

**Request for Qualifications**

**Town of Haddam, CT  
Development Opportunity**

**Former Haddam Elementary School  
Senior affordable housing with State DECD financing commitment  
272 Saybrook Road, Higganum, CT**

**Issued by:  
Town of Haddam, Connecticut**

**Date: September 8th, 2023**

**LEGAL NOTICE**  
**TOWN OF HADDAM, CONNECTICUT**  
**Development Opportunity**  
**Developer Request for Qualifications**  
**Former Haddam Elementary School**  
**Senior affordable housing with State DECD financing**  
**commitment**  
**272 Saybrook Road, Higganum, CT**

The Town of Haddam hereby invites proposals from real estate developers to enter into a development partnership with the Town leading to the development and eventual ownership or long-term lease of a portion of the former Haddam Elementary School building at 272 Saybrook Road to be used for approximately 35 units of senior, affordable housing.

The site is owned by the Town of Haddam and is vacant and was considered surplus by the regional school district. The Town acquired the property in 2019.

The site contains a former elementary school containing approximately 44,000 sq. ft. of gross leasable area. The Town received a \$4.55 million from the State Department of Economic and Community Development for the purpose of developing the housing, and a senior/community center. Of the \$4.55 million \$3.95 million will be available for the construction of the apartments and the selected developer will be expected to contribute a minimum of \$3 million to the project.

Sealed responses containing developer qualifications and project description for the development can be submitted to William Warner, Town Planner, Town of Haddam 30 Field Park Drive, Haddam, CT 06438 until 2:00 p.m. on October 10<sup>th</sup>, 2023.

The documents comprising the Request for Qualifications may be obtained on the Town's website, [www.haddam.org](http://www.haddam.org). Each proposer is responsible for checking the Town's website to determine if the Town has issued any addenda and/or additional supplemental documents, needed to complete its proposal in accordance with the RFQ as modified by the addenda.

The Town of Haddam reserves the right to reject any and all responses to this RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Town.

Date: September 8<sup>th</sup>, 2023

Town of Haddam, Connecticut

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**Development Opportunity**  
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**INTRODUCTION**

**Overview**

The Town of Haddam hereby invites proposals from real estate developers to enter into a development partnership with the Town leading to the development and eventual ownership or long-term lease of a portion of the former Haddam Elementary School building at 272 Saybrook Road to be used for approximately 35 units of senior, affordable housing.

The site is owned by the Town of Haddam and is vacant and was considered surplus by the regional school district. The Town acquired the property in 2019. There are no known environmental issues on the property. Portions of the building may contain hazardous building materials.

The site contains a former elementary school containing approximately 44,000 sq. ft. of gross leasable area. The original building was built in 1944 with a major addition in 1989. The Town received a \$4.55 million grant from the State Department of Economic and Community Development for the purpose of developing senior affordable housing, and a senior/community center. Of the \$4.55 million \$3.95 million will be available for the construction of the apartments and the selected developer will be expected to contribute a minimum of \$3 million to the project (equity and/or financing).

The selected developer will first enter into a developer agreement/memorandum of understanding with the Town subject to Planning and Zoning and Town Meeting approval.

## **Project Goal / Development Objectives**

**Goal** - To use the experience, scope and talent of a qualified development firm to achieve a reuse of the building and property.

The Town of Haddam is looking for innovative solutions to achieve the following objectives:

1. The introduction of a development that will be uniquely Higganum and contribute to a pedestrian scale and sense of place in Higganum Center;
2. The return of a portion of the property to the tax rolls and creation of employment opportunities;
3. An adaptive re-use of the building which creates an “activity center” in Higganum Center, including but not limited to affordable senior housing, a senior/community center a public meeting space and various town offices.
4. Creation of affordable senior housing which complements and interacts with the public uses;
5. The exterior architectural details should introduce new quality materials when necessary. The exterior of the building shall comply with or exceed the existing Planning and Zoning Commission design guidelines for the Higganum Village District Regulations.

## **Infrastructure**

The site is served by on site well and septic system which were designed and adequate to support a 44,000 sq. ft. elementary school. It is anticipated that these facilities will be upgraded where necessary to support the range of development activities discussed above. Power is provided to the site by Eversource and is currently 3 phase with 800 amps. See attached report on building systems. The submission should clearly explain how the units will be serviced with HVAC, electric, cable, internet.

## **SELECTED DEVELOPER’S RESPONSIBILITIES**

Following the selection of the developer these responsibilities will be more specifically defined and detailed in a development agreement to be negotiated between the Town and the selected developer.

The selected developer will:

1. Negotiate with the Town and present a developer agreement and/or MOU within 90 days of selection. The developer agreement will include a long-term lease or purchase and sale agreement which will define a process that will subsequently lead to the

control or transfer of a portion of the building to be used for housing to the developer (subject to terms, conditions and approvals).

2. Prepare architectural plans for the project, subject to Town approval;
3. Initiate a marketing effort to seek qualified tenants for the housing units;
4. Submit all necessary documents to assure project financing is fully in place and secure necessary local and state land use approvals.

## **RFQ SUBMISSION REQUIREMENTS AND SCHEDULE**

### **Submission Requirements**

The Town intends to select a developer based on a review and evaluation of the information submitted in response to this RFQ, interviews and references. As such, the Town is not seeking a detailed development program and financial plan at this time. Rather, the Town seeks a conceptual development concept and information concerning the respondent firms' accomplishments, capabilities, and experience. Financial information indicating the developer's ability to complete the project should also be included.

Each Statement of Qualifications should be organized in the following order:

- 1. Title page.** The title page should show the respondent's name, RFQ title, and date of submittal.
- 2. Letter of introduction.** Within one page, the respondent should include the name, address, and statement of whether the respondent is an individual, partnership, corporation, joint venture, special-purpose entity, or other entity. The letter should also provide the name of the person(s) authorized to make representations for the respondent and his or her phone number and email. The person authorized to represent the proposal should sign the letter.
- 3. Project approach.** Briefly describe, in general, the respondent's approach to the design, finance, construction and management of the project. Include a discussion of how the developer will interact with the Town throughout the development process.
- 4. Relevant project experience.** Provide previous project descriptions that include scope, building use(s), cost, and geographic location of each project. The Town is most interested in projects which are served by on site well and septic and completed in the past five years. Identify finance and development partners for each project. Also, describe the role the respondent performed in the development partnership.
- 5. History of respondent and key team members.** Identify the legal entity that will serve as the principal in the proposed redevelopment, and provide a brief history of that entity and the parent company, if applicable. Provide resumes of the key individuals who will be

responsible for managing the project. Describe the level of commitment for each member of the development team. Also, describe any litigation in which the respondent or a major team member was/is a defendant (past 5 years or pending) or any bankruptcy filing by them or any entity they controlled.

**6. Financing capability.** Provide credible current information regarding the respondent's capacity to secure private capital and/or bank financing sufficient to complete the proposed project in a timely basis.

**7. Project marketing and management expertise.** Provide a summary of the respondent's experience with marketing and on-going management of projects of similar character and complexity.

**8. References.** Provide financial and development references (name, title, entity, telephone number, and contractual relationship to respondent) that can be contacted with respect to current and past project development experience. These should include banking or private financing references. Before final selection additional financial information may be required.

**9. Concept plan.** Prepare a concept architectural layout of the housing portion of the project with concept plans displaying the potential units and bedroom count. The submission should clearly explain how the units will be serviced with plumbing, HVAC, electric, cable, internet.

**10. Investment.** Proposed purchase price and the level of total investment the developer plans to make in renovating the building.

**11. Contingencies.** State the contingencies of the proposal including any requests for tax abatements and deferrals, financing, due diligence and entitlement contingencies.

**12. Project Schedule.** Provide a schedule from the time of entering into initial agreement with the Town to projected completion date.

### **Schedule**

The following is the schedule for this developer RFQ process:

- Release of RFQ, including supplemental documents – September 8th, 2023
- Site and building inspection – Individual appointments to tour building.
- Statements of Qualifications due by 2:00 PM October 10th, 2023;
- Potential interviews with respondents;
- Developer Recommendation by Haddam Board of Selectmen

Six (6) complete paper copies of the Statement of Qualifications and one electronic copy, as outlined above, must be submitted to:

William Warner  
Town Planner  
Town of Haddam  
30 Field Park Drive  
Haddam, CT 06438

The submittal package must be received at the above office by 2:00 PM October 10th, 2023.

**Evaluation Process for Qualifications\***

The following criteria will be used to evaluate responses to this RFQ:

1. Demonstrated ability to access and obtain private equity and debt for development projects in the last five years.
2. Experience working with projects of a similar nature and complexity.
3. Demonstrated quality of design and construction in previous projects.
4. Extent of development experience of specific individuals assigned by the developer to the proposed project team.
5. Demonstrated experience and financial strength to complete a project of this size and on budget and on schedule.
6. Respondent's proposed project approach, a concept plan and how development will achieve stated project objectives.
7. Demonstrated success with the initial marketing and on-going management of units in projects of a similar nature and complexity.
8. Level of Investment.
9. Proposed timing.
10. References for the respondent and project team.

\* Respondents (and related entities) are expected to be current with any tax owed to the Town of Haddam.

The evaluation of submittals in response to this RFQ does not constitute any form of commitment from the Town. It is anticipated that each submittal will be evaluated based on the information submitted plus any other independent information developed by the Town. The Town reserves the right to request clarification or additional information from a respondent if necessary.

**LIMITATIONS AND GENERAL CONDITIONS**

The Town of Haddam reserves the right to reject any and all responses to this RFQ, to advertise for new RFQ responses, or to accept any RFQ response deemed to be in the best interest of the Town. A response to this RFQ should not be construed as a contract nor indicate a commitment of any kind. The RFQ does not commit the Town to pay for the costs incurred in the submission of a response to this RFQ or for any costs incurred.