



## TOWN OF NORTH YARMOUTH

# Former North Yarmouth Memorial School Request for Proposals

A request for plans to develop a 20 acre town owned parcel.



**RFP Release Date: Tuesday, December 22, 2015**  
**Proposal Submission Date: Wednesday, February 3, 2016**

[www.northyarmouth.org](http://www.northyarmouth.org)

**Town of North Yarmouth**  
Former North Yarmouth Memorial School  
Request for Proposals

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## **STATEMENT OF PURPOSE**

The Town of North Yarmouth, Maine is soliciting proposals from developers for the purpose of identifying the maximum redevelopment opportunities of a Town-owned property located within the town center. This is a significant undertaking by the Town to return the property to a purposeful and sustainable municipal or privately owned asset.

The Town is soliciting through a Request for Proposal (RFP) creative plans to renovate, repurpose, replace or sell the Memorial School building and property. Such proposals should consider but not be limited to public uses, private uses, senior housing, or combinations thereof.

The Request for Proposals (RFP) and all related materials are available electronically via the Town website at <http://www.northyarmouth.org> under the heading: NYMS RFP. Utility information may be requested independently. The Town is not responsible for any expenses or costs associated with this RFP; proposers responding do so solely at their own expense.

## **EVALUATION CRITERIA**

Evaluation of proposals submitted will include but not be limited to the criteria listed below.

- A. Experience: Demonstrated land use and development projects of a similar nature. Successfully completed projects, goals of those completed projects and testimonials will be considered.
- B. Overall Proposal: Responsiveness to the RFP.
- C. Financial Capacity: Evidence of the financial ability to complete the project will be reviewed.
- D. Work Plan: A general work plan/project schedule, including major tasks, activities, timelines, project milestones, meetings and dates.
- E. Project Cost: Estimated project costs.

## **SITE HISTORY**

The Memorial School in North Yarmouth was built in 1976. The primary building consists of 41,000 square feet of indoor space and that sits on an approximate 20 acre parcel along Route 9 and Parsonage Road. In 2012 following a report by the North Yarmouth Memorial School Task Force on the future use of NYMS, the MSAD 51 Board of Directors made the decision to close the school and transfer the property to the Town of North Yarmouth. The school was transferred to the Town on July 1, 2014 and many development ideas emerged as a result of the acquisition. Several studies have been completed on the possible uses for the school. On November 3, 2015 the following referendum directives passed by 48% of the Town's registered voters:

- A. Immediately terminate making any expenditures and performing any work to study or to develop a Municipal sewer system;

- B. Solicit through a Request for Proposal (RFP) creative plans to renovate, repurpose, replace or sell the Memorial School building and property. Such proposals should consider but not be limited to public uses, private uses, senior housing, or combinations thereof. The Board of Selectmen shall not direct any specific uses to be included or excluded in the Proposals;
- C. Bring all the Request for Proposals (RFP) received to Public Hearings to solicit resident feedback and then bring a recommended plan for the Memorial School property to a municipal vote in a manner that will maximize resident turnout.

Since October of 2014 to current NYMS is used as a community center for many youth and adult recreational programs. Some of these programs are sponsored through the Cumberland/North Yarmouth Recreation Department.

### **ROLE OF THE TOWN OF NORTH YARMOUTH**

The Town Manager will serve as the Town's primary contact. All relevant background information including plans, studies, and reports are available electronically at [www.northyarmouth.org](http://www.northyarmouth.org) under the heading: NYMS RFP

The Town Manager will provide coordination with Town departments and stakeholders, as to information that may be useful in preparing the proposal.

### **SUBMISSION REQUIREMENTS**

Professional developers wishing to be considered for this work shall submit 7 hardcopies and 1 electronic copy of their proposal to the Town Manager. To be considered responsive, all proposals must contain the information in the format described below. Any submission that does not provide the required elements as outlined below may be deemed non-responsive. The Town reserves the right to identify, clarify, and accept any minor informalities or irregularities in determining whether or not a submittal is responsive.

The proposal should include, at a minimum, the following components:

- A. Cover Letter: Provide a signed cover letter that includes a general statement from an authorized officer or director of the development entity submitting the proposal. Mailing address, primary contact, phone number and email address should also be included.
- B. Table of Contents: Provide a table of contents, with page numbers.
- C. Executive Summary: The executive summary should address the highlights of the proposal, along with any special expertise and strengths of the firm needed to successfully accomplish the objectives of the RFP and shall be limited to no more than two pages.
- D. Work Product Samples: Provide samples of similar project with references that include current contact information.
- E. Conflict of Interest Statement: Submit a statement describing any potential conflict of

interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of the Town or other groups involved in the project, which could be created by providing services to the Town.

- F. Indemnification: Acknowledge that the professional developer shall agree to indemnify and hold the Town harmless from claims, demands, suits, causes of action and judgments arising from a proposal's performance including claims of professional malpractice or negligence.

## **REVIEW PROCESS AND SCHEDULE**

- A. Proposals will initially be reviewed by the Town Manager. The Town reserves the right to identify, clarify, and accept any minor irregularities or informalities in determining if a proposal is responsive.
- B. Following review, one or more of the proposals may be asked to clarify or provide additional information.
- C. The Board of Selectmen will hold at least two (2) Public Hearings to solicit resident feedback.
- D. Following Public Hearings, one or more of the proposals may be asked to provide a comprehensive scope of the project.
- E. The successful proposal will require Town Meeting authorization.
- F. The successful developer will be required to enter into an agreement / contract with the Town in which they accept responsibility for the performance of services as stated in their complete proposal.
- G. All developers submitting proposals will receive notice by email of the Town's determination.

## **SUBMISSION**

Sealed proposals are due to the Town Manager, Town of North Yarmouth, 10 Village Square Road, North Yarmouth, Maine 04097 by 5:00pm on February 3, 2016.

The Town reserves the right to reject any and all proposals at its sole discretion. Developers not awarded the work outlined in the RFP will be notified by mail.

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