



Request for Proposals for the Purchase/Development of The Town of Enfield Owned Property on Shedd Street

(Released April 19, 2024)

(Responses due by 12:00 P.M. EST on Friday May 24, 2024)

General:

The Town of Enfield, NH (hereafter referred to as the “TOWN”) invites qualified people AND firms (hereafter referred to as the “PURCHASER”) to submit proposals for the purchase, and development Town of Enfield owned 2.21 acre parcel (Map 34 Lots 60 and 61) off Shedd Street in Enfield NH. More details will be specified in the scope of work section of this document.

Instructions:

Proposals must be submitted in a sealed envelope or electronically via email, to the contact below, no later than 12:00 P.M. EST on Friday May 24, 2024. The envelope must be clearly marked “Shedd Street Property” and will be opened publicly at that time. **Proposals delivered after the time listed above will not be accepted.**

Submit proposals to:

Ed Morris
Town Manager
PO Box 373
23 Main Street
Enfield NH 03748.
(603) 632-5026

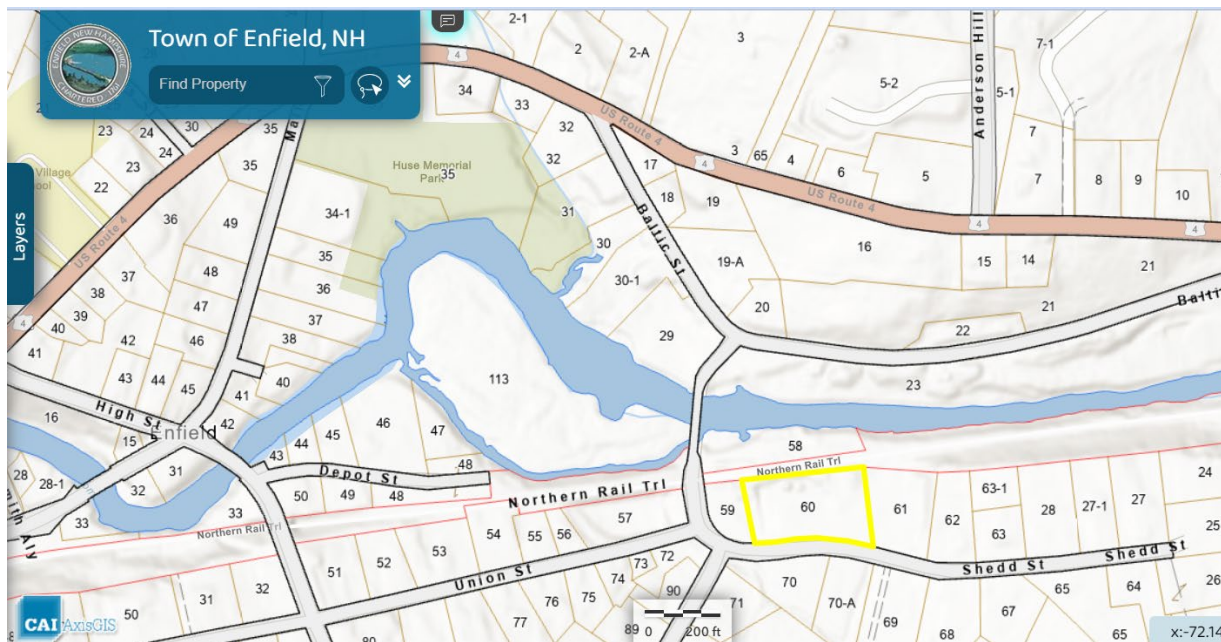
Proposals can also be submitted electronically to townmanager@enfield.nh.us

Proposal information is available on the Town’s web site at:

<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications-rfqs>

Scope of Work:

The two parcels (60 and 61) were the site of the Town's former department of public works site. The Town has been working with Credere Associates LLC for Phase I and II assessments, monitoring, and to oversee cleaning the old site, which is now ready to be sold for possible development.



The two parcels can be accessed off Shedd Street and back up to and have access to the Northern Rail Trail directly from the property. The rail trail is a great recreational asset, but also allows pedestrian and other alternative transportation access to Enfield's downtown (Main Street) and Route 4, within a short distance.

In 2022, the Town adopted a special zoning district to address this lot. Below is that Zoning Ordinance Excerpt:

401.7 TAX MAP 34, LOT 60 & 61 DISTRICT (SHEDD STREET)

This amendment applies to the property formerly used as the Department of Public Works facility on Shedd Street and is further defined as tax map 34, lots 60 and 61. These lots may be used, and buildings may be erected or altered for the following purposes only and be subject to the following regulations and limitations:

- A. Residential dwellings connected to Municipal sewer and water service.*
- B. Home occupations subject to the provisions of Section 404.*
- C. Private yard sales and auctions.*
- D. Accessory uses customarily incidental to A through J of this section, including accessory dwelling units as defined in RSA 674:71-74.*
- E. Minimum lot size shall be one eighth (1/8) acre.*
- F. No structure shall be located nearer than twenty (20) feet from any edge of a lot line contiguous to a street or ten (10) feet from any other lot boundary, twenty*

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(20) feet from the Northern Rail Trail or shall be higher than 35 feet. This provision shall not apply to conventional television antennas, lightning rods,

cupolas, steeples, or chimneys.

G. No structure shall be placed, located, or constructed within fifty feet from the seasonal high water line of any river, stream, lake, public pond or wetland, except for designated Prime Wetlands where the setback shall be one hundred (100) feet. No dock may be located nearer than 25 feet from a side lot line. Dry hydrants, culverts and bridges may be permitted by Planning Board and with State permits as required.

H. At least one (1) on-lot parking space shall be provided for each dwelling unit. One (1) additional parking space per four (4) dwelling units shall be provided for guest parking. Each individual parking space shall be at least ten (10) feet wide and twenty (20) feet long.

I. Lots may have more than one principal building.

a. Lots with a single principal building and five (5) or more dwelling units shall obtain Site Plan approval from the Enfield Planning Board.

b. Lots with more than one principal building shall obtain Site Plan approval from the Enfield Planning Board, regardless of the total number of dwelling units

J. The width of any lot shall be a minimum of 50 feet at the street giving access to the lot.

The Town of Enfield invites all interested parties to bid on the purchase of both properties while also explaining in detail the proposed plan for the site.

The PURCHASER shall be responsible for all aspects of the project including pre- development planning, environmental review and design. The selected PURCHASER shall be responsible, at its sole expense, for obtaining all land use entitlements and other government approvals required for its proposed project.

The expense of preparing and submitting a proposal in response to this solicitation is the sole responsibility of the PURCHASER.

Proposal Response Content:

Proposals should include, at a minimum, the following information in the order requested:

1. Cover Letter. A letter signed by the PURCHASER's legal representative binding them to all of the commitments made in the proposal.
2. Contact Information. The name, address and contact person of PURCHASER submitting the proposal. Include telephone and email.
3. Description of the PURCHASER's proposed project:
 - a. Residential, commercial or mixed use
 - b. Number of units
 - c. Conceptual design
4. Description of the PURCHASER's experience developing the proposed type of project including at least three references.
5. The proposed general timeframe for the PURCHASER's proposed project. If multiple components or phases are planned, include a list of all.
6. Description of the benefit(s) your proposed project brings to the Town of Enfield including:
 - a. Land sale price
 - b. Projected property tax (after completion)
 - c. Other revenues proposed to the Town
 - d. Other benefits proposed to the Town

All Proposals become the property of the TOWN and will therefore be considered a public document which will be open to public viewing, after the opening of proposals. This proposal, if accepted, will become a legally binding addendum to the eventual contractual agreement with the TOWN. This request for proposal in no way commits the TOWN to make an award or reimburse any PURCHASER for any expense incurred in responding to this request.

Evaluation Criteria:

All proposals received in response to this RFP will be evaluated to determine if they are complete and meet the requirements specified in this RFP. The PURCHASER will be chosen based on proposal, price and qualifications taking into consideration the most beneficial proposal for the Town of Enfield and who has met the requirements of this RFP. Only proposals judged to be responsive to the submission requirements set forth in this RFP will be evaluated.

The TOWN reserves the right:

- to accept or reject any or all proposals in whole or in part and to accept other than the lowest price proposal;
- to waive any technical defect, qualification, omission, informality, or irregularity in any proposal received;
- to amend, modify, or withdraw this Request for Proposal;
- to require supplemental statements or information from a PURCHASER;
- to extend the deadline for responses to this Request for Proposal;
- to waive or correct any irregularities in proposals received.

The TOWN may award a contract based upon the proposals received without discussion of such proposals with the PURCHASER. Each proposal should therefore be submitted with the most favorable terms the PURCHASER can make to the TOWN.

The Request for Proposal documents and Notice of Award shall be the agreement between the TOWN and successful proposer with respect to the matters dealt with herein, and such shall supersede all other oral and written proposals, representations, understandings, and agreements previously made or existing with respect to any such matter.

Each PURCHASER must be prepared to present satisfactory proof of their capacity and ability to successfully complete the requirements of this solicitation.

The TOWN reserves the right to make whatever investigations or inquiries necessary to determine the competency and ability of any PURCHASER to complete the requirements of this solicitation. A review may include, but not be limited to, inspection of the PURCHASER's facilities and equipment, references or previous contract performance.

The Town may require documentation during the closing process to ensure the proposal is completed in the manner in which it was proposed.

Revisions:

Any questions or inquiries must be submitted in writing and received by 12:00 P.M. on Friday May 17, 2024), no later than 7 calendar days prior to the proposal due date. Answers to all questions or information given to a PURCHASER in response to a formal request of a substantive nature will be posted on the TOWN's RFP page on the Town of Enfield, NH website (<https://www.enfield.nh.us/new-enfield-projects/pages/requests-proposals-rfps-qualifications->

[rfqs](#)) no later than five (5) days prior to the due date.

Only such amendments, when issued by the TOWN, will be considered as being binding on the TOWN. Verbal explanations or instructions given by a TOWN employee to a PURCHASER in regard to this solicitation shall not be binding on the TOWN and shall be considered informal unless confirmed in writing by the TOWN. The PURCHASER should note that all clarifications and exceptions, including those relating to the terms and conditions of the contract, are to be resolved prior to the submission of a proposal.

Contract:

The final contract will be negotiated with the chosen PURCHASER.

THE TOWN OF ENFIELD IS AN EQUAL OPPORTUNITY PROVIDER AND EMPLOYER