

**Request for Qualifications and Proposals**

**Development of Real Estate**

**60 and 61 River Road  
Town of Cromwell Project  
Cromwell, CT 06416**

**Issue Date: October 2, 2016  
Submission Deadline: October 21, 2016**

Offered by  
The Town of Cromwell  
and the  
Redevelopment Development Agency  
41 West Street  
Cromwell, Connecticut 06416  
[www.cromwellct.com](http://www.cromwellct.com)

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## **1. Objective of Selection Process**

Through a Request for Qualifications and Proposals (RFQ and RFP) process, it is the objective of the Town of Cromwell to identify a preferred developer or development company to purchase or lease and develop one parcel of land identified as 61 River Road. It is proposed that 60 River Road will contain water oriented recreation and commercial uses and shall be developed as a joint public and private partnership between the Town and the developer.

The preferred developer and the Town will than negotiate a memorandum of understanding regarding potential development of the site. The proposed developer will have a proven track record in mixed use, residential development and commercial development. The selected developer will have proposed a project that offers positive economic impact to the Town, with an emphasis on property tax generation, housing units, new business development and recreational opportunities for town residents.

The Town will work with the selected developer and the Planning and Zoning Commission to prepare Regulations that will encourage appropriate development to benefit the town, its residents and the surrounding property owners. The combination of available land and location presents a unique opportunity for a successful development that will assist in the revitalization of Cromwell's downtown area.

## **2. Outline of Selection Process**

Potential Respondents to this RFQ and RFP will find the following included in this package:

- Submission requirements for the Request for Proposal
- Timeline for submission and selection
- Selection criteria

Additional information included as Appendices: (Available by request)

- A. Maps of Sites
- B. Relevant Town of Cromwell Zoning Regulations

As owner of the property, the Town of Cromwell will administer the RFQ and RFP process. Any correspondences, inquiries, and submissions regarding the property should be directed to:

Mr. Anthony Salvatore, Town Manager  
Town of Cromwell  
41 West Street  
Cromwell, Connecticut 06416  
Phone: (860) 632-3412 and Fax: (860) 632-3435,  
Email: [asalvatore@cromwellct.com](mailto:asalvatore@cromwellct.com)

All inquiries must be in writing and directed exclusively to Mr. Salvatore.

The Town of Cromwell reserves the right to respond or not to respond to specific questions, clarifications or requests concerning the RFQ and RFP process. The Town of Cromwell acknowledges that information contained in the submissions of respondents may be subject to the Freedom of Information Act (FOIA). Submissions in response to this RFQ and RFP may be considered public information under the provisions of the FOIA. Each respondent to this RFQ and RFP should indicate in its submission any specific information which it considers to be proprietary.

Potential respondents should carefully examine the contents of this RFQ and RFP and related documents. Any ambiguities or inconsistencies shall be brought to the attention of Mr. Salvatore in writing via email or fax by 4 p.m. on 10/14/2016. Failure to do so will constitute acceptance by the respondents of any subsequent interpretation or decision by the Town of Cromwell. No interpretation of the meaning of this RFQ and RFP will be made orally. In the event that any interpretation is provided by the Town, only written interpretations will be binding upon the Town. All questions, responses to questions, and clarifications will be available to all respondents on-line at [www.cromwellct.com](http://www.cromwellct.com)

It is the responsibility of each respondent to advise the Town of Cromwell of the appropriate name and address for the mailing (or facsimile transmission) of any communication, interpretation or addendum.

The Town of Cromwell reserves the right in its sole and absolute discretion to extend any of the actual or proposed dates in the time schedule, and further reserves the right to reject any and all submissions from any or all respondents and to republish the RFQ and RFP. The Town of Cromwell also reserves the right in its sole and absolute discretion to terminate the RFQ and RFP process at any time. This RFQ and RFP does not commit the Town of Cromwell to award a contract or pay any costs involved with the preparation of a proposal.

The 60 and 61 Road RFQ and RFP process is intended to result in the identification of a preferred developer based on a variety of criteria as outlined in Section 6 of this document.

### **3. Site Description**

The following information and any additional information referred to in the Appendix, or otherwise provided, is to generally describe the site and relevant factors known to the Town of Cromwell. The accuracy or completeness of the information is not warranted. Respondents should not rely on this information and are encouraged to independently investigate applicable site conditions.

#### **A. General Site Information**

Parcel # 1 is 60 River Road on the east side of River Road adjacent to the Connecticut River and contains 1.76 acres of land with a gravel parking lot and a deep water docking facility. 61 River Road contains portions of the former building foundation on .98 acres on the west side of River Road.

Parcel #1(60 River Road) is bounded to the north by Parcel ID #60402300, to the south by 44 River Road, to the east by the Connecticut River and to the west by River Road.

Parcel # 2 (61 River Road) is bounded to the north by 20 Pleasant Street, to the south by 59 River Road, to the east by River Road and to the west by 16 and 18 River Pleasant Street.

#### **B. Environmental Information**

60 River Road is located within the 100 Year Flood Zone and contains some areas identified as Inland Wetlands. 61 River Road is located with the 100 Year Flood Zone.

#### **C. Land Uses and Regulatory Requirements**

60 River Road is located in Riparian Protection District Zone District. The site is bounded to the north and south by the Riparian Protection District Zone District, to the east by the Connecticut River and to the west by River Road and the Residence R-15 Zone District.

61 River Road is located in the Residence R-15 Zone District. The site is bounded to the north, south and west by the Residence R-15 Zone District and to the east by River Road and the Riparian Protection District Zone District.

The specific zoning regulations that apply to these parcels are included in Appendix B. Planning and Zoning Commission approval and approval from the Inland Wetlands and Watercourses Agency shall be required for any proposed development and use.

#### **D. Site Access and Infrastructure**

60 and 61 River Road both have frontage and access on River Road. Sanitary Sewer Sanitary sewer service is provided by the Town of Cromwell Water Pollution Control Authority (WPCA) and is adequate to support any development proposal. Water, electrical and telephone service lines currently exist in the project area. They are provided by the Cromwell Fire District, Eversource Energy and Southern New England Telephone, respectively, and are adequate, and can be readily improved or upgraded to support the needs of the development project.

### **4. Time Schedule for Selection Process**

Submissions in response to this RFQ and RFP for 60 and 61 River Road must be submitted as hard copies to the Town of Cromwell and must be in the possession of the Town Manager no later than **2:00 p.m. EDST October 21, 2016**. No submission will be accepted after this date and time, or at any other location. Submissions must be sealed and clearly marked 60 and 61 River Road Town of Cromwell Request for Proposals.

If, at the time of the scheduled due date, 41 West Street Cromwell, CT 06416 is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the due date will be postponed until 2:00 p.m. on the next normal business day. Proposals will be accepted until that date and time.

Interviews and/or presentations are to be a requirement of the RFQ and RFP process and will be included as part of the evaluation of proposals. During the RFQ and RFP process, and depending on questions submitted by respondents and potential respondents, a conference may be scheduled to provide any interested parties an opportunity to ask any question or receive

clarifications on the process. In the event of such a conference, attendance will not be mandatory but is encouraged.

The following schedule represents the anticipated timeline for the final selection of a preferred developer and development plan for 60 and 61 Road. It may be altered by the Town of Cromwell as set forth in Section 2 above.

**Schedule**

RFP Formally Announced and Available	October 2, 2016
Questions and Clarifications Deadline	October 14, 2016
Deadline for Receipt of Proposal	October 21, 2016
Interviews and Presentations	November 1 – 4, 2016
Selection of Preferred Developer	By November 11, 2016

**5. Selection Committee and Final Determination**

A Selection Committee shall review all proposals enlisting technical help as appropriate. The Selection Committee shall consider the proposals submitted, perform interviews or meetings with respondents as it in its discretion deems appropriate, review the written materials provided by respondents, investigate past projects and perform such other research and due diligence as it feels is appropriate. The selection committee will recommend a preferred developer and shall present its findings to the full Town Council for approval. The selection committee reserves the right to request additional information as it deems necessary or appropriate.

**Process after selection of Preferred Developer**

Upon selection, it is anticipated a memorandum of understanding concerning roles and responsibilities and a proposed development plan shall be negotiated between the preferred developer and the Town of Cromwell. The Cromwell Town Council is required to approve the final negotiated agreement with the selected preferred developer. The preferred developer may be required to submit revisions to its proposal.

**6. Submission Requirements**

Twelve (12) copies of the complete Respondent’s Proposal package must be submitted. Each respondent must provide the information listed below as part of its submission. All materials submitted will become the property of the Town of Cromwell. Each submission in response to the RFQ and RFP shall contain the following information:

**A. Formal Letter of Interest**

Letter of Interest should be on Principal Developer or End User letterhead and addressed to:

Mr. Anthony Salvatore, Town Manager  
Town of Cromwell  
41 West Street

## **B. Identification of Proposed Development Entity**

A full description of the respondent's principal firm (and its related development entities and subsidiaries) and team members making the submission shall be provided in a narrative form that is clear and comprehensive. Brochures and collateral material on the firms can be included as appropriate, but should not substitute for narrative description. Descriptions of the development entity must include, at a minimum, the types of developments undertaken by the company (ies), description of its geographical market focus, length of time in business, description of principals and key personnel including sub-contractors who are most likely to work on 60 and 61 River Road. The respondent shall provide the identification, description and resumes of key personnel of any proposed team members.

## **C. Description of Development Experience**

Detailed information shall be submitted regarding the respondent's principal firm or end user making the submission on projects completed or in process over the last ten years. Given the importance of this component in the evaluation of the submissions, it is recommended that any and all information that would be helpful in fully understanding the development experience of the respondent and development team members should be submitted including any relevant visuals, graphics or pictures of past projects ideally similar in nature to this project.

## **D. Developer's Concept for 60 and 61 Road**

In order to gain an understanding of the type of project envisioned by the respondent for 60 and 61 River Road, it is required that a narrative description be provided indicating the type of project that is proposed. The respondent shall also submit information on the scale or massing of development and any other materials in support of their concept plan for 60 and 61 Road. The following forms of information are suggested:

- Type, scale and location of proposed land use(s)
- Conceptual circulation plan
- Public space
- Public access

## **E. References**

All submissions must include a minimum of three (3) references who in the opinion of the respondent can best attest to the development experience of the respondent or respondent's development team members. A minimum of two references must attest to the submitting firm's financial capacity, including one financial reference that represents the principal bank or lender of the respondent.

## **F. Litigation**

Respondents and development team members must identify and describe any current, pending or threatened litigation against them related to their business or real estate dealings. The Town of Cromwell may elect to deem a submission non-responsive if the submission fails to comply with specific requirements of this solicitation. The Town of Cromwell reserves the right to reject any and all proposals at its sole discretion.

## **G. Disqualification Factors**

The Town of Cromwell has the right to disqualify and deem non-responsible a respondent, or member of the respondent's development team, if any entity or person has been convicted of a crime chargeable as a felony or punishable by a fine in excess of \$10,000 within the past five (5) years, if any entity or person has defaulted on a previous project and/or been removed as a participant in such project, has been the subject of a voluntary or involuntary bankruptcy or insolvency proceeding in the last five (5) years that was not dismissed within 60 days of filing, or has admitted in general its inability to meet its debts when they became due, has made misrepresentations of fact in its submission, and similar acts indicating poor business judgment, unethical conduct, or disreputable business practices.

## **7. Selection Criteria**

The following Selection Criteria shall be used as a guide to evaluate all submissions to this Request for Proposals.

### **Scale, Quality, Number and Type of Projects, Completed or In Process**

The Selection Committee will place a major emphasis on the overall development experience/track record of the respondent and/or its development team. The Selection Committee will focus on the type and number of projects undertaken in the past ten years by the Respondent and/or its development team members including the complexity and scale of these projects, the overall quality of these projects as determined from information provided by the submission document, and through interviews by the Selection Committee with references and local contacts. Preference will be given to respondents with successful experience in mixed-use and residential development similar to that desired in Cromwell.

### **Readiness to Proceed With Project**

The Selection Committee will evaluate and determine each proposer's timeframe for the execution of property agreement, submittal of applications for approvals, anticipated timeframe for approval, and any issues or conditions that would preclude the proposer from being able to close within that timeframe. It is expected that development milestones will be included in the proposal, and further detailed in the development agreement, ensuring that the project is completed in a timely manner.

### **Quality of Plan for Development**

The Selection Committee will evaluate the quality of the developer's proposed development, including components such as the massing and scale of the proposed uses and the goals, objectives, and desires of the Town.

### **Quality of "Concept" for 60 and 61 River Road**

The Selection Committee will evaluate the type and quality of proposed land uses and tenants, and the compatibility of these with the surrounding regional, neighborhood and site assets.

### **Past Experience with Development Projects Such as Mixed-Use Development**

The Selection Committee will evaluate the developer's prior experience, including residential, retail, commercial and mixed use development. If the property will be retained by the developer

a description of management capability and comparable projects are needed for evaluation.

**Success in Project Completion/Management**

The Selection Committee will need for the applicant and any joint venture applicants to list all other property (ies) owned/managed by them, projects completed or under construction, and time period it took to complete the project(s).

**Organizational Structure and Credentials of Key Personnel**

The Selection Committee will need the listing of all of the proposer's officers, partners or owners of the development entity, as well as any joint venture partners, by name, title and percentage of ownership and their addresses and contact information.

**APPENDICES**

(Available on-line or by request)

- A. Maps of Sites
- B. Relevant Town of Cromwell Zoning Regulations

# SECTION 2 RESIDENTIAL ZONES

## 2.1 PERMIT TYPES

Activities permitted in these regulations may require permits from the Planning and Zoning Commission or their administrative agent, the Zoning Enforcement Officer/Zoning Official. The following table identifies the permit types, issuing agency and the procedural requirements for these permits. Uses listed on the following pages are color coded to correspond with the permit type.

	ISSUING AGENCY	PROCEDURAL INFORMATION
<b>NO PERMIT REQUIRED</b>	N/A	N/A
<b>USE PERMIT</b>	Zoning Enforcement Officer or Planning and Zoning Commission	Section 8.2
<b>SITE PLAN APPROVAL</b>	Planning and Zoning Commission	Section 8.6
<b>SPECIAL PERMIT</b>	Planning and Zoning Commission	Section 8.7

## 2.2 SINGLE FAMILY RESIDENTIAL USE DISTRICTS.

### 2.2.A Purpose.

1. R-15. Purpose: To cover the central core of Cromwell where availability of public utilities, proximity to schools, and existing patterns of development make this density appropriate.
2. R-25. Purpose: To cover those areas of Cromwell where development has occurred, and should continue to occur, at less intense densities, and where water and sewer may or may not be available.
3. R-40. Purpose: To cover those areas of Cromwell which are largely undeveloped or predominantly rural in character and which are least likely to have access to water and sewer lines.

**2.2.B Bulk Requirements.**

ZONE	MINIMUM		MINIMUM YARDS				MAXIMUM	
	LOT AREA	FRONTAGE	FRONT	SIDE	AGGREGATE SIDE	REAR	BUILDING COVERAGE	BUILDING HEIGHT
R-15	15,000	100	35	15	35	25	15	35
R-25	25,000	130	40	20	50	50	15	35
R-40	40,000	160	40	25	60	50	15	35

**2.2.C Principal Uses.**

**1. No Permit is Required**

USE
<ul style="list-style-type: none"> <li>• Open space</li> <li>• Single-family dwelling</li> <li>• Farm</li> <li>• Cultivation of land</li> <li>• Public utility substations, pursuant to the Connecticut Siting Council.</li> </ul>

**2. Requires Use Permit Approval [Section 8.2]**

HOUSING USES	ADDITIONAL CRITERIA (SEE SECTION)
<ul style="list-style-type: none"> <li>• Two-family dwelling</li> <li>• Rear lot</li> </ul>	6.6
FARMING RELATED USES	ADDITIONAL CRITERIA (SEE SECTION)
<ul style="list-style-type: none"> <li>• Large Domestic Pet</li> <li>• Farm stand</li> <li>• Private greenhouse</li> <li>• Farm buildings. All farm building and residential accessory buildings housing livestock or poultry shall be located at least 100 feet from any street or lot line</li> </ul>	2.8

**3. Requires Site Plan Approval (new construction) [Section 8.5] / Change of Use Permit (existing building / structure) [Section 8.3]**

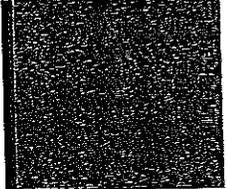
USE	ADDITIONAL CRITERIA (SEE SECTION)
<ul style="list-style-type: none"> <li>• Cemetery</li> <li>• Parks / playgrounds</li> </ul>	

**4. Requires Special Permit Approval [Section 8.7]**

HOUSING USES	ADDITIONAL CRITERIA (SEE SECTION)
<ul style="list-style-type: none"> <li>• Assisted living facility, congregate housing, continuing care retirement community, or a nursing facility</li> <li>• Conservation subdivision</li> <li>• Dwelling, converted (3 or more units)</li> </ul>	6.7 5.9
FARMING RELATED USES	ADDITIONAL CRITERIA (SEE SECTION)
<ul style="list-style-type: none"> <li>• Commercial Kennel</li> <li>• Riding academy and stables</li> </ul>	

INTRODUCTION AND DEFINITIONS  
 BUSINESS ZONES  
 SPECIAL ZONES  
 BASIC STANDARDS  
 SPECIAL PERMITS  
 SPECIAL REQUIREMENTS  
 PROCEDURES  
 ADMINISTRATION  
 ZDA

OTHER USES	ADDITIONAL CRITERIA (SEE SECTION)
• Colleges and schools / dormitories	
• Group Day Care Home, Day care center	6.9
• Hospital	
• Municipal facilities and services	
• Places of worship / churches	
• Public utility service yard	
• Radio mast, amateur	
• Outdoor recreation facility	
• Temporary amusements	



**2.2.D Accessory Uses.**

**1. No Permit is Required**

USE	ADDITIONAL CRITERIA (SEE SECTION)
• Accessory Apartment	
• Cultivation of Land	
• Family Day Care Home	
• Fences which are less than six (6) feet tall provided visibility is not blocked	5.8
• Home Office / Studio	
• Playscapes	
• Parking or storage of any number of motor vehicles, registered or unregistered, if parked or stored in a completely enclosed garage or building. Any number of registered vehicles may be parked outside except as otherwise prohibited by these regulations	
• Parking for one (1) commercial vehicle not exceeding 11,000 pounds gross vehicle weight and a cargo area not exceeding 200 cubic feet	2.10
• Parking for a maximum of two (2) recreational vehicles	2.10
• Parking for a private utility trailer	
• Pools and other recreational structures, such as tennis courts	
• Private garages, sheds, gazebos, or similar structures up to 1,000 square feet in total on any single lot	2.7
• Signs pertaining to a permitted principal use on a lot	

**2. Requires Use Permit Approval [Section 8.2]**

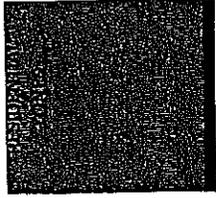
USE	ADDITIONAL CRITERIA (SEE SECTION)
• Parking areas for Principal Uses (less than 20 parking spaces)	5.2
• Farm Stand	
• Large Domestic Animal Pets	2.8
• Minor Home-Based Business	2.9

**3. Requires Site Plan Approval [Section 8.6]**

USE	ADDITIONAL CRITERIA (SEE SECTION)
• Parking areas for Principal Uses (20 or more parking spaces)	5.2

4. Requires Special Permit Approval [Section 8.7]

USE	ADDITIONAL CRITERIA (SEE SECTION)
• Major Home-Based Business	6.10
• Bed and Breakfast Inn	6.10
• Private garages, sheds, gazebos, or similar structures larger than 1,000 square feet, up to 1,600 square feet total on any single lot	2.7.A5
• Parking for a second commercial vehicle not exceeding 11,000 pounds gross vehicle weight and a cargo area not exceeding 200 cubic feet (total of two (2) on a residential property)	2.10
• Parking for one (1) commercial vehicle exceeding 11,000 pounds gross vehicle weight and/or a cargo area of 200 cubic feet	2.10
• Parking for a commercial trailer	2.10



**4.3 RIPARIAN PROTECTION DISTRICT (RPD).**

**4.3.A Purpose.**

The purpose of the Riparian Protection District is to restrict development of property located in areas adjacent to the Connecticut River and the Mattabasset River that are prone to flooding, to minimizing public and private losses due to flood conditions.

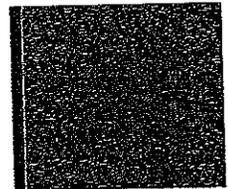
**4.3.B Description.**

1. The Riparian Protection District is a base zone that shall encompass all land east of the Connecticut River Stream Channel Encroachment Line as well as certain other lands in close proximity to the Connecticut River, shown on the Town of Cromwell Zoning Map.

**4.3.C Principal Uses by Use Permit.**

The following uses are permitted subject to the issuance of a Use Permit in accordance with Section 8.2 of the Zoning Regulations:

1. Open space.
2. Farming
3. Public utilities
4. Flood protective uses;



**4.3.D Principal Uses by Special Permit**

The following uses are permitted subject to the issuance of a Special Permit in accordance with Section 6 of the Zoning Regulations:

1. Storage of materials and equipment;
2. Recreational or cultural events of a limited duration.
3. Outdoor Recreation (including bathing places, boat ramps, docks, picnic areas, play fields, golf, tennis and parking areas);

**4.3.E Permitted Structures and Buildings.**

The following structures and buildings are permitted, except for the floodplain exclusions in Section 4.2, subject to the issuance of a building permit:

1. Buildings and structures accessory to agricultural uses for of goods and equipment and the shelter of animals and fowl, but not including dwellings or buildings for human occupancy.
2. Public Utility buildings and structures.
3. Parks and recreation areas and attendant facilities: including boat ramps, docks, parking areas, picnic areas, tables, shelters and fire places, golf courses, driving ranges, tennis courts and bathing, but not including permanent buildings or structures such as club houses or dwellings or buildings for human occupancy.
4. Dikes or other structures designed to divert or obstruct the flow of flood waters.



