

# **CITY OF NORWICH**

## **REQUEST FOR QUALIFICATIONS/PROPOSALS RFQ 22-17**



### **DEVELOPMENT OF THE DR. PATRICK CASSIDY HOUSE 98 Washington Street, Norwich, Connecticut**

**March 1, 2022**

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# 1 INTRODUCTION

This Request for Proposal (“RFP”) is issued by the Public Works & Capital Improvements Committee (hereafter the “Committee”) on behalf of the City of Norwich. The RFP is issued for the purpose of recruiting developers including individuals, who may be from the public or private sector (“Respondents”), to preserve, develop, rehabilitate, design, construct, manage, finance, market, lease and reuse the subject parcel. With this RFP, the City of Norwich is actively soliciting Proposals - the timing, form and substance of which are described in Section 2. below – from Respondents who wish to participate in the ongoing redevelopment of the City of Norwich. The RFP involves one (1) parcel constituting one project: 98 Washington Street.

## 1.1 OVERVIEW

The City of Norwich seeks development proposals for the rehabilitation of city-owned real estate at 98 Washington Street known as the Dr. Patrick Cassidy House. The parcel contains approximately .34 acre of land with an 1890s three and one-half story Victorian style home. Many of the original features remain, with elegant oak, cherry and mahogany woodwork, heavy sliding doors that recess into the walls between the living room and dining room, majestic fireplaces, large windows and a tower. The right side entrance near the kitchen has cabinets where deliveries of flour, sugar and ice could be deposited in bins. Inside the interior walls was an intercom system for occupants on one floor to communicate with those above or below without shouting up the elegantly carved main staircase with oak railing.

The property is listed on the National Register of Historic Places in the Chelsea Parade Historic District of Norwich.

[https://www.livingplaces.com/CT/New\\_London\\_County/Norwich\\_City/Chelsea\\_Parade\\_Historic\\_District.html](https://www.livingplaces.com/CT/New_London_County/Norwich_City/Chelsea_Parade_Historic_District.html)

While the city recognizes the extensive damage of the historic home, because of its National Register listing and its significance to the community, the city seeks proposals to have the property redeveloped in a method that preserves historic character but also provides the best option of redevelopment for both the city and potential purchaser. Preference shall be given to those proposals that plan to use a state, recognized non-profit, or federal historic preservation funding program for the property, such as federal tax credits and/or the Protect and Sell Program. The city plans to provide the property in as-is condition. The city offers prospective buyers the opportunity to tour the property by appointment.

The purpose of this RFP is to select and recommend to the City Council a proposed developer for the redevelopment or reuse of 98 Washington Street as part of the City of Norwich’s effort to revitalize properties that are considered blighted and/or abandoned. The Program offers City owned real estate to individuals or entities willing to rehabilitate the

property for residential, commercial, or non-profit use in compliance with all applicable municipal requirements including zoning restrictions. The property will remain owned by the City of Norwich until work is completed on the subject parcel. When title is transferred, it will be pursuant to a quitclaim deed in consideration of one (\$1) dollar and, if applicable, a commitment to complete all necessary improvements within twelve (12) months of the date of execution of the development agreement. The City may agree to convey the property at an earlier date to permit the financing of the project by a qualified lender subject to terms and conditions acceptable to the City.

### ***1.2 MINIMUM QUALIFICATION CRITERIA***

- Respondent cannot be a previous owner of property taken through the foreclosure process;
- Respondent must be current on all City of Norwich taxes and fees;
- Respondent must provide proof of and possess the financial wherewithal to complete the work proposed;
- Respondent must furnish a \$5,000 performance bond, letter of credit, or passbook savings account payable to the City of Norwich and may not draw upon the bank account or cancel the line of credit without first receiving City approval.
- Respondent may be required to maintain and provide proof of insurance against property loss commensurate with the property value after completion of the proposed improvements and proof of adequate insurance for personal injury, all in amounts and by carriers satisfactory to the City.

### ***1.3 CRITERIA***

The Committee will conduct the selection process and thereafter issue a recommendation for a proposed developer to the Norwich City Council that will focus on the following criteria:

- Adherence to minimum qualification criteria; only applications that evidence compliance with the minimum criteria will be given further consideration by the Committee;
- The specificity of the proposed work plan including architectural drawings and site plans for the property where applicable;
- Retention of existing architectural features;
- The depth and nature of the Respondent's past proven success on similar projects;
- The Respondent's financial capabilities;
- The Respondent's ability to work cooperatively with the City of Norwich, its staff and Commissions;
- The Respondent's ability to perform on time and on goal;
- Preference will be given to the proposal that most greatly increases the values of the properties.

### ***1.4 SELECTION PREFERENCES (listed in order of preference as a-d)***

- a. Respondent renovating into owner-occupied unit(s).
- b. Respondent renovating into rental units.
- c. Respondent renovating and selling property.
- d. Respondent proposal of a use not listed above.

## **1.5 SELECTION PROCESS AND PROJECT SCHEDULE**

In general, the selection process is as follows: (1) selection of “Qualified Respondent(s)” based on responses to the RFP; (2) review, interviews, clarification and evaluation of Proposals from Qualified Respondents by the Committee with assistance from city administrative staff as assigned by the city manager; (3) preliminary negotiation of Development Agreements with Qualified Respondents by the Committee; (4) selection of, and negotiations with, the “Selected Respondent” by the Committee resulting in a proposed agreement; and (5) the proposed agreement with the “Selected Respondent” will be forwarded to the Norwich City Council for further action. The City of Norwich through the City Council reserves the right to accept or reject the Committee’s recommendation for a proposed developer for any reason reserving the right to itself to amend or modify the terms of any proposal or to refer the RFP back to the Committee for further review based upon the criteria identified in the RFP or by the City Council.

Proposals will be evaluated through the selection process to determine if the Respondents meet the Minimum Qualification Criteria set forth in Section 1.2 herein. The Committee and/or the Norwich City Council reserves the right to enter negotiations with any and all Respondents and reject any proposal at any time in the selection process.

Any Respondent designated as a Qualified Respondent shall be a party financially, technically and administratively capable of undertaking the development, including design, construction, management, financing, marketing, leasing and operation, of the property at 98 Washington Street. It should be noted at the outset of this process that the final evaluation of responses to the RFP from the Respondents is expected to take into account several factors including, but not limited to, construction expertise, cost, degree of contractual risk assumed, guarantees, and ability to provide financial assurances. The City of Norwich is seeking Respondents capable of performing all necessary work in a timely and competent manner and able to make a sufficient financial commitment to the development project that will support the long-term viability of the property.

**Any agreement with the city will require that there be no occupancy of any portion of any of the property to be conveyed prior to the completion of renovations as required in the development agreement and transfer of property.**

The following schedule identifies activities and anticipated dates in the selection process.

RFP Issued:	March 1, 2022
Property Inspection:	By appointment
Proposals Due:	May 13, 2022 at 2:00 P.M.

Following receipt of Respondent’s Qualification Statement, the Committee, with the assistance of city administrative staff when necessary, will screen applications pursuant to the Minimum Qualification Criteria outlined in Section 1.2. Thereafter, it will schedule interviews with Qualified Respondents at the parties’ mutual convenience and initiate the interview process. Upon completion of the selection of a candidate as proposed developer, it will forward its recommendation, including supporting documentation, to the Norwich City Council for additional investigation, approval, or rejection.

## **2 SUBMISSION OF RESPONSES**

### **2.1 INQUIRIES**

All questions regarding the request for proposals must be submitted no later than March 22, 2022 at 12:00 P. M. through the City of Norwich Procurement Portal:

<https://norwichct.bonfirehub.com/portal/?tab=openOpportunities>

### **2.2 DEADLINE**

*Proposals are due on May 13, 2022 and must be received by 2:00 p.m. on that date. Proposals must be submitted through the City of Norwich Procurement Portal at:*

<https://norwichct.bonfirehub.com/portal/?tab=openOpportunities>

Late Proposals may result in not being evaluated under this RFP. They may be considered as unsolicited proposals, subsequent to the RFP process.

### **2.3 FORMAT**

**Respondents are asked to submit their Proposals in PDF format.** Submissions should be tabbed for easy reference, and, to the extent possible, cross-referencing should be avoided.

### **2.4 CONTENTS**

Respondents are asked to conform their Proposals to the Table of Contents including all specified criteria identified in the RFP. All requested information should be provided.

#### **2.4.1 Letter of Qualification**

The Letter of Qualification provided at Appendix B of this RFP shall be executed and returned. It shall be prepared on Respondent's letterhead. The City will not accept modifications to the language in this letter.

#### **2.4.2 Letter of Intent**

The Letter of Intent provided as Attachment C of this RFP shall be executed and returned. It shall be prepared on Respondent's letterhead. The City will not accept modifications to the language in the letter.

#### **2.4.3 Background Information/Business Qualifications**

The City of Norwich requests, with respect to the parcel identified:

- a. A statement of Respondent's willingness to assume overall responsibility for implementation of the project;
- b. A statement that, if selected, Respondent will make provision for meaningful performance and completion guarantees;
- c. A statement that, if selected, Respondent will design and construct the project(s) in accordance with the terms and specifications agreed to by the City and Respondent.

- d. A statement that, if selected, Respondent will pay damages in the event that the project(s) are not completed on the timelines memorialized in the Agreement;
- e. A statement that, if selected, Respondent will maintain appropriate insurance policies at levels specified in the Agreement, will name the City of Norwich as an additional insured, and will indemnify the City of Norwich.
- f. A statement that indicated the approximate percentage or amount of equity that Respondent would invest in each project indicated.

In addition, the City of Norwich requests:

- g. Evidence that Respondent has an acceptable record of business practices, including compliance with municipal ordinances, labor, and environmental laws;
- h. Any additional information that Respondent wishes to provide, including description of Respondent's business approach.
- i. The Respondent state what the intended use of the property will be after renovation/development of the property is completed.

#### **2.4.4 Relevant Experience**

- A. Respondent shall demonstrate the ability to perform on time, on budget, and on goal.
- B. Respondent shall demonstrate the ability to refurbish, renovate, and rehabilitate the subject premises in accordance with the State of Connecticut Building Code and industry standards of workmanship.
- C. During the interview process, the Respondent will be expected to be able to provide and discuss information with respect to at least three reference projects, preferably similar in scope and nature to the subject of this RFP, including information as to rental income for the last two years. Upon request, the respondent will be required to provide evidence that the reference projects were developed consistent with contractual requirements, including without limitation, financing commitments, and were completed in a timely manner. The Respondent will be permitted to provide an explanation in the event any project was delayed, and may be required to provide additional evidence with respect to the same. Respondent should be prepared to discuss the following with respect to each reference project, and be prepared, upon request to provide the following in written form:
  - 1. Name and location of project;
  - 2. Names and telephone numbers of municipal officials responsible for oversight of project;
  - 3. A reasonably detailed description of the building, including design, construction, and financing structure;
  - 4. Total development costs;
  - 5. The Respondent's role in project development, design, permitting, financing, construction, rehabilitation (if any), operation, maintenance and marketing;
  - 6. Development timeline, including construction start and completion dates;
  - 7. Any claims, litigation, judgments, notices of violations, or administrative enforcement actions arising out of the construction and/or operation of the project.

### **3      *AFFIRMATIVE ACTION STATEMENT***

The City of Norwich is an Affirmative Action/Equal Opportunity Organization. Minority/Women's Business Enterprises are encouraged to submit Qualification Statements.

### **4      *CONDITIONS***

By responding to this RFP, each Respondent will be deemed to acknowledge and consent to the following conditions relative to the qualification process and the selection of Qualified Respondents:

- Except as otherwise noted herein, Respondent(s) are discouraged from contacting any city official, board member, or city employee regarding this RFP and the matters discussed therein.
- All costs incurred in connection with responding to this RFP will be borne solely by the Respondent;
- The City reserves the right to reject, for any reason, any and all responses and to eliminate any and all Respondents responding to this RFP from further consideration for this procurement;
- The City reserves the right to eliminate from consideration any Respondent who submits incomplete, inadequate responses, or is not responsive to the requirements of this RFP;
- The City may qualify Respondents whose responses contain immaterial deviations from the Minimum Qualification Criteria;
- The City reserves the right, without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information, or to withdraw this RFP at any time;
- The City may, at its discretion, waive any provision herein as it deems in the best interests of the projects;
- All Proposals shall become the property of the City and will not be returned and may be made available to the public. The City will attempt to avoid disclosing confidential financial information submitted with any proposal, but does not agree to guarantee confidentiality;
- All contracts relating to the projects will be governed by the laws of the State of Connecticut and the policies and procedures of the City of Norwich;

- Any Proposals not received by 2:00 p.m. Eastern Standard Time on April 1, 2022 may be rejected, unless Respondent requests that such be considered as an unsolicited proposal;
- The Respondent, in addition to the procedure set forth herein, which includes attending an interview and, if requested, providing written answers to questions to the 98 Washington Street Committee, shall be required, if so requested, to meet with counsel of the City of Norwich, or a committee or subcommittee thereof, before the Council selects a developer;
- The formation of a joint venture after qualification, and any change in a prequalified joint venture, will be subject to the written approval of the City and may be denied if: (i) any participant withdraws from the joint venture and the remaining participants do not meet the qualifying requirements, or (ii) any new participants to a joint venture are not qualified, individually, or as another joint venture;
- The City reserves the right to permit a Respondent or Principal Company to remain in the procurement process as long as it is able to demonstrate that it meets the Minimum Qualification Criteria set forth in section 1.2 above.

**ATTACHMENT A**  
**RESPONDENT BACKGROUND INFORMATION**

1. \_\_\_\_\_ (Respondent Name)

2. Principal Place of Business (Company headquarters or residence)

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3. Type of Business Entity (corporation, partnership, business trust, etc. if applicable)

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4. Names of Company Officers:

President \_\_\_\_\_

Agent for Service \_\_\_\_\_

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5. Summarize the Company's (or the Individual's) principal line(s) of business.

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**ATTACHMENT B  
LETTER OF QUALIFICATIONS**

**(Note: To be prepared on Respondent's Letterhead. The City will not accept modifications to the language in this letter.)**

Dear \_\_\_\_\_:

The undersigned have reviewed our Proposal submitted in response to the Request for Proposals (RFP) regarding the property at 98 Washington Street issued by the City of Norwich on February 25, 2022.

We affirm that the contents of our Proposal, which is incorporated herein by reference, are accurate, factual and complete to the best of our knowledge and belief and are made in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

\_\_\_\_\_  
(Signature of Individual)

\_\_\_\_\_  
(Signature of Authorized Officer\*)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
(Type Name and Title)

\_\_\_\_\_  
Dated:

\_\_\_\_\_  
Dated:

*\* If a joint venture, partnership or other formal organization of firms is (are) submitting a Qualification Statement, each participant shall execute and submit this Letter of Qualifications.*

**ATTACHMENT C  
LETTER OF INTENT**

**(Note: To be prepared on Respondent's Letterhead. The City will not accept modifications to the language in this letter.)**

Dear \_\_\_\_\_:

(Name of Respondent) has submitted the attached Proposal in response to a Request for Proposals (RFP) regarding the property at 98 Washington Street issued by the City of Norwich in accordance with the provisions contained therein.

(Name of Respondent) states that the contents of the Proposal contains accurate, factual and complete information,

(Name of Respondent) acknowledges that all costs incurred by it in connection with this submission or any negotiation which results therefrom shall be borne exclusively by the (Name of Respondent).

(Name of Respondent) agrees that it will assume overall responsibility for the performance of its team in implementing the project and is prepared to offer the types of financial guarantees of its performance as indicated in Section 1.2 of this RFP.

(Name of Respondent) declares, represents and warrants that it has no legal claims or actions of any kind (other than property tax challenges) pending or threatened against either the City of Norwich and hereby waives and releases any right to assert any such claims now or in the future.

(Name of Respondent) hereby declares that the only persons participating in this Proposal as principals are named herein and that no person other than herein mentioned has any participation in the Proposal or in the Agreement to be entered into. Additional persons may subsequently be included as participating principals only if acceptable to the City.

(Name of Respondent) declares that this Proposal is made without connection with any other person, firm, or party who has submitted a Proposal, except as follows: \_\_\_\_\_ and that it has been prepared and submitted in good faith and without collusion or fraud.

\_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Typed Name and Title)

\_\_\_\_\_  
(Name of Respondent)

**ATTACHMENT D**  
**COMMITMENT TO NEGOTIATE**

**(Note: To be prepared on Principal Company's Letterhead. The City will not accept modifications to the language in this letter.)**

Dear \_\_\_\_\_:

(Name of Respondent) has submitted the attached Proposal in response to a Request for Proposals (RFP) regarding the property at 98 Washington Street, issued by the City of Norwich on March 1, 2022

(Name of Respondent) states that the content of the Proposal contains accurate, factual and complete information.

(Name of Respondent) understands that the City reserves the right to proceed directly to negotiation of an Agreement. If the City Council selects the Respondent to engage in negotiation of an Agreement on the project in which the Respondents has expressed interest as noted on Form 2 attached to the RFP, this is to confirm that the Respondent is committed to negotiate in good faith the terms and condition of such Development Agreement(s) with the City through the Board in a timely fashion.

(Name of Respondent) agrees that it will not request assistance from the State of Connecticut for implementation of the project without written consent of the City.

(Name of Respondent) acknowledges that all costs incurred by it in connection with this submission or any negotiation which results therefrom shall be borne exclusively by the (Name of Respondent).

RESPONDENT:

By: \_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Printed Name)

CITY OF NORWICH:

By: \_\_\_\_\_  
(Signature of Authorized Individual)

\_\_\_\_\_  
(Printed Name)



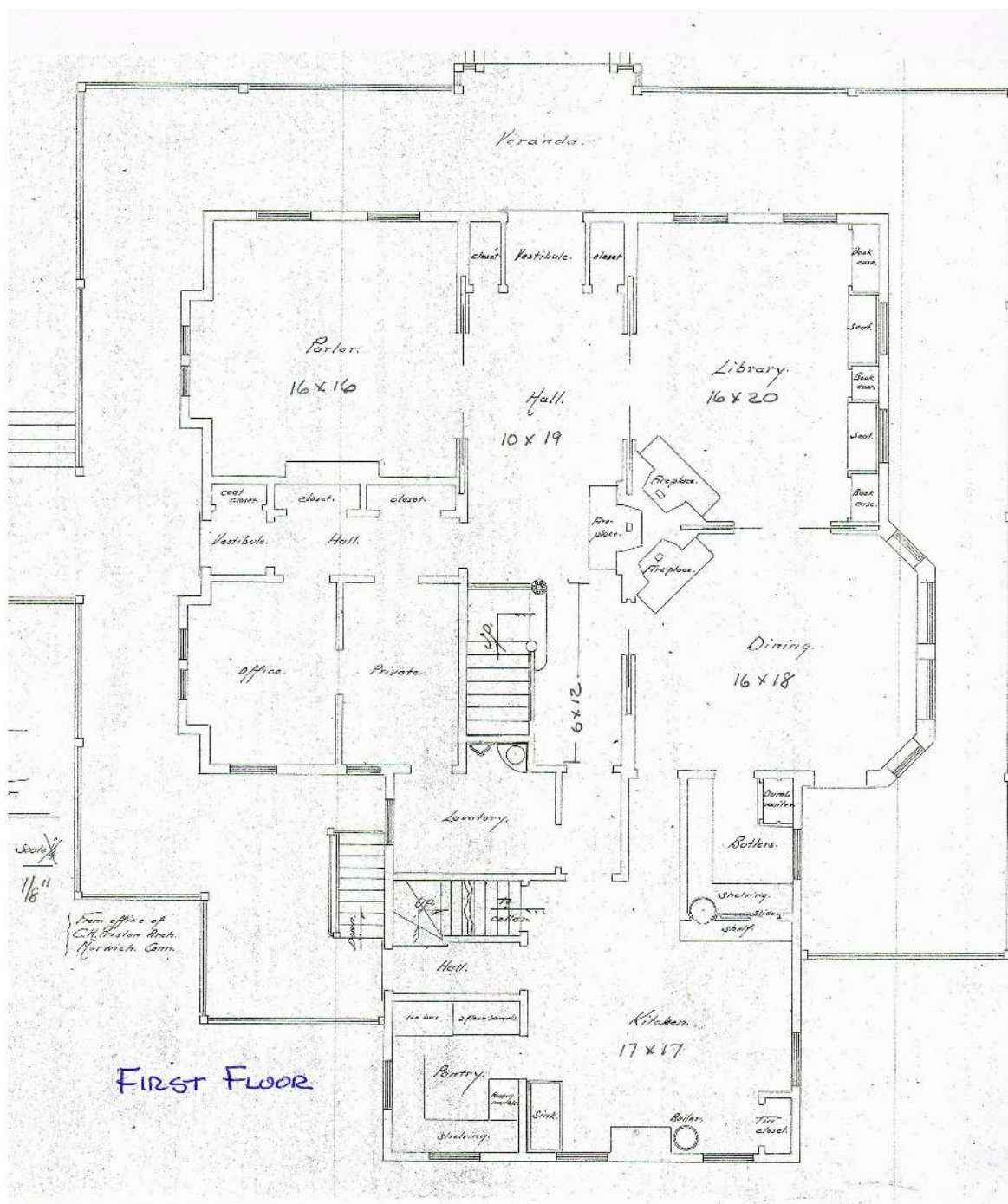


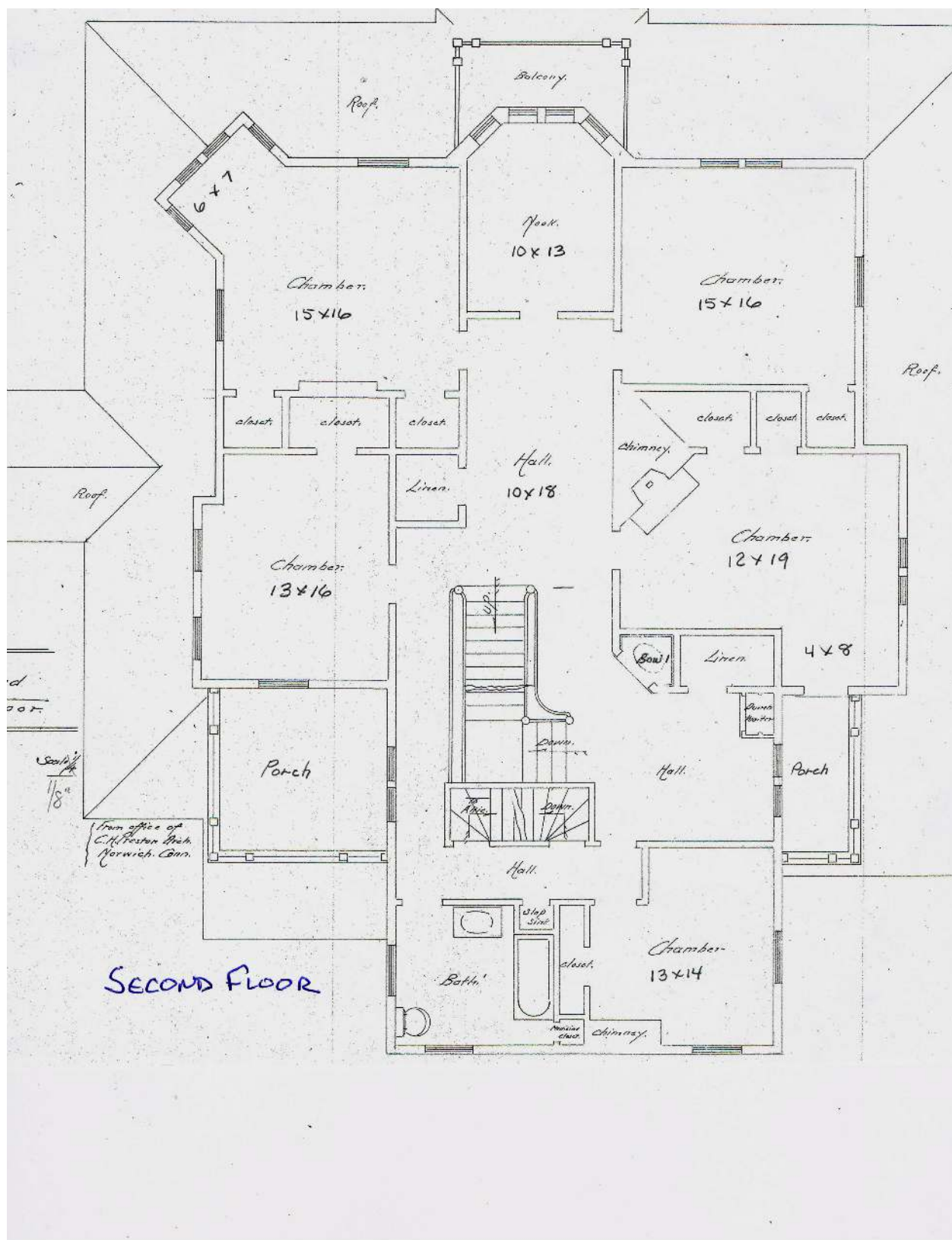


Front Elevation.  
(approximated)  
**EAST ELEVATION**

Scale 1/4"

Copyright of  
J. H. M. 1880  
New York, N.Y.




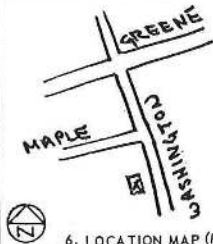






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SUPPLEMENTAL INFORMATION AND PHOTO .PHS MAY BE ADDED ON SHEET OF SAME SIZE

1. STATE Connecticut COUNTY New London TOWN Norwich VICINITY STREET NO. 104 Washington Street ORIGINAL OWNER Dr. Patrick Cassidy ORIGINAL USE PRESENT OWNER Driscoll Family PRESENT USE WALL CONSTRUCTION NO. OF STORIES 3½		HISTORIC AMERICAN BUILDINGS SURVEY INVENTORY 2. NAME Cassidy House DATE OR PERIOD c. 1890 STYLE Victorian ARCHITECT BUILDER 186 3. FOR LIBRARY OF CONGRESS USE	
4. NOTABLE FEATURES, HISTORICAL SIGNIFICANCE AND DESCRIPTION OPEN TO PUBLIC <p>Dr. Patrick Cassidy - Born February 25, 1839 in Ireland - migrated to America in 1852 - graduated from Holy Cross and the University of Vermont - came to Norwich in 1865 - was surgeon general of Connecticut - Dr. Cassidy was one of the principle promotors of the Broadway theatre and was one of the incorporators of the W.W. Backus Hospital.</p> <p>Despite tower, this house is more horizontally disposed than the earlier tower types - northern European mediaeval fold influences cf. peasant architecture of Germany, Ireland, etc. Note especially the tower with its hip roof, the long slant of the roof line and the applied wood trim - also color contrast of dark against which emphasised the trim - increase in horizontallity and reference back to mediaeval country houses notable in the trim, common characteristic of domestic houses of this period.</p>			
5. PHYSICAL CONDITION OF STRUCTURE Endangered Interior			
		7. PHOTOGRAPH	
6. LOCATION MAP (Plan Optional) 8. PUBLISHED SOURCES (Author, Title, Pages) INTERVIEWS, RECORDS, PHOTOS, ETC. Norwich Evening Record Norwich the Rose of New England compiled by C.D. Gillespie, Cleworth & Pullen, 1874		9. NAME, ADDRESS AND TITLE OF RECORDER Marian O'Keefe Norwich Historic District Com. Karen Raye Helmboldt Photo by O'Keefe DATE OF RECORD	