

# Request for Interest

Issued: July 1, 2019

## School Street Municipal Parking Lot Everett Square Redevelopment Area



Submissions Due:  
**August 29, 2019**

### CONTACT

#### RFI Specific Inquiries

Robert Moreschi  
Procurement Officer  
[bids@ci.everett.ma.us](mailto:bids@ci.everett.ma.us)

#### General Inquiries

Tess Kohanski  
Economic Development Planner  
[Tess.Kohanski@ci.everett.ma.us](mailto:Tess.Kohanski@ci.everett.ma.us)



# City of Everett

# Background

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The City of Everett, on behalf of the Everett Redevelopment Authority (ERA), is issuing this Request for Interest (RFI) for the redevelopment of the municipal parking lot located at 36 Norwood Street in Downtown Everett.

The purpose of this RFI is to provide all interested parties with an opportunity to submit a Letter of Interest for the acquisition and redevelopment of the property, and allow the City to identify a developer with the commitment and development proposition that is most satisfactory to the City. The City is seeking redevelopment proposals in accordance with and complementary to the goals outlined in the locally approved Everett Square Urban Revitalization Plan (<http://www.cityofeverett.com/430/Related-Documents>)

Located on Boston's north-west border, the City of Everett is experiencing unprecedented new development and economic growth. As the pace of redevelopment accelerates, Everett endeavors to become a more walkable, transit-friendly, and mixed-use community. Focused on downtown revitalization, Everett is working to attract new and retain existing businesses, encourage mixed-use development, improve circulation for pedestrians, vehicles, and public transit, enhance the visitor experience for business customers, and strengthen the quality of life for residents.

## **EVERETT SQUARE URBAN REVITALIZATION PLAN**

Through the introduction of the Everett Square Urban Revitalization Plan (URP) in 2018, the City, acting through the Everett Redevelopment Authority (ERA), has created a blueprint for action in its city center, in accordance with the State's Urban Renewal Plan Program as set forth under M.G.L. c.121B. The Plan's development involved collaboration with stakeholders, including area property owners, residents, town officials, and an advisory committee. Presently, the Plan is pending approval from the State's Department of Housing and Community Development (DHCD).

Everett Square is densely developed with low-rise buildings, and contains a strong municipal presence, including City Hall, Parlin Memorial Library, Central Fire Station, and four public school buildings (three presently active). The main commercial corridors are Broadway, Chelsea Street, and Norwood Street. Broadway bisects the Plan area in roughly a north/south alignment and is a two-lane roadway with on-street parking on both sides of the road. Central to the Plan area are the intersections of Chelsea and Norwood Streets, which extend off Broadway to the east and west, respectively, and the junction of Broadway and School Street, which lies just to the south. Everett Square is the historic civic and commercial center of the city. It evolved organically over time as a mixed-use area with retail, office, religious, government and civic uses surrounded by densely settled residential development.

In recent decades, Everett Square has experienced business turnover, deferred maintenance of structures, and underutilized office space, particularly in the second-floor of existing commercial buildings. That said, most of the first-floor storefronts in the Plan area are occupied by small, locally owned businesses, and the area generates a moderate amount of foot traffic, which provides both neighborhood stability and convenience for people living close by.

The vision of the Everett Square Urban Revitalization Plan is as follows:

*Everett Square will be a vibrant and inclusive civic, commercial, residential, and dining destination while retaining its unique mix of uses, civic identity and historic character. It will embrace its diverse population*

*and offer a range of housing options. The City will continue to implement innovative improvements to public transportation service to ease traffic volume and reduce commuting times along both directions of Broadway. Restaurants, professional services and small-scale retail will meet local needs, create new markets and increase employment opportunities. Rehabilitation and/or redevelopment of vacant or underutilized properties will improve the city's tax base. In conjunction with enhanced traffic circulation, improvements to the streetscape design, pedestrian and bicycle amenities, and wayfinding and signage will foster a sense of place. Appealing conditions will engage new visitors and draw nearby residents into Everett Square, improving the experience for all who live, work or visit the area.*

The City of Everett's urban renewal strategy is one that responds to market demands and does not constrain the viability of future opportunities. Within the Plan, the City has identified sites for redevelopment that will act as a catalyst for additional growth, particularly for ancillary retail, commercial and residential uses within Everett Square. It is the City's intent to enter into a public/private partnership that will ultimately enhance the active street edge while further contributing to the character of the community.

## Development Opportunity

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A development opportunity presently exists at the School Street Municipal Parking Lot located at 36 Norwood Street. This 1.081-acre municipal site (with potential for an additional acre of privately-owned land) has access to School Street (just off Broadway), Norwood Street and Corey Street. The present lot configuration accommodates approximately 100 parking spaces. Since the property is identified as a "transfer" property in the Everett Square Urban Revitalization Plan, the City and the ERA are looking to be active partners in the implementation of the preferred development plan; helping to guide the selected developer through the regulatory approvals process, expedite permitting, provide municipal support and direction, and to be a conduit for Federal, State, and local programs to advance the development in a timely manner. The City is requesting conceptual development proposals from interested, qualified developers for this parcel; and is willing to consider a long-term lease or sale of the municipal lot. The City is also interested in proposals that incorporate additional privately-owned properties, as identified below.

Several privately-owned buildings directly abut the site. These properties have been identified as "acquisition" properties within the Everett Square Urban Revitalization Plan, proposed to be assembled to create new and higher density development. To this end, the City of Everett held a meeting with property owners from the block at the intersection of Broadway, School Street, and Norwood Street in May 2018. The purpose of this meeting was to discuss public/private land assemblage strategies for the holistic redevelopment of the block. The concept of "land pooling" was presented as one option to assemble the properties for marketing and redevelopment as a single entity.

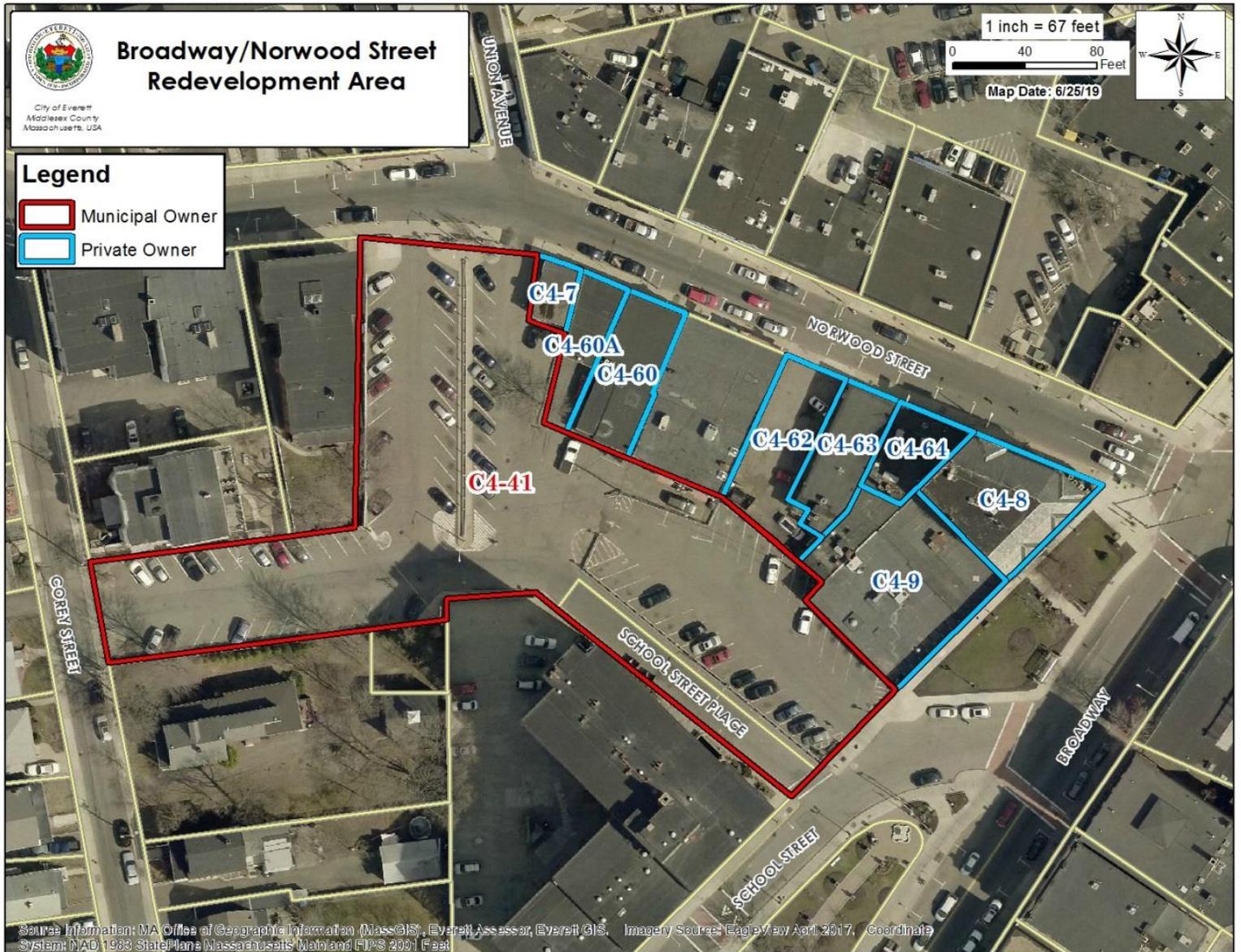
While the property owners were generally interested in the concept of land pooling, the parties agreed that additional information would be needed before an informed decision could be made about participating in a formalized agreement. However, a non-binding letter of intent was executed by all property owners, including the City, to further explore this option. These properties include the following addresses: 158 School Street, 166-172 School Street, and 0, 8, 14, 18, 24, 26, 30 Norwood Street.

Special attention will be paid to proposals that retain options for public parking and best accommodate the wishes of the existing business owners, such as right of first refusal for retail/office space in the new development, relocation assistance, etc.

### Norwood & Broadway Street Properties

Owner	Parcel ID	Address	Land Area (SF)	Land Area (Acres)	Building Area (SF)
CITY OF EVERETT	C4-41	36 NORWOOD ST	47,107	1.081	0
Privately Owned Acquisition Parcels			29,480	0.677	32,094
<b>Grand Total</b>			<b>76,587</b>	<b>1.758</b>	<b>32,094</b>

*Table 1: Municipally Owned & Privately Owned Parcels*



**Picture A: Broadway/Norwood Street Redevelopment Aerial View**

The City of Everett makes no representations or warranties of any kind with respect to the privately-owned properties. Proposers shall be solely responsible for performing their own due diligence and investigation regarding these properties and any proposals submitted in relation to this RFI. There will be special consideration for proposals that fully encompass and maximize the redevelopment potential of the 1.758 acres of both municipal and privately owned land.

# Proposal Submission Details

**RFI Issue Date:** Monday, July 1, 2019  
**Questions (if any) Due:** Thursday, August 15, 2019  
**Submission Due Date:** Thursday, August 29, 2019

The City of Everett is inviting Requests for Interest for the long-term lease or purchase of one (1) vacant property located at 36 Norwood Street, consisting of approximately 100 public parking spaces.

Owner	Parcel ID	Address	Land Area (SF)	Zoning
City of Everett	C4-41	36 Norwood Street	45,965	BD

Table 2: Municipally Owned Parcel

The site is within the City’s Business District (BD) zone. The City will consider submissions that incorporate additional private properties as outlined in the section above, however, the proposer must show proof that the owner of a privately-held property is aware of and in agreement with such proposal. For more details, site and zoning maps visit <https://everettma.maps.arcgis.com/home/index.html>.

Applicable Zoning Dimensional Regulations	
<b>Frontage</b>	None required, except for residential uses Residential uses – 20-foot minimum
<b>FAR</b>	Residential – 1.5 to 1 maximum FAR All other uses – 2 to 1 maximum FAR
<b>Height</b>	Four (4) stories, not to exceed 65 feet maximum
<b>Front Yard</b>	None required, except for residential uses Residential uses – 10-foot minimum (no less than 5 feet used for landscaping)
<b>Side Yard</b>	None required unless a lot line adjoins lot used for one, two, or three family dwelling use – side yard shall be at least 4 feet in width for a building 30 feet or less in height; and 7 feet in width for buildings more than 30 feet in height
<b>Rear Yard</b>	25-foot minimum
<b>Inclusionary</b>	Up to 15% of total units
<b>Parking</b>	Per Section 17 of the Zoning Ordinance; dependent upon uses

Table 3: Zoning Regulations

The City of Everett will work with and help guide the selected developer through the required local and state review, permitting and approvals process, as deemed necessary to complete the preferred development vision. This may include working within the existing zoning parameters, seeking a rezoning classification, or implementing a new overlay district. Any local process will be expedited to the greatest extent possible under local and state governing regulations.

The City is committed to ensuring that the redevelopment of Everett Square maximizes its development potential, through a mix of uses that creates a vibrant and active node along Broadway, promotes the growth of ancillary retail, commercial and residential uses in the city’s center, and is a successful economic engine to drive the ultimate development vision in a timely way.

The following reports are available on the City of Everett’s Department of Planning & Development website:

- Everett Square Urban Renewal Plan Presentation prepared by BSC Group
  - <http://cityofeverett.com/430/Related-Documents>
- Everett Square Streetscape Plan prepared by Utile Architecture & Planning
  - <http://cityofeverett.com/430/Related-Documents>
- Everett Zoning Map and Zoning Ordinance
  - <https://everettma.maps.arcgis.com/home/index.html>

## PROJECT GOALS

The main goal of this project is to encourage economic development that is consistent with the City’s vision as set forth in the Everett Square Urban Revitalization Plan. The City is seeking a high-quality, transit-oriented, mixed-use development. Preferred uses at this site include residential, retail/restaurant, and hotel. Preferred design will incorporate green building features (LEED or equivalent), have an appealing façade treatment that creates synergy with the existing historical building stock, contributes to an enhanced streetscape, and incorporates pedestrian connectivity. The residential component will conform with the City’s inclusionary zoning bylaw.

## CITY DESIGN GUIDELINES

These Guidelines support Everett’s ambition to become a more walkable, transit-friendly, and mixed-use community by ensuring consistently high-quality site and architectural design throughout Everett. The desired outcome is technologically and economically viable urban places. These Guidelines also address pre-existing conditions related to existing uses and buildings.

The Guidelines are primarily principle-based rather than strictly prescriptive. This affords applicants the flexibility to design creatively while achieving and maintaining a high level of quality and continuity throughout Everett. For the complete and comprehensive Guidelines, visit <http://cityofeverett.com/430/Related-Documents>.

## PROPOSAL FORMAT

Proposals should include the information as outlined below. Submissions that are incomplete or missing information will not be evaluated. Late submissions will be rejected, regardless of the circumstances. Proposers must submit a sealed package containing one (1) original and six (6) color copies of the proposal, along with an electronic copy of the submission.

Proposers should review the below information to ensure that all necessary documentation is submitted. Proposals that do not contain the information requested in this RFI will be considered incomplete, and rejected from further consideration.

Within the Letter of Interest, the proposer should provide the following information:

1. **Entity and Experience** – A description of the entity submitting the Letter of Interest must include, if not an individual, the name of all partners, corporate name(s), and dba(s) if applicable, and the pertinent address and telephone number, names and addresses of all investors, shareholders, and officers of the corporation, names and titles of persons with the authority to contractually bind an

offer to purchase with proof of authority by corporate vote or other. The description submitted by the purchaser/developer shall also provide the following information:

- A clear statement of the developer’s interest in purchasing/leasing and redeveloping the space.
  - A clear statement of the developer’s experience in purchasing, leasing and redeveloping properties.
  - Experience (if any) working with the public sector.
  - The estimated occupancy (in terms of number of days or months) from the date of purchase.
2. **Proposed Use** – The description submitted shall include a narrative that informs the City of the proposed development, including but not limited to location, extent, uses, design, parking, and estimated cost of improvements. It shall also include:
- A clear and concise statement describing the proposed use of the property. If proposed use includes planned upgrades to utility services (including water/sewer), explain what will be needed.
  - Anticipated building and landscape design considerations; and how these improvements will complement the surrounding existing land uses.
  - A concept drawing showing a conceptual design and rough site plan of proposed development.
  - A business/marketing plan for attracting customers/visitors to the finished space; including proof of a financial commitment (may be conditional) and marketing budget.
3. **Project Approach** – A brief description of the general approach that the developer believes will best achieve the goals and objectives specified in this RFI. This shall demonstrate an understanding of the vision set forth in the Everett Square Urban Revitalization Plan.
4. **Economic Benefits** – The description submitted shall include:
- The estimated amount of private investment required to complete the project.
  - The number of residential units to be constructed at the property, if applicable.
  - A detailed description of the estimated number and type of jobs to be created at the property; including number of full- or part-time positions, if applicable.
5. **Statement of Financial and Performance Capacity** – The description submitted shall include a strong indication that a financial commitment would be available to the purchaser/developer, and that the entity is in strong economic standing and has the capacity to complete a high-quality construction in a timely manner. Provide qualifying background experience with commercial development demonstrating sufficient financial resources to acquire and develop the property. Demonstrated commitment from a financial lender is preferred and considered advantageous.
6. **Development Schedule (estimated)** – The description submitted shall include a proposed, feasible timeline for the redevelopment of the site, including a phased construction plan, if the development is proposed in phases.

# Selection Process & Compliance Documentation

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This RFI does not include a request for offers on purchase price. Letters of Interest will be evaluated on a combination of the following: project or proposal feasibility (both market and financial); experience; professional qualifications and expertise on similar projects having objectives and operating conditions similar to those described in this RFI; accomplishes the overall goals of the Everett Square Urban Revitalization Plan; approach to the planning/permitting process; soundness of proposal; and the ability to bring project to a timely and successful conclusion. Overall, proposals will be evaluated based on relevance to the project goals, construction timeframe, financial capacity, and experience/qualifications of the developer and development team.

City staff will review proposals and make recommendations to the Everett Redevelopment Authority (ERA). The ERA may elect to meet with, interview and/or otherwise communicate with proposers. The City/ERA may choose to issue a future Request for Proposals (RFP), enter into a direct negotiation process, or reject all submissions. The City/ERA reserve the right to forgo an RFP process and commence direct negotiations based on the responses received. The City may reject any or all proposals received for any or no reason.

## **PROPOSAL SUBMITTAL & TIMELINE**

Proposals are due no later than 5:00 PM EST on Thursday, August 29, 2019.

Questions will be accepted until 5:00 PM EST Thursday, August 15, 2019.

All questions of a substantive nature and the City's responses will be issued as an addendum and will be provided to all persons who have requested this RFI.

Questions may be directed to Robert Moreschi at [bids@ci.everett.ma.us](mailto:bids@ci.everett.ma.us)

### **Robert Moreschi, Procurement Officer**

Everett City Hall  
484 Broadway, Room 14  
Everett, MA 02149

Complete responses to this RFI must be submitted in a sealed envelope, marked as follows: "Redevelopment Proposal for Broadway/Norwood Street Development Project, Everett, MA"

One (1) original and six (6) color copies should be provided, along with one (1) electronic copy of the proposal (file should be in PDF format on a thumb drive).

Proposers shall be solely responsible for any and all costs associated with the preparation of proposals and the selection process.

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## CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Everett was relied upon in the making of this bid

\_\_\_\_\_

Signature of person signing bid or proposal

Date

\_\_\_\_\_

Name of business

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## TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

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Signature of person submitting bid or proposal      Date

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Name of business

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**PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES**

**1. Company Name:**

Address:

Contact Name:

Phone Number:

Type of service/product provided to this Company:

Dollar value of service provided to this Company

**2. Company Name:**

Address:

Contact Name:

Phone Number:

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

**3. Company Name:**

Address:

Contact Name:

Phone Number:

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

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**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non-procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Everett. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Purchasing Agent of the City of Everett at any time during the period of the contract of prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Everett, the contract will be cancelled and the award revoked.

**Company Name** \_\_\_\_\_

**Address** \_\_\_\_\_

**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Phone Number (\_\_\_\_)** \_\_\_\_\_

**E-Mail Address** \_\_\_\_\_

**Signed by Authorized Company Representative:**

\_\_\_\_\_

**Print name** \_\_\_\_\_

**Date** \_\_\_\_\_