



REQUEST FOR QUALIFICATIONS

REDEVELOPMENT OF BLOCK 23, LOT 12 THE "OLD" GREENWICH SCHOOL

TOWNSHIP OF GREENWICH WARREN COUNTY, NEW JERSEY

February 2017

**Robert Barsony, Mayor
Frank Marchetta, Deputy Mayor
Paul Beam
William Kanyuck
William Spencer**

Kimberly Cooney, Township Clerk
Michael Lavery, Esq., Township Attorney
Michael S. Finelli, PE, Township Engineer

**TOWNSHIP OF GREENWICH
COUNTY OF WARREN
STATE OF NEW JERSEY**

NOTICE OF REQUEST FOR QUALIFICATIONS

Notice is hereby given that the Township of Greenwich in Warren County is requesting Qualifications Statements for the purchase and redevelopment of the "Old" Greenwich School located at 522 Main Street (Block 23, Lot 12)

The RFQ package may be obtained from the Municipal Engineer, Michael S. Finelli, P.E at Finelli Consulting Engineers located at 205 Route 31 North, Washington, NJ. His contact number is 908-835-9500. RFQ packages may be examined or picked up at the Finelli Consulting Engineers office on Monday through Friday between the hours of 9:00 AM and 5:00 PM. Respondents requesting the RFQ package by mail shall be responsible for providing their own postage or delivery service remuneration.

Qualification Statements shall be received by the Township Clerk, Kimberly Cooney until 10 a.m. on April 18, 2017. Qualification Statements submitted past the aforementioned date and time will not be accepted.

Qualification Statements may be submitted in person or by mail prior to the proposal opening. Qualification Statements must be enclosed in a sealed envelope bearing the project name (Redevelopment of the "Old" Greenwich School) and the name and address of the respondent on the outside and addressed to the Municipal Clerk. The Township assumes no responsibility for late delivery of any proposal sent by mail or delivery service.

Kim Cooney, Clerk
Greenwich Township Municipal Building
321 Greenwich Street
Stewartsville, New Jersey 08886

All respondents shall be required to present evidence that they are authorized to do business in the State of New Jersey.

INTRODUCTION

The Old Greenwich Township School, at 522 North Main Street has been one of the leading public buildings in the township. It is an attractive early 20th century brick building that is a typical school design for the era in which it was built. The first Stewartsville Academy was established and erected on this site in 1837. The current historic building was constructed in two phases. The first phase was constructed in 1907 and comprises the rear (west) half of the building mass. The building was expanded in 1927 and renovated throughout creating the current vacant elementary school building. The Greenwich School was in continuous use up to 1995 when it was turned over to the ownership of the Township of Greenwich. The School retains a high level of architectural integrity of its exterior.

PROPERTY DESCRIPTION AND ZONING

The Old Greenwich Township School is an approximately 14,600 square foot, 2 story building (with full basement), situated on a 0.51-acre parcel located at 522 North Main Street in Greenwich Township, Warren County, NJ. It is currently zoned "RCD" as part of the Township's Resource Conservation District.

The following site conditions exist which any perspective respondent should be made aware of:

- The site has an existing 1000-gallon underground fuel storage tank which has not been decommissioned.
- The entire property lies within 300' of the Merrill Creek which is a C-1 stream.
- Limited soils testing indicated that the existing soils could have a K-4 permeability rate. Further, conversations with the Warren County Health Department indicate that an underground sewerage disposal system is permissible under the existing paved parking area.

It is suggested that the respondents contact the Township engineer, Michael Finelli, PE, to obtain available existing historical site and building related documentation.

PROPOSAL

The Township is interested in selling the property at fair market value for redevelopment that will make a positive contribution to the community and that is not only comparable with, but also will strengthen and enhance the quality of the surrounding properties. The Township is requesting that all Qualification Statements include the re-use/ rehabilitation of the building's envelope and that the existing exterior architecture be maintained.

All prospective respondents are urged to attend a site walkthrough on March 29, 2017 at 10am to view the condition of the property and existing building.

In determining which proposal to select, the following criteria, in no particular order of relative importance will be key considerations:

1. Quality of the overall program and conceptual design
2. Compatibility with the surrounding neighborhood and how it addresses traffic, vehicular and pedestrian circulation and parking
3. Responsiveness to community needs.
4. Positive economic/tax base impact.
5. Capability of the developer or development team to undertake, finance and manage the project.
6. Demonstrate market feasibility of the proposed development
7. Price offered for the property
8. Plan for managing neighborhood impacts.

SUBMISSION REQUIREMENTS

All responses to the RFQ must be provided in hard copy (10 copies) and electronic pdf format. All information that is confidential shall be provided in a separate document. The responses should be as specific as possible and must include:

1. A project narrative addressing all of the criteria outlined above in the order presented and any other factors deemed relevant by the respondent.
2. A scaled sketch plan including details regarding proposed site improvements and parking.
3. Building design including conceptual level floor plans and elevations for all sides of the building.
4. An income and expense Pro-Forma that outlines in detail the cost of building the project, debt service and projected revenues including projected rents or sales, prices by unit and by square feet. (CONFIDENTIAL)
5. Description of the respondent's legal status (Any regulatory actions or litigation involving the respondent, past or present). (CONFIDENTIAL)
6. Evidence of meeting with the Municipal Engineer and any other Township staff as necessary to assure that the project will meet zoning and code requirements, identification of any variances.
7. Demonstration that the respondent can obtain financing to implement its proposal, including payment of fair market value for the property. This should include financial statements and evidence of any commitments from any financial institutions or other sources. (CONFIDENTIAL)
8. Project Schedule including major milestones from date of selection to occupancy.
9. Any contingencies that could affect project readiness to proceed to project development.

QUESTIONS

Questions about this Request for Qualification Statements must be submitted in writing to the Greenwich Township Engineer, Michael S. Finelli, P.E. via email at mikef@finellicon.com by April 5, 2017. Copies of the questions and answers will be provided to all responders via email by April 10, 2017.

PROJECT SCHEDULE

Site Walkthrough	March 29, 2017, 10 a.m.
Deadline for inquiries	April 5, 2017
Deadline for submission of RFQ	April 18, 2017, 10 a.m.

GENERAL

Greenwich Township may need to issue one or more addenda related to this RFQ. Such addenda shall be added to the original RFQ document. It will be the responsibility of the prospective vendors and other interested parties to familiarize themselves with the updated information or addenda related to this RFQ.

The preparation of the response shall be at the expense of the vendor. Greenwich Township will not reimburse firms for any costs associated with the preparation or submittal of a response.

By responding to the RFQ, respondents acknowledge and consent to the conditions set forth herein.

Submissions which, in the sole judgment of Greenwich Township, fail to meet the requirements of the RFQ or which are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors may be rejected.

The information submitted in each response may be subject to public disclosure pursuant to State and Federal law (with the exception of the items designated as confidential). All submissions will become the property of Greenwich Township. Submitted RFQs will not be returned to vendors unless they are received late.

FORM OF RESPONSE

All responses must be provided in the following format:

1. A document containing:
 - a. A dated letter transmitting the response of the township and stating that the proposal set forth remains effective for a period of 120 calendar days. At least one copy of the transmittal letter shall contain the original signature of a partner, principal, or officer of the respondent.
 - b. A 1-page executive summary of the proposal
 - c. All of the non-confidential submission requirements previously outlined in the order listed in this RFQ
 - d. The principal Parties that are proposing the project and any intended partners along with Statements of Qualifications and three references for each.
2. A separate document containing all of the Confidential information requested in the order listed in the RFQ,

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS AND INFORMATION

- A. **All Information True** – By submitting a response, Respondents represent and warrant to the Township that all information provided in the response submitted shall be true, correct and complete. Respondents who provide false, misleading or incomplete information, whether intentional or not, in any of the documents presented to the Township of Greenwich for consideration in the selection process may be excluded.
- B. **Inquires** – Do not contact the Mayor, Township Officers, or Staff to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so. Process inquiries may be directed to Michael S. Finelli, P.E. Township Engineer, by calling 908-835-9500.
- C. **No Obligation** – The Township reserves the right to evaluate the responses submitted; waive any irregularities therein; schedule a follow-up interview with one or more of the respondents in conjunction with the selection process; select one or more candidate(s) for the submittal of more detailed or alternate proposals; accept any submittal or portion of submittal; reject any or all Respondents submitting responses, should it be deemed in the Township's best interest; or cancel the entire process