



DRAFT: As of 1-9-15



**University of New Hampshire
Durham, New Hampshire**

Request for Qualifications/Proposal

To Provide

UNH/Town of Durham Main Street Development Project

USNH RFQ/P Solicitation # 12346-0001

January XX, 2015

Prepared For:

University of New Hampshire
Offices of Business Affairs; and Facilities
Durham, New Hampshire 03824

Prepared By:

USNH Purchasing and Contract Services
11 Brook Way
Durham, NH 03824

UNIVERSITY SYSTEM OF NEW HAMPSHIRE



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This page must be returned (e-mail attachment) to Diane.Cotter@usnh.edu. Upon receipt and confirmation that firm is planning to respond, sender will receive an invitation to the UNH/USNH box.com site where addenda and other information about this RFQ/P may be found.

REQUEST FOR QUALIFICATIONS/PROPOSAL UNH/TOWN OF DURHAM MAIN STREET DEVELOPMENT PROJECT

REGISTRATION FORM

January XX, 2015

RFQ/P Number: 12346-0001

Project Description: Redevelopment – Part of Main Street, Durham, New Hampshire

SOQ Due Date & Time: February XX, 2015 at 2:00 p.m.

Proposals Due Date & Time: February (or March) YY, 2015 at 2:00 p.m. (Short List Firms Only)

Thank you for your interest in this project. Returning this form will confirm your receipt of the full text of the request for qualifications, indicate your intent to submit a qualifications package and ensure we have correct information for future correspondence regarding this project.

Will Submit RFQ/P Will Not Submit RFQ/P

If your firm is not submitting a statement of qualifications, briefly state why.

The Information below applies to: This RFQ/P only All RFQ/Ps

(Please Type/Print Legibly)

Firm _____
Contact Person _____
Email _____
Business Address _____
Phone _____
Fax _____

PART 1 – GENERAL



1.1 Project Information

Project:

UNH/Town of Durham Main Street Development Project

Project Site: University of New Hampshire and Town of Durham
Durham, New Hampshire

Owner: University of New Hampshire
of the University System of New Hampshire
and
Town of Durham
Durham, New Hampshire

Owner's Agent: Diane J. Cotter, Sr. Contract Officer
University System of New Hampshire
25 Concord Road/5 Chenell Dr.
Lee, NH 03861-6659/Concord, NH 03301-8503
Telephone: 603-862-0951
Fax: 603-862-0919

Owner's Rep.: David May, Associate Vice President, Business Affairs
University of New Hampshire
10 West Edge Dr., Ste. 102
Telephone: 603-862-2727

1.2 Solicitation Intent

The University of New Hampshire (UNH or Owner) and the Town of Durham, New Hampshire (Town or Durham) are seeking proposals from qualified firms for the redevelopment of some or all of certain properties described later in this document. In seeking such proposals, UNH and the Town are joining together to achieve the following purposes:

- 1.2.1 Enhancement of downtown Durham with a mix of retail, commercial, and institutional uses that will increase commercial retail, and business activity for new and existing businesses in the downtown core and thereby enhance the experience of Durham residents and visitors, as well as UNH faculty, staff, and students and their guests
- 1.2.2 Redevelopment of certain high profile properties in downtown Durham, and the enhancement of the downtown Durham streetscape, including an improvement in walkability and an upgrade and increase in bike paths
- 1.2.3 Increase the tax base in downtown Durham
- 1.2.4 Development of uses encouraged for the downtown area in the Town of Durham Master Plan (See: www.ci.durham.nh.us/planningandzoning/master-plan-approved-2000) except for additional student housing.
- 1.2.5 Development of uses which complement and benefit the institutional goals of UNH, and the programming located, or to be located, on the UNH campus and UNH downtown properties

1.3 Demographics and Other Information

University of New Hampshire

- 1.3.1 Employs 4,000+ faculty and staff
- 1.3.2 Has approximately 15,000 enrolled students (~12,600 undergrad; ~2,050 graduate; ~500 non-degree candidates)
- 1.3.3 Has the design capacity of on-campus housing for 6,800 students

Town of Durham[DJC1]

- 1.3.4 According to the Economic & Labor Market Information Bureau, Durham's population in 2012 reached 15,141, a number that includes UNH students who live off campus in the town. (Note that per capita figures and averages are skewed due to this student population.)
- 1.3.5 Durham residents have higher wages in comparison to the state and region, with an average median household income of \$72,176 (2012).
- 1.3.6 Durham residents above the age of 25 hold college degrees at the rate of 72%, with more than 40% at the graduate or professional level—once again, a significantly higher level than for the state and region.
- 1.3.7 Durham has become increasingly attractive to senior citizens, especially locations convenient to the downtown
- 1.3.8 Durham is accessed by US Rte. 4, the main east-west highway between the seacoast region and the state capital in Concord, and NH Rt 108, a north-south highway connecting Dover and Exeter
- 1.3.9 Durham is located five miles from the Spaulding Turnpike in Dover, NH, and is just minutes away from the Pease International Tradeport.
- 1.3.10 The Amtrak Downeaster serves Durham at a station located on the campus of UNH. The route extends from Brunswick, Maine, to Boston, traveling through Freeport, Portland, Exeter, Haverhill and other towns en route.
- 1.3.11 Boston, Massachusetts, Manchester, New Hampshire and Portland, Maine are each approximately one hour away from Durham

PART 2 – PROJECT DESCRIPTION and CONTRIBUTIONS**2.1 Project Overview, Objectives**

UNH and the Town have developed the following objectives for this project:

- 2.1.1 Boutique or branded hotel: The inclusion of an 80-100 bed hotel is considered to be a critical element of the project. It will provide hotel space proximate to the downtown area which will serve the overall community (Town and UNH), enable UNH to bring executive education programming back to the campus and provide lodging space for visitors while attending events at UNH or in the Town. Inclusion of UNH's hospitality management program as part of the management of the hotel is highly desired. UNH is also interested in having some extended stay availability (e.g., visiting faculty apartments). (See Exhibit A – Pinnacle Advisory Group – 2013 Hotel Feasibility Study for more information)
- 2.1.2 Commercial space:
 - 2.1.2.1 Ground floor space for upscale restaurant(s) and distinctive retail uses
 - 2.1.2.2 Space on upper floors that would be attractive to:
 - .1 Research and development businesses
 - .2 Uses complementary to UNH's Interoperability Lab, which is a neutral third-party enterprise dedicated to testing data networking technologies through industry collaboration, and which is relocating to Madbury Commons in the downtown.
 - .3 Professional offices
 - .4 Businesses needing hotel space
 - .5 (Other??)
- 2.1.3 Parking: Parking is considered to be another critical element of the project. It is expected that the project will provide the following:
 - 2.1.3.1 All parking necessary to meet the requirements of the hotel and office space developed for this project, as determined by the project developer
 - 2.1.3.2 Replace any existing quantity of Town controlled parking that is displaced by the development.



- 2.1.3.3 Up to 100 additional parking spaces of public parking in the downtown area.
- 2.1.4 Appearances and Sustainability
 - 2.1.4.1 Exterior architecture and site development should reflect the Town's architectural and design standards as well as those of the adjacent campus
 - 2.1.4.2 Project should be as sustainable as possible and developer should take the sustainability design standards as promulgated by the U.S. Green Building Council into consideration. (N.B. – neither party will require the developer to seek any type of formal certification)
- 2.1.5 Integration with and Enhancement of the Downtown Area:
 - 2.1.5.1 Improvement of the downtown pedestrian experience—including strengthening the connections between the IOL and downtown businesses on Main Street and UNH
 - 2.1.5.2 Attractive public spaces (e.g., pocket parks and plazas)

2.2 Contributions by UNH and Town

UNH and Town will make available some or all of the real property, businesses and/or services described below for the project. Notwithstanding the foregoing, the Town and UNH reserve the right to elect not to contribute any or all of the described property to the project in the event that either or both parties determine, in their sole and absolute discretion, that the proposed redevelopment of their property is inconsistent with that party's plan and vision for the development.

- 2.2.1 UNH Contributions: Subject to the terms of this RFP, UNH shall make some or all of the following contributions to the project:
 - 2.2.1.1 Transfer either a fee or ground leasehold interest, or a combination of both, in the parcel of land shown on the Town of Durham Property Map 2, originally produced by Strafford Regional Planning Commission in October 2004, and updated by the Town in May 2013[DJC2] (the "Property Map") as parcel number 14-2 ("66 Main Street"). (See Exhibit B – Property Map).
 - 2.2.1.2 Transfer a ground leasehold interest in the building known as Hetzel Hall, located as shown on the map entitled "Downtown Durham Development Site Plan Illustrating Potential Parcels", dated December 8, 2014. (See Exhibit C – Downtown Durham Map).
 - 2.2.1.3 Transfer a ground leasehold interest in the building known as Alexander Hall and some land, located as shown on the Downtown Durham Map.
 - 2.2.1.4 Transfer a ground leasehold interest in, the land which is currently used as a parking lot known as Lot C and which is further shown on the Downtown Durham Map.
 - 2.2.1.5 Will consider relocating the Barnes & Noble bookstore currently located on the UNH campus at 83 Main Street (Memorial Union Building) to within the new development.
 - 2.2.1.6 Will cooperate in providing conference room space on its campus for users and guests of the hotel (See: ¶2.1.1) including those on non-UNH business.
- 2.2.2 Town Contributions: Subject to the limitations and restrictions of this RFP, the Town shall make some or all of the following contributions to the project:
 - 2.2.2.1 Transfer either a fee or ground leasehold interest, or a combination of both, in the parcel of land shown on the Property Map as parcel number 15-0 (the "North Parking Lot").
 - 2.2.2.2 Transfer either a fee or ground leasehold interest, or a combination of both, in the parcel of land shown on the Property Map as parcel number 15-1 (the "South Parking Lot").
 - 2.2.2.3 Provide RSA 79-E tax relief in accordance with existing town provisions. (See Exhibit D -- Town's 79-E Provisions[DJC3]) See also: <http://www.gencourt.state.nh.us/rsa/html/NHTOC/NHTOC-V-79-E.htm>.
 - 2.2.2.4 Utilize up to \$1,000,000 in bonding authority for municipal improvements associated with the project and may consider seeking greater amounts, in its discretion.

PART 3 – RESTRICTIONS, CONDITIONS and OTHER REQUIREMENTS:

3.1 UNH Property: (see Exhibit "X" for further descriptions and requirements for each parcel)



- 3.1.1 Hetzel Hall may be repurposed and/or refurbished. Alexander Hall may be repurposed and/or refurbished, or demolished in whole or in part. The exterior facades of Hetzel Hall that are visible from Main Street must remain intact and any additions to the rear facade of Hetzel Hall must be complementary and harmonious with the current character and architecture of the building.
- 3.1.2 If Hetzel Hall, Alexander Hall, and/or Lot C are included in the project/development, the developer must demonstrate, to the satisfaction of UNH, how and why such buildings, improvements, and/or lands should be included in the project, and how the use of such property enhances the project/development, including its feasibility.
- 3.1.3 Should the redevelopment of Hetzel Hall and/or Alexander Hall be proposed as part of the development, proposals may include student housing in the form of residence halls (but not apartments, per se), provided that there is no net gain in the number of student beds created by the totality of this project.
- 3.1.4 The land, buildings and improvements located at 66 Main Street shall become taxable or subject to a payment in lieu of taxes equal to the ad valorem taxes which would otherwise be assessed on such land, buildings and improvements.

3.2 Hotel:

- 3.2.1 The hotel (See: ¶2.1.1) shall have direct pedestrian access on Main Street. In the event that the hotel does not have direct pedestrian access on Main Street, the developer must demonstrate, to the satisfaction of UNH and the Town, why the hotel does not have such access, and how the proposed point(s) of access enhance the project/development, including its feasibility. Guest rooms are preferred over conference room space. (See ¶2.2.1.6).

3.3 Parking: (see Exhibit "X" for further descriptions and requirements for each parcel)

- 3.3.1 Project/development must include sufficient parking to meet all the requirements of the project/development, replace all Town controlled parking that is displaced by the development, and increase the public parking available in the downtown area. (See ¶2.1.5).
- 3.3.2 Lot C may be used to provide parking for the project/development through the construction of structured parking. Provided, however, that UNH shall at all times retain the following at no additional cost to UNH: (i) its rights to at least 217 parking spaces in Lot C for campus purposes, (ii) service access to Mills Hall as well as other facilities and utilities in the vicinity, and (iii) a setback of at least 30' between any new parking decks and any adjacent University buildings.
- 3.3.3 The Town's North and South Parking Lots may be included in the project/development; these lots may be decked if necessary to meet the overall parking requirements.
- 3.3.4 Any existing parking (i.e., North and South Parking Lots spaces) that may be lost during the redevelopment of the area must be replaced on a one-for-one basis. Structured garage parking at the rear of 66 Main Street and on the South Parking Lot will be favored.

3.4 Benefits Accruing to UNH:

- 3.4.1 UNH shall receive the full benefit of any tax credits, grants or other sources of funding that rely on UNH or its property or assets in order to qualify for such sources of funding.

3.5 Equity Position:

- 3.5.1 UNH and/or the Town will have the right, but not the obligation, to an equity position in the development. If UNH or the Town elects to participate as an equity holder in the development, the value of UNH's or the Town's respective interest in the venture shall be generally equivalent to the value of the rights and assets contributed by UNH or the Town, respectively, to the development. If a developer proposes to include UNH or the Town in an equity position, the developer must demonstrate why such inclusion enhances the success of the development.

3.6 Fair Market Value:

- 3.6.1 In the event that UNH or the Town sells or leases, including a ground lease, any of properties listed in this RFP as part of the development, UNH or the Town, as the case may be, shall receive fair market value for such sales or leases.

3.7 Property Use

- 3.7.1 The Town may, at its election, restrict the use of any property that it sells or leases, in order to accomplish the Town's purposes and objectives for the development.



3.7.2 UNH may restrict the use of the UNH Property, in its sole and absolute discretion, to ensure that the UNH Property, as part of the project, is used to further the goals of UNH and is consistent with the UNH community. Should UNH sell the UNH Property hereunder, UNH shall have a right of first refusal in the event that the use of the project changes or the Developer enters into negotiations to sell the Property.

3.8 Purchase & Sales and/or Ground Lease and Development Agreement

3.8.1 The successful developer must be prepared to enter into a purchase and sales agreement and/or a ground lease as well as a development agreement with the Town of Durham, UNH [through the University System of New Hampshire], as the respective owners of the property to be purchased or leased) for the purchase and/or ground lease and subsequent redevelopment of the site. All such agreements are subject to the following standard conditions, plus additional conditions as might be required.

3.8.1.1 Local, State, and Federal Laws: The successful developer shall abide by all federal, state, and local laws, ordinances, rules, regulations, codes, and standards as part of the redevelopment of the Property (as defined below).

3.8.1.2 Federal, State, & Local Fees and Permits: The selected developer shall be responsible for securing all necessary federal, state, and local permits, approvals and variances required for its project, together with all fees associated therewith.

3.8.1.3 Planning Board/Other Town Development Approvals: All private development projects must be reviewed and approved by the Town's Planning Board. All proposals are subject to the provisions of the Town's Zoning Ordinance, Site Plan and Subdivision Review Regulations, Architectural Design Regulations, and Town Building Codes, as amended.

3.8.1.4 Right to Approve Proposed Designs Prior to Development Permitting Process: The developer shall be required to submit all plans for the project (as that term is defined in the request for proposals) for review and approval by UNH and the Town prior to submitting any designs or applications to the Zoning Board, Planning Board, or any other land use bodies for development approvals. UNH and the Town shall retain the right to reject any aspect of a redevelopment plan and require a re-design prior to submittal of the final proposed plan to local land use boards for approvals.

3.8.1.5 Approval of Purchase & Sales and/or Ground Lease and Development Agreement: Any Purchase & Sales and/or Ground Lease and Development Agreement shall be subject to public hearing and approval by the Town Council, the University System of New Hampshire Board of Trustees or its designee, all as applicable.

3.8.1.6 Performance Mortgage: As part of any Purchase and Sales and /or Ground Lease and Development Agreement, the landowners may require that a performance mortgage is placed on the property to ensure that development of the property is carried to fruition. The mortgage will be subordinated to other construction/development mortgages placed on the property by the developer's lender, but will provide the landowners with the ability to protect their interests in the premises in the event of foreclosure or default by the developer.

3.9 Any sites being sold or leased, as applicable, in their "as is" environmental condition. Although the Town and UNH may have provided some environmental data about the site, neither the Town nor UNH, make any warranties or representations about environmental conditions at any of the sites.

3.10 Other Conditions

3.10.1 The Town, UNH, retain the right to negotiate terms of the final purchase and sales and/or ground lease and development agreement with the developer as determined through the selection process.

PART 4 – ANOTHER INTERESTED PARTY

The Town and UNH are providing the following information to the prospective developers as each believes that the overall development project may be enhanced if the following interested party, which is not a party to the memorandum of understanding that has been developed between the Town and UNH, is involved.

4.1 People's United Bank: People's United Bank is supportive of the revitalization of Main Street and would welcome being a part of the development.



- 4.1.1 Current Location/Building Information: The bank is located at 70 Main Street on 0.73 acres. The building is brick masonry with two stories with 4,312 sq. ft. on each floor. There is a 1,248 sq. ft. basement. The property includes 15,000 sq. ft. of asphalt paving. The second floor is currently leased to different tenants.
- 4.1.2 Possible Bank Contributions:
- 4.1.2.1 All of the Bank's property either by transferring a fee or ground leasehold interest or a combination of both.
- 4.1.2.2 Lease or purchase of parking lot on property; however, any such lease/sale must include 25 spaces for the use of the bank.
- 4.1.3 Requirements/Limitations/Restrictions
- 4.1.3.1 Bank is not opposed to being in a new location but the new location must be considered equal or superior to the current location. The bank reserves the right to make that determination.
- 4.1.3.2 Bank cannot be "dark" for any period of time; new facility must be ready for occupancy when developer needs property and current building. Bank will consider a smaller space that incorporates all requirements in a modern bank design.
- 4.1.3.3 People's United Bank will be allowed to compete for financing of the development.
- 4.1.3.4 Main Street location preferred
- 4.1.3.5 Any new bank must include the following:
- .1 4,300 sq. ft. with 1,250 sq. ft. of storage (equal to current facility)
 - .2 2 drive-thru facilities
 - .3 25 parking spaces
 - .4 5 teller windows
 - .5 Vault with a minimum of 1,000 safe deposit boxes
 - .6 2 booths for privacy related to safe deposit boxes
 - .7 Conference room for closings
 - .8 ATM-walk up (secured, inside)
 - .9 Night drop
 - .10 2 rest rooms
 - .11 1 lunch room
 - .12 3 offices
 - .13 3 platform stations for meeting with customers
- 4.1.3.6 Not important to retain third-party tenancies on second floor
- 4.1.3.7 Does not have to be a free-standing building

PART 5 – GENERAL SOLICITATION INFORMATION [DJC4]

5.1 Pertinent Information And Special Conditions

- 5.1.1 Terms: The terms "must", "shall" and "will" are used interchangeably in this document. All have the same meaning—they are denoting a basic requirement which the developer must provide or perform or they are denoting an action UNH or the Town or designated third party will perform.
- 5.1.2 USNH and UNH reserve the right to request [DJCS], from time to time, information relating to developer's employees, agents, or other employed by or associated with the developer, including employees and agents of sub-consultants and sub-sub-consultants, who have access to the UNH campus, as required by UNH to comply with the provisions of the Jeanne Clery Act, as amended, 20 U.S.C. Section 1092(f) and to ensure that no such personnel represent a safety or security risk to UNH, its employees, agents, students or guests. UNH reserves the right to deny entry to the campus, at its sole discretion, to any consultant, sub-consultant, sub-sub-consultant, contractor, sub-contractor and sub-sub-contractor personnel who UNH believes represents a safety or security risk to UNH, its employees, agents, students or guests. Note that this requirement will pertain to any development work done on the UNH campus; it will not pertain to development work done on other property.
- 5.1.3 Addenda: All addenda will be made available via the UNH/USNH box.com site. It is the responsibility of the firm to check the web site prior to the due date to verify receipt of all required documentation.

- 5.1.4 Confidentiality: The content of the evaluation committee's working papers and discussions relating to the proposals will be considered confidential.



5.2 Revisions, Amendments, and Cancellation

USNH may extend the deadline date for qualifications submission if, in USNH's opinion, any revisions or amendments to this solicitation make this necessary. USNH may also cancel this solicitation, in whole or in part, or reject all submissions when this action is deemed to be in the best interest of the USNH.

5.3 Acceptance of Submissions

USNH reserves the right to accept or reject any or all submissions received as a result of this solicitation, to waive minor irregularities, or to negotiate with any respondent, in any manner necessary, to serve the best interests of USNH.

5.4 Incurred Expenses

Any costs incurred by the respondent in preparing and submitting a response to this solicitation will be the sole responsibility of the respondent and will not be reimbursed by USNH.

5.5 Economy of Preparation

Submission packages should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to satisfy the requirements set forth in this solicitation. Clarity, conciseness, and responsiveness to the selection criteria will be valued over sheer volume.

5.6 Discrepancies and Clarifications

USNH reserves the right to request clarification of any aspect of materials received or to request further information as might be required to adequately evaluate credentials and qualifications.

5.7 Respondent Inquiries

Questions and inquiries concerning this solicitation must be submitted in writing to the contact person designated below, either as a signed original, legible facsimile, or electronic mail transmission. Please reference the project name and solicitation number on all communications. The designated contact individual for this project is:

Diane Cotter, C.P.M.
Senior Contract Officer
USNH Dunlap Center
25 Concord Road
Lee, NH 03861-6659
Email: diane.cotter@usnh.edu
Phone: 603-862-0951
Fax: 603-862-0909

PART 6 – SELECTION PROCESS

6.1 Selection Committee

- 6.1.1 A committee will evaluate all qualifications submissions. The committee consists of at least the following:

Douglas Bencks, UNH Director of Campus Planning
Paul Chamberlin, UNH Associate Vice President, Facilities

Diane Cotter, USNH Senior Contract Officer
 David May, UNH Associate Vice President, Business Affairs
 (Town to provide their representatives)

6.1.2 The Town and UNH, at their option, may consult with outside counsel and other paid consultants during the selection process.

6.2 Selection Schedule

The selection committee intends to adhere to following schedule in undertaking this solicitation/selection process. Firm dates and times will be established as the process progresses.

EVENT	DATE [DJC6]
Post RFQ/P notice	On or before Monday, February 2, 2015
Deadline for SOQ submissions	Monday, February 23, 2015 at 2:00 p.m.
Announcement of qualified finalists	On or before Friday, March 13, 2015
The following applies to Short-Listed Firms Only:	
Pre-proposal meeting and site tour	Monday, February 23, 2015 – time/location are TBD
Deadline for acceptance of questions/inquiries	Monday, April 13, 2105 at noon
Addendum published	Tuesday, April 14, 2015 by C-O-B
Deadline for acceptance of formal proposals	Monday, June 1, 2015 at 11:00 a.m.
Interviews	June 2015
Award announcement	On or before June 30, 2015

6.3 Evaluation Process and Criteria

This section is to be developed in consultation with Bill Norton, Norton Asset Management

6.4 Informational Meeting

6.5 Oral Presentations/Interviews