character of the town.

#### Research the economic feasibility of the Nichewaug property for the possible uses

Conduct a market analysis of what size and scale project might work at this site and in this town. Determine if it's financially feasible to use all or parts of the existing buildings and analyze the potential economic impact of preserving historic components.

Assess the extent of the water supply and septic disposal constraints to developing or redeveloping the site (given that there are no town water or town sewer services in Petersham) while also evaluating how the property could help address the water and septic needs of the adjacent Petersham Memorial Library.

#### Investigate specific financing options & implementation strategies

Determine what grants or public funds might be available for municipalities (such as community development grants) and how they could be applied to this property. If sold or conveyed to private ownership, what combination of financing or Historic Rehabilitation Tax Credits could make redevelopment of the property viable.

#### Planning Process

Hold three public meetings open to all to solicit input from town boards (e.g. Planning Board, Historic District Commission, Board of Health), town departments (e.g. fire and public safety), and residents including:

- One early in the planning process seeking input;
- Another with a presentation of preliminary findings and initial ideas (in April);
- A final public presentation of the draft report (prior to September); and
- Review of public comments received at a meeting with the Selectboard

with revisions to draft report as deemed appropriate.

These public meetings should not preclude additional meetings with town boards, town departments and residents as deemed necessary by the consultant. The Town will assist in guiding this process by providing a venue and framework for public understanding of and participation in this activity.

### **Products**

In addition to periodic progress reports, a Preliminary Report will be due from the consultant on April 22, 2016 outlining preliminary findings and initial ideas for the Town in planning for this property. A Final Report will be due no later than September 30, 2016 that presents the consultant's analysis of the situation, various options for the property, recommendations for funding strategies and implementation, and an outline of proposed next steps, and includes an executive summary for the Town. Any assumptions made in the recommendations or proposed options in the report should be clearly stated. Similarly, all calculations in the report should be shown and the source of any values or variables should be noted. All products are to be submitted in hard copy and also to be provided in digital computer format.

### **Project Duration and Schedule**

The project shall start upon awarding of the contract and shall be completed no later than September 30, 2016. The consultant is to provide a work plan, including an anticipated meeting schedule.

### **Budget**

The cost of the project is not to exceed \$25,000 dollars.

### **Proposal Submission**

Applications are due by 12:00 noon on Friday, December 11, 2015 and should be filed electronically with Steven Boudreau, Administrative Coordinator, Town of Petersham, at [stevenboudreau391@gmail.com](mailto:stevenboudreau391@gmail.com). From applicants, we want to know how you plan to approach the scope of work, how applicants will work to find out what's economically feasible and what the town wants, and how you plan to approach seeking consensus around difficult issues. Questions about this RFP may be directed to Henry Woolsey, Vice-chair of the Petersham Selectboard at [henrywoolsey@verizon.net](mailto:henrywoolsey@verizon.net).

### **Consultant Selection Criteria**

The consultant should have prior experience and expertise working with municipalities on planning for the redevelopment of challenging properties, and experience with catalyzing redevelopment projects including projects with historic preservation components.

In selecting the consultant the following factors will be considered:

1. Balanced professional expertise and sufficient technological resources of the applicant and any named sub-contractors to perform the work required to complete the project within the specified time period
2. Demonstrated knowledge by the applicant and any named sub-contractors of the principles of economic development, project financing, zoning and permitting, historic preservation, land use, and rural planning issues
3. Knowledge of restoration and reuse planning and experience with vacant properties

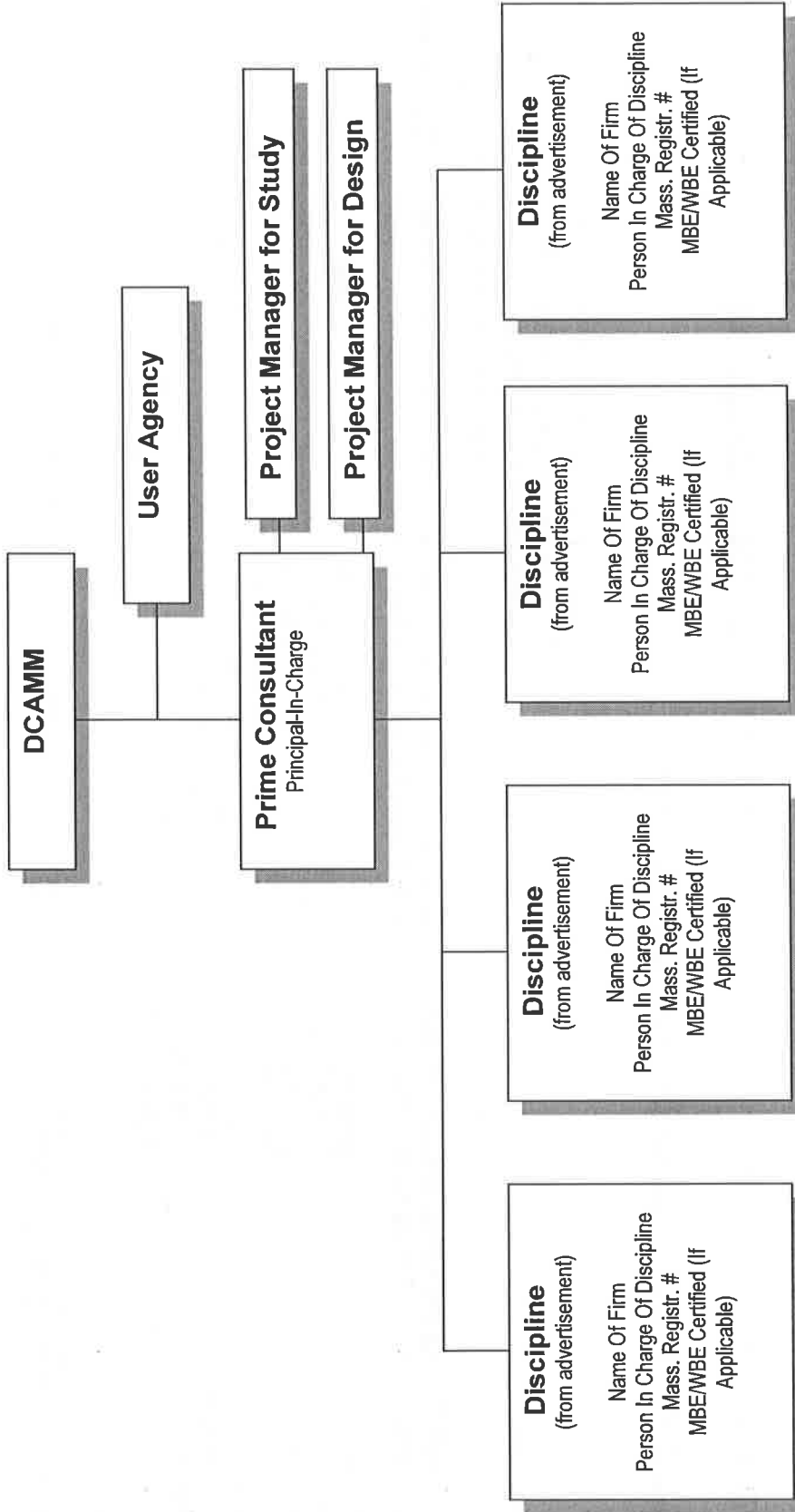
4. Demonstrated ability by the applicant and any named sub-contractors to conduct a public process, including consensus building and conflict resolution
5. Number of years the firm has been in business
6. Years of professional experience of personnel assigned to the Project
7. Demonstrated experience by the applicant and any named sub-contractors in performing similar work in rural and semi-rural communities in New England (Provide a list of towns in New England for whom applicant provided planning services on the attached DSB Form updated May 2014)
8. Review of the applicant's supporting references
9. Content, organization and presentation of the proposal
10. Responsiveness of the applicant during interviews
11. Knowledge of central Massachusetts

The top applicants will be expected to attend a meeting with the Petersham Selectboard for an interview. The Selectboard reserves the right to reject any and all proposals it deems not to be in the best interests of the Town of Petersham.





6. List **ONLY** Those Prime and Sub-Consultant Personnel Specifically Requested In The Advertisement. This Information Should Be Presented Below In The Form Of An Organizational Chart. Include Name Of Firm and Name Of The One Person In Charge Of The Discipline, With Mass. Registration Number, As Well As MBE/WBE Status, If Applicable:





<p>7. Brief Resume of ONLY those Prime Applicant and Sub-Consultant personnel requested in the Advertisement. Include Resumes of Project Managers. Resumes should be consistent with the persons listed on the Organizational Chart in Question # 6. Additional sheets should be provided only as required for the number of Key Personnel requested in the Advertisement and they must be in the format provided. By including a Firm as a Sub-Consultant, the Prime Applicant certifies that the listed Firm has agreed to work on this Project, should the team be selected.</p>	
a.	Name and Title Within Firm:
b.	Project Assignment:
c.	Name and Address Of Office In Which Individual Identified In 7a Resides: <p style="text-align: right;"> <input type="checkbox"/> MBE  <input type="checkbox"/> WBE         </p>
d.	Years Experience: With This Firm: _____ With Other Firms: _____
e.	Education: Degree(s) /Year/Specialization
f.	Active Registration: Year First Registered/Discipline/Mass Registration Number
g.	Current Work Assignments and Availability For This Project:
h.	Other Experience and Qualification Relevant To The Proposed Project: (Identify Firm By Which Employed, If Not Current Firm):

8a. Current and Relevant Work By Prime Applicant Or Joint-Venture Members. Include <b>ONLY</b> Work Which Best Illustrates Current Qualifications In The Areas Listed In The DSB Advertisement (List Up To But Not More Than 5 Projects).					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number. Include Name Of Contact Person	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs(Actual, Or Estimated If Not Completed)	Fee For Work For Which Firm Was Responsible.
(1)					
(2)					
(3)					
(4)					
(5)					

8b. List Current and Relevant Work By Sub-Consultants Which Best Illustrates Current Qualifications In The Areas Listed In The Advertisement (Up To But Not More Than 5 Projects For Each Sub-Consultant). Use Additional Sheets Only As Required For The Number Of Sub-Consultants Requested In The Advertisement and They Must Be In The Format Provided.					
Sub-Consultant Name:					
a. Project Name and Location Principal-In-Charge	b. Brief Description Of Project and Services (Include Reference To Areas Of Experience Listed In DSB Advertisement)	c. Client's Name, Address and Phone Number (Include Name Of Contact Person)	d. Completion Date (Actual Or Estimated)	e. Project Cost (In Thousands)	
				Construction Costs (Actual, Or Estimated If Not Completed)	Fee for Work for Which Firm Was Responsible
(1)					
(2)					
(3)					
(4)					
(5)					

9. List All Projects Within The Past 5 Years For Which Prime Applicant Has Performed, Or Has Entered Into A Contract To Perform, Any Design Services For All Public Agencies Within The Commonwealth.

# of Total Projects:		# of Active Projects:		Total Construction Cost (In Thousands) of Active Projects (excluding studies):		
Role P, C, JV *	Phases St., Sch., D.D., C.D., A.C.*	Project Name, Location and Principal-In-Charge:	Awarding Authority (Include Contact Name and Phone Number)	Construction Costs (In Thousands) (Actual, or Estimated if Not	Completion Date (Actual or Estimated) (R)Renovation or (N)New	
		1.				
		2.				
		3.				
		4.				
		5.				
		6.				
		7.				
		8.				
		9.				
		10.				

\* P = Principal; C = Consultant; JV = Joint Venture; St. = Study; Sch. = Schematic; D.D. = Design Development; C.D. = Construction Documents; A.C. = Administration of Contract

10. Use This Space To Provide Any Additional Information Or Description Of Resources Supporting The Qualifications Of Your Firm And That Of Your Sub-Consultants For The Proposed Project. If Needed, Up To Three, Double-Sided 8 1/2" X 11" Supplementary Sheets Will Be Accepted. **APPLICANTS ARE ENCOURAGED TO RESPOND SPECIFICALLY IN THIS SECTION TO THE APPLICATION EVALUATION - PROJECT EXPERIENCE REQUESTED IN THE ADVERTISEMENT.**

**Be specific – No Boiler Plate**

11.	Professional Liability Insurance:								
	Name of Company	Aggregate Amount	Policy Number	Expiration Date					
12.	Have monies been paid by you, or on your behalf, as a result of Professional Liability Claims (in any jurisdiction) occurring within the last 5 years and in excess of \$50,000 per incident? Answer <b>YES</b> or <b>NO</b> . If <b>YES</b> , please include the name(s) of the Project(s) and Client(s), and an explanation (attach separate sheet if necessary).								
13.	Name Of Sole Proprietor Or Names Of All Firm Partners and Officers:								
	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	
	a.				d.				
	b.				e.				
	c.				f.				
14.	If Corporation, Provide Names Of All Members Of The Board Of Directors:								
	Name	Title	MA Reg #	Status/Discipline	Name	Title	MA Reg #	Status/Discipline	
	a.				d.				
	b.				e.				
	c.				f.				
15.	Names Of All Owners (Stocks Or Other Ownership):								
	Name and Title	% Ownership	MA Reg.#	Status/Discipline	Name and Title	% Ownership	MA Reg.#	Status/Discipline	
	a.				d.				
	b.				e.				
	c.				f.				
16.	I hereby certify that the undersigned is an Authorized Signatory of Firm and is a Principal or Officer of Firm. I further certify that this firm is a "Designer", as that term is defined in Chapter 7, Section 38A1/2 of the General Laws, or that the services required are limited to construction management or the preparation of master plans, studies, surveys, soil tests, cost estimates or programs. The information contained in this application is true, accurate and sworn to by the undersigned under the pains and penalties of perjury.								
	Submitted By (Signature)	Printed Name and Title						Date	

**The following forms MUST be attached to only ONE (ORIGINAL Copy) application: 1. SDO Certification required for MBE/WBE Firms; 2. Sub-Consultant Acknowledgment.**

<p>DSB S-CA</p>	<p>Commonwealth of Massachusetts Designer Selection Board SUB-CONSULTANT ACKNOWLEDGMENT</p>
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Project: \_\_\_\_\_

Applicant Designer: \_\_\_\_\_

Sub-consultant: \_\_\_\_\_

**SUB-CONSULTANT ACKNOWLEDGMENT**

The sub-consultant named above hereby certifies that it has been notified by the Applicant Designer that it has been nominated to perform work on the Applicant Designer's team for the above Project, which is under consideration at the Designer Selection Board.

\_\_\_\_\_  
Signature of Sub-Consultant Duly Authorized Representative

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

It is a requirement that all applicants supply this document signed, attached to the Original application, for each of the listed sub-consultants stating that they are aware and agree to being nominated by said applicant designer. Electronic signatures are accepted.