

TOWN OF SWAMPSCOTT

REQUEST FOR INTEREST, IDEAS & INNOVATION

FOR THE
REHABILITATION, CONVERSION AND/OR REDEVELOPMENT
OF THE

MACHON ELEMENTARY SCHOOL

LOCATED AT

35 BURPEE ROAD
SWAMPSCOTT, MA

Proposals Deadline

9:00 am
Friday, September 18, 2015

Proposal Submission To

<http://www.opportunityspace.org/program/profile/51>

EXECUTIVE SUMMARY

1) Objective

The Town of Swampscott is preparing to offer the historic building that housed the former Machon Elementary School, situated at 35 Burpee Road, in Swampscott, for adaptive reuse or other creative redevelopment proposals by qualified entities. The Town is seeking ideas and/or expressions of interest (“Letters of Interest”) from persons who recognize the unique opportunity to bring new life to this rare building that occupies a beautiful vista overlooking the neighboring Swampscott High School, Senior Center, and park land with Jackson Park Woods on the hilltop at its back door, and who wish to contribute to the community dialogue addressing ideas for the redevelopment of this property.

The Town, through its Town Planner, Pete Kane, and Town Administrator, Thomas Younger, is requesting Letters of Interest from prospective proponents for the reuse and redevelopment of this property. The Request for Interest, Ideas, & Innovation (RFI) precedes the issuance of a Request for Proposals (RFP). The Town anticipates issuing an RFP after reviewing the Letters of Interest and presenting them before members of the community and local government officials.

Since the Town is merely seeking ideas for the future use and redevelopment of the Machon School through the RFI and will subsequently issue an RFP soliciting proposals for the development of the property, this RFI is not subject to the Uniform Procurement Act, Chapter 30B.

2) Community Desire

On February 11, 2015, nearly 100 Swampscott residents took part in an interactive brainstorming session to evaluate and discuss possible future uses for four Town-owned, vacant properties, the four properties being the Machon School, the Greenwood School on Greenwood Avenue, the former Senior Center on Burrill Street, and the former Police Station on Burrill Street. The session was the first in a number of steps to allow the Town to shape the future of these properties and make them integral pieces of the community fabric.

Community feedback demonstrated that potential future uses for the Machon School property included: Senior Housing (with an affordability aspect), Recreation or Art Center, and Open Space.

3) Goals

Letters of Interest are being sought to:

- Determine feasible reuse projects of the former Machon School property that meet community needs and desires while taking into account property conditions and the neighborhood;
- Help gauge the type and extent of interest in the redevelopment;

- Provide opportunities for developers to identify other entities that may be interested in participating as tenants or co-developers in a possible joint venture; and
- Generally inform the preparation and issuance of a final Request for Proposals.

The goal of this RFI is to build off of the brainstorming session by educating and informing the Board of Selectmen and Town Administrator as to the interest in site redevelopment or reuse and to guide them in their decision as to the type of feasible redevelopment that would occur on the parcel.

PROPERTY DETAILS

1) Property History

The Machon School was originally built in 1920 for use as one of four elementary schools in the Town of Swampscott. After nearly 90 years of consistent educational use, the Town decided in 2007 that it was in its economic interests to decommission the building as a school and transfer its student body throughout the three remaining elementary schools in town.

The current structure consists of the original three-story building built in 1920, along with a post-war addition built in 1963 totaling 31,000 square feet on a 1-acre lot of land. The building abuts Jackson Park on one side and Burpee Road on the other, with residential homes on either side.

2) Property Statistics

The property is designated as Map 6, Lot 130A on the Town Assessors' maps and comprises 1.029 acres of land, more or less. The property is the site of the original three-story building built in 1920, along with a post-war addition built in 1963 totaling about 31,000 gross square feet. The building has been vacant since 2007. The property is located in the A3 Residential zoning district.

In addition to the structure, the property includes an asphalt parking lot of about 2,000 square feet in the northwest corner and a lawned green space of about 15,000 square feet in the southeast corner.

3) Zoning and Other Restrictions

Interested parties should review the zoning and other permitting requirements within the A3 Residential District in the Town's Zoning By-Laws. For the purposes of this RFI, projects that conform to the zoning are not required but encouraged. Respondents are welcome to present creative concepts that may require zoning changes but should outline the zoning change that would be required.

Public Access – Walking access from Burpee Road up to Jackson Park Woods must be maintained and remain available to the public. This is a 20-foot wide access way on the northwest end of the lot. See Property Photos and Aerial Imagery in the following section.

Demolition – An adaptive reuse of the building is preferred, however, concepts that recommend partial or complete demolition will be considered.

4) Property Photos & Aerial Imagery



RFI PROCESS & REQUIREMENTS

1) Anticipated Schedule and Process

RFI Issued	August 7, 2015
Pre-Submittal Meeting & Property View	August 28, 2015
Questions about the RFI Due	September 6, 2015
Written Responses to Questions Published	Ongoing
RFI Responses Due	September 18, 2015

2) Submittal Requirements

Letters of Interest will provide the Town with the ability to better understand the type and level of interest in the Machon School property and will provide interested parties with an opportunity to provide input to the Town on possible reuse scenarios or considerations. Submittal of a Letter of Interest or participation in this process is not a precondition of participating in a future RFP process, but it is recommended, as the information gathered from the RFI process will assist in guiding the Town in generating the forthcoming RFP requirements.

Letters of Interest are requested for submittal to the Town Planner no later than 9:00 am on Friday, September 18, 2015, in any of the following methods (listed in order of preference):

1. Complete the fillable RFI Letter of Interest response form at <http://www.opportunityspace.org/program/profile/51>
2. Submission in PDF format (under 10MB or via link to cloud-storage service) by email to pkane@town.swampscott.ma.us
3. Submission by mail on paper in 8 ½" x 11" format for text, and to the extent practical, for graphics (oversized pages or graphics should be folded to 8 ½" x 11") to

Town Planner
Swampscott Town Hall
22 Monument Avenue
Swampscott, MA 01907

Pre-Submittal Meeting and Property View - Interested parties will have the opportunity to attend a pre-submittal meeting, to be held at the Machon School, 35 Burpee Road, Swampscott, MA, on Friday, August 28, 2015 at 10:00 am, at which time Town representatives will review for those in attendance the materials included in this RFI and respond to questions about the property, the

Town's process and related issues. Town representatives will then conduct a view of the property for interested parties. Interested parties may, on a separate date, arrange to conduct an inspection of the property for purposes and under conditions agreeable to the Town.

3) Submittal Review and Selection Process

Review Authority – Commencing at the end of September 2015, an Evaluation Committee comprised of the Town Administrator, Town Planner, and Chair of the Board of Selectmen will begin to review submitted interest packages.

Review Basis – Each submission will be evaluated based on the submission's responsiveness to Town interests, community objectives and guidelines and such other criteria as deemed helpful in assessing the best future use of the property.

Distribution of Submissions – During the review process, the interest packages may be directed to such Town boards, committees and individuals whose comments and observations the Evaluation Committee deems will assist in the assessment process. The Committee may seek the advice and input from any Town boards, committees or individuals, and from Town Counsel, during the review process.

Additional Information/Interviews – The Committee may request additional information of one or more respondents relative to a submission. Respondents may also be invited to appear before the Committee. The right to an interview does not automatically extend to all whose submissions are accepted for review, but is granted in the sole discretion of the Committee.

Selection of Concepts – The Committee will evaluate the submitted interest packages based on a number of criteria, including Community input to date, the contribution of a project to the needs of the Town and the neighborhood, the feasibility of the project, any information relative to preservation of the school building and its features and whether or not zoning relief or a zoning change may be needed. The objective is to select between three and five concept plans to assist the Town in preparing an RFP.

These concepts will then be brought to the community in an open forum at which point the selected respondents are invited, though not required, to attend and present their concepts. Based on the community feedback on the concepts presented at the forum, the Town will then determine next steps towards revitalizing the Machon School property. The goal of the RFI process is to assist in the generation of an RFP with comprehensive and defined requirements and criteria to guide developers in formulating proposals.

4) Submittal Components

1. Cover Letter
 - a. Statement of Interest
 - b. Identify primary respondent
 - c. Provide name, address and contact information of all interested parties

2. Basis of Interest
 - a. Describe the intended use
 - b. Describe the extent of property use (entire or portion of parcel, reuse all/part/none of current structure)
 - c. If possible, provide an expanded description of your redevelopment vision, including diagrams, renderings, or other drawings relating to the plans and/or layouts.

3. Financial Overview
 - a. Long-term lease from Town, purchase of property from Town, or another form?
 - b. Describe how the proposed reuse will cover all anticipated ongoing operating and maintenance costs.
 - c. Describe how the proposed reuse will cover or contribute to any associated capital costs.
 - d. What potential capital funding sources would be appropriate for the reuse vision?

4. Relevant Experience

5. Tenancy: The Town encourages those who may not be prepared to advance proposals for reuse of the entire property, but would wish to be considered as a tenant within another entity's proposal to provide information on the space needed within the site and an overview of the desired use.

6. Additional Information: The Town further encourages persons to present any additional information or suggestions that the Town should take into account prior to issuing an RFP.

5) Rights Reserved by Town

- The Evaluation Committee may request additional information to supplement and further develop a response.

- Each respondent should include sufficient supporting material to allow a meaningful and comprehensive evaluation of its submission.

- The Town reserves the right to reject any and all submissions, or to cancel the RFI, with no penalty, if deemed to be in the best interests of the Town.

6) Other Considerations

- Respondents may submit more than one response to this RFI. However, each submission to reuse the property must be a separate, complete package that can be considered independently.
- The Evaluation Committee may amend or revise the RFI as a result of questions submitted by respondents or for any other reason that causes the Committee to believe it would be in the best interests of the Town to do so. Such amendments or revisions will be published on the RFI listing on OpportunitySpace.org.
- The Town will not be liable for any costs incurred by any respondents in the preparation and presentation of responses to this RFI or in the participation in views, interviews, or any other aspect of this RFI process.
- The selection of a submission by the Evaluation Committee for consideration during this RFI process does not presume approval of the proposed plans nor impose any obligation upon the Town to select said respondent in a future RFP. Conversely, a respondent whose proposal is selected by the Evaluation Committee has no obligation to participate in a future RFP process.

7) Questions

Written responses will be provided to requests for clarification or interpretation of the meaning of the provisions of this RFI, to all questions raised at the pre-submittal meeting, and to those questions otherwise submitted in writing, which responses will be provided on the RFI listing on OpportunitySpace.org. Questions must be submitted to the Town Planner via email or mail as provided in the Submittal Requirements.

8) Public Disclosure

All submission packages, their contents and accompanying documentation, no matter when submitted, will become the property of the Town and will be regarded as public records when received as directed by M.G.L. Chapter 4, Section 7, Clause 26. Respondents should be further aware that, with certain exceptions, the Town is required under M.G.L. Chapter 66 to make its records available for public inspection. Respondents should appropriately mark all materials they deem confidential or proprietary. However, the Town will bear no liability to any respondent in the event that the Town is legally required to disclose information that a respondent may define as confidential or proprietary.

Appendix A – Annual Town Meeting Article, as Amended, Moved & Voted

Town of Swampscott
Motion to Authorize the Sale, Lease or Demolition of 35 Burpee Road
Special Town Meeting
May 7, 2012

ARTICLE 5. To see if the Town will vote to transfer the care, custody, management and control of the land formerly known as the Machon School and located at 35 Burpee Road, Swampscott, identified on the Town Assessor's maps as: Map 6, Lot 130A-0, from the Board of Selectmen for the purposes for which such land is currently held to the Board of Selectmen to sell said parcel of land per the provisions of Massachusetts General Law Chapter 30B, or take any other action relative thereto.

Sponsored by the Board of Selectmen

Comment: This Article provides the Selectmen the authority to sell or lease the former Machon School.

Voted that the Town transfer the care, custody, management and control of the land formerly known as the Machon School and located at 35 Burpee Road, Swampscott, identified on the Town Assessor's maps as: Map 6, Lot 130A-0, from the Board of Selectmen for the purposes for which such land is currently held to the Board of Selectmen to sell said parcel of land per the provisions of Massachusetts General Law Chapter 30B, within the specific confines of residential zoning laws and with the specific approval of the Town Meeting Members and with the exception of a 20' wide walking access to Jackson Park Woods on the NW end of the lot, or take any other action relative thereto.

**ARTICLE 5
Unanimous Vote in Favor as Amended
5/7/12 ATM**