REQUEST FOR PROPOSALS

March 28, 2018

Seaside State Park

Waterford, Connecticut

Seaside042818-BOR

(photo by Justin Scalera)

Seaside State Park

Waterford, Connecticut

REQUEST FOR PROPOSALS (RFP)

Issued: March 28, 2018

Proposals

Sealed proposals are being requested for the lease, rehabilitation, management and operation of publicly owned property, in accordance with all terms and specifications contained herein. The proposals should be marked referencing "Seaside 18 RFP" and will be received by the State of Connecticut until the following deadline:

No later than 4:00 pm on July 27, 2018

THERE WILL NOT BE A PUBLIC OPENING OF THE SUBMITTALS.

Site Visit – May 7, 2018 at 11 am

To participate in the site visit a Letter of Intent must be delivered by email, mail or hand-delivered addressed to the Administrative Point of Contact listed below. Each visitor may be asked to sign a waiver prior to entering the buildings during the site visit. The Letter of Intent should include the names and titles of individuals participating in the site visit and be marked referencing "Seaside 18 RFP" and will be received by the State of Connecticut until the following deadline: **No later than 4:00 pm on May 4, 2018**

Questions regarding this RFP should be directed to Tenia.Seay@ct.gov

No later than 4:00 pm on June 8, 2018

ADMINISTRATIVE POINT OF CONTACT:

c/o Tenia Seay
DEEP – Bureau of Outdoor Recreation
State Parks & Public Outreach Division
79 Elm Street
Hartford, CT 06106-5127
(860) 424-3064
Tenia.Seay@ct.gov

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1. Project Overview

The State of Connecticut ("State"), Department of Energy and Environmental Protection ("DEEP" or "Department"), is seeking proposals for the redevelopment of existing historic structures of architectural significance at Seaside State Park, 36 Shore Road, in Waterford, Connecticut ("Seaside" or "Seaside State Park"). The purpose of this solicitation is to contract with a private partner who will rehabilitate, operate and maintain the buildings as a privately managed hotel/lodge ("Seaside Lodge" or "hospitality venue") with associated amenities. The legal instrument for this public-private partnership will be a long term ground lease with a minimum term of 50 years and an opportunity for renewal. The envisioned redevelopment will rehabilitate, renovate and maintain the structures, provide high quality lodging of up to 100 rooms (a lower room count is preferred), offer amenities such as dining, meeting space, and a spa, and make the site an attractive destination that works in harmony with adjacent neighbors, the community, and nearby park properties. Value-added, innovative ideas for a hospitality venue suited to the site are encouraged.

Seaside State Park is a 32 acre parcel fronting Long Island Sound. The real property at Seaside State Park, together with all buildings, structures and permanent improvements is and will continue to be owned by the State. The agreement with a private partner ("developer" or development team") will grant rights to rehabilitate, renovate, operate, and maintain the buildings for hospitality purposes, and an agreed-upon leasehold area at Seaside State Park under a long term lease and contract, but shall not convey any further rights or any title, estate or interest in any of the foregoing property. The DEEP expects the land and water surrounding the leasehold will continue to function as a state park open to the public.

The State believes the present buildings at Seaside can be an attractive, environmentally sensitive and appropriately rehabilitated and renovated hotel/lodge that will be a strong draw to visitors from the region and the nation. For a qualified partner, this project offers a unique and substantial business opportunity with long term potential for growth. Applicants are encouraged to view the DEEP webpage for the "Seaside State Park" project. The webpage www.ct.gov/deep/seaside serves as the primary data source including project description, photos, environmental conditions, a hospitality feasibility analysis, Master Plan, Environmental Impact Evaluation and Record of Decision, Building Conditions Assessment, and more. DEEP will maintain this website and regularly provide additional information and updates.

The Seaside Request for Proposals (RFP) is authorized pursuant to Connecticut General Statutes (C.G.S.) §§ 22a-6(a)(2), 23-26(a)(3), and 26-3b.

Goals for this RFP include the following:

1. Rehabilitate and renovate historic state park assets for park purposes and public benefit
2. Promote and improve passive recreation and public access to Long Island Sound
3. Create an implementation and operating plan that is financially feasible
4. Preserve and improve site's ecology and habitat

The resulting project will enhance the existing state park historic and natural resource assets and deliver host community benefits to the town of Waterford by providing revenue and local employment.

2. Project Incentives

The State's primary goal is to attract the best development team to rehabilitate, manage and maintain some or all of the historic buildings in a timely, superior, and well-planned manner under a long term lease and contract. Some new construction suited to the hospitality venue will be allowed. The State will entertain proposals that require incentives to improve project success. Such incentives will be evaluated as a part of the competitive proposal process and will be scored against other submittals. Additionally, the requested incentives are a part of a negotiated process involving the developer and the State and are not guaranteed. Potential incentives may include, but are not limited to, the following and are subject to the quality and caliber of the development proposal.

- Technical assistance with local and state permitting/State Historic Preservation Office
- State of Connecticut abatement funding
- Infrastructure assistance funding support to ensure a successful project

Entities submitting proposals for the redevelopment of Seaside Lodge hereinafter referred to as "Proposers" may integrate these and other incentives into their proposals for review by the State. The consideration and granting of incentives is contingent upon the total value of the developer's proposal. The decision to grant any incentives will be packaged with the final award to the selected development team.

Stephen Maher Hospital Building
(Photo by Justin Scalera)

3. Site History

Designated as a State Park in 2014 by Governor Dannel P. Malloy, the buildings at Seaside State Park were designed by architect Cass Gilbert and built by the State of Connecticut in the 1930's. Originally known as the Seaside Sanatorium, the facility served as a first-of-its-kind heliotropic treatment center for children. In 1959 Seaside was converted first to a geriatric care facility, and subsequently as the Seaside Regional Center, a state institution for the developmentally disabled. Seaside Regional Center closed in 1996, and the campus has been vacant since that time. In 1995, the entire campus was listed on the National Register of Historic Places. A few alterations have been made to the original campus buildings, most of which were conducted in the early 1970s. Gilbert's design, however, is clearly visible despite these changes, and the campus retains its historic integrity. Although ongoing abatement for asbestos continues, the buildings have had no significant capital improvements since they were built.

4. Market and Environmental Analysis

In June of 2017 an Environmental Impact Evaluation (EIE) and Record of Decision (ROD) commissioned for this project determined that a Destination Park with modifications is the preferred alternative for this property. The Destination Park preferred alternative includes the following elements:

Destination Park elements in the Preferred Alternative
Main Lodge (Stephen Maher Hospital Building)
Auxiliary Lodge (Nurses' Building)
Inn or Single Family Vacation Rental (Duplex and Superintendent's Houses)
Supporting structures: Visitor Center (current Garage at north end of property), Maintenance Shed (Duplex Garage) Old Pump House, Wastewater Pump Station, Seawall
Site Circulation: Entry/maintenance road/parking
Proposed Site Amenities: Kayak Launch, Fishing Pier
Proposed Landscape Elements: Coastal meadow/woodlands/grassland

Other reports and studies have reached similar conclusions. An April 2016 study conducted by CBRE Hotels /PFK Consulting confirmed the local demand for lodging and associated services in the greater Waterford area. Also, a June 2016 Master Plan commissioned by DEEP and performed by Oak Park Architects, LLC in conjunction with Sasaki Associates established the priorities of saving and adaptively re-using the historic buildings as lodging, while providing public recreation and natural resource protection at the site. The Master Plan, EIE and ROD, as well as the CBRE/PKF analysis can be found here: www.ct.gov/deep/seaside

5. Community Background/Business Opportunity

Seaside State Park is situated in a residential neighborhood with direct access to Shore Road, Waterford CT. The town is a shoreline community of 20,000 residents is located in New London County, Connecticut that contains a population of approximately 274,000 residents. Originally settled in the 1700's, Waterford

has evolved from a farming community to a suburban community. The town hosts the Eugene O'Neill Theater, the Connecticut College Arboretum, 800,000 square feet of retail space at the Crystal Mall, and numerous parks. One mile from Seaside State Park, Harkness Memorial State Park (also a DEEP property) consists of a restored 1920's mansion, historic gardens, and grounds used for a wide range of outdoor activities, as well as weddings and events. In 2017, there were 81 weddings with an average of 125 people in attendance. Many weddings include out of town guests who require lodging and dining opportunities before and after the main festivities, and the local lodging options are limited. Major renovations to the historic carriage house outbuilding at Harkness Memorial State Park (28,500 GSF) are anticipated in the coming years which will provide additional capacity for events.

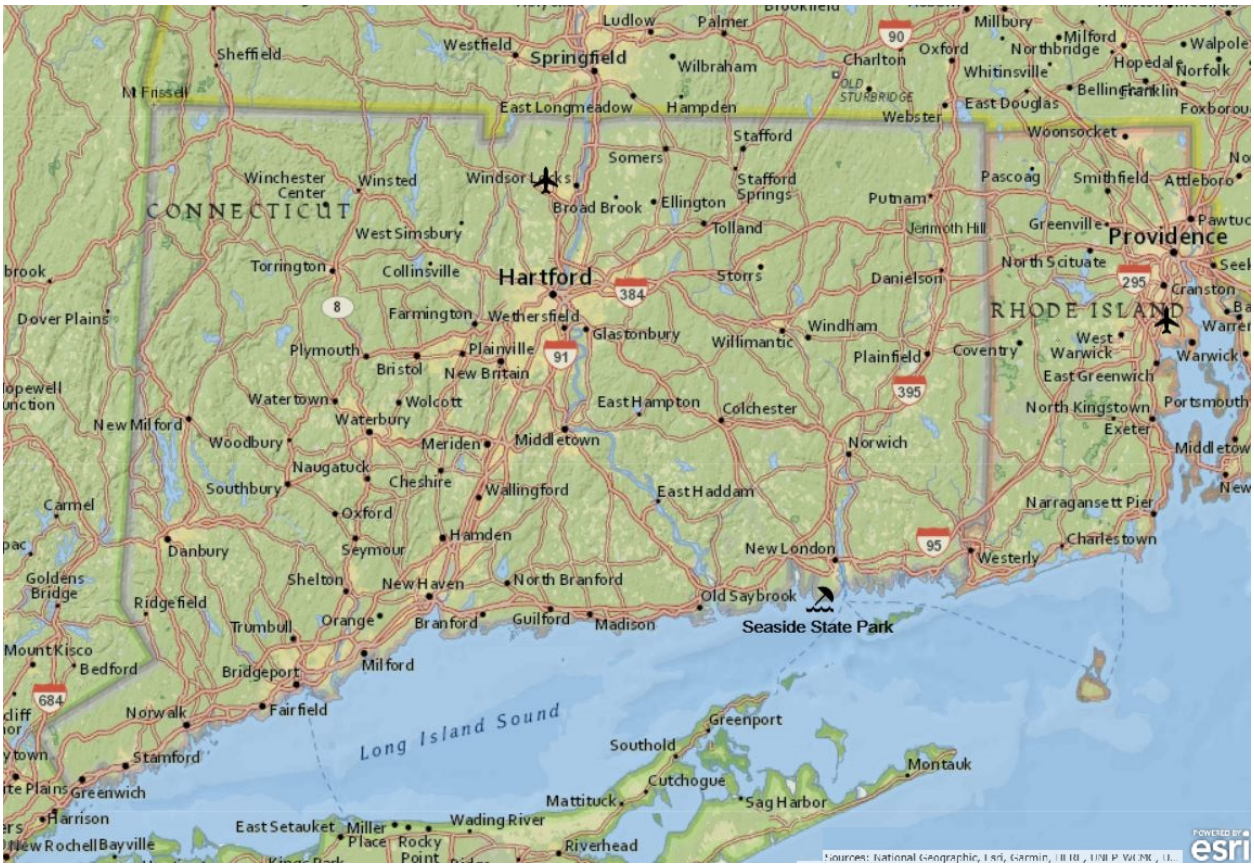
The largest employers in New London County include Pfizer Inc., General Dynamics Electric Boat, Millstone Power Station, Foxwoods Resort Casino, Mohegan Sun, and Lawrence & Memorial Hospital. Area attractions include Mystic Seaport, Mystic Aquarium, Connecticut College, the city of New London, beaches, museums and marinas.

6. Site Description

Seaside State Park's 32 acres are comprised primarily of mown grass fields, large trees, and several wetlands and streams. The site is unusual for its relatively flat topography, which makes it attractive for walking and creates broad views of Long Island Sound. Five rock jetties and a seawall at the water's edge create a series of sandy pocket beaches. A wide variety of wildlife can be found on or near the site. Shore side fishing and scuba diving are popular at this location. The entire site is presently operated as a passive park; the DEEP intends that the grounds will continue to be available for public recreation in perpetuity.

7. Access and Roadways

Seaside State Park and the town of Waterford are located west of New London along the I-95 and I-395 corridors, with the interchange located at the western boundary of the town. Access to the town is direct from the east and west (I-95) and north (I-395), the latter connects the town with Worcester, Ma (75 miles) and CT-2 and CT-9, both connecting the town to the state capital, Hartford (50 miles). I-95 connects the town indirectly to the west to the New York City metropolitan area (125 miles) and to the east, with Providence, RI (65 miles) and Boston, MA (110 miles). Bradley International Airport (Hartford, CT) and T.F. Green Memorial State Airport (Providence, R.I.) are both within 75 minutes driving time of Seaside State Park. Access from Long Island Sound is also feasible with boats being able to dock in Niantic just to the west. Ferry service is available between New London, Long Island, Block Island, and Fisher's Island. The Amtrak Northeast Regional and Acela Express routes both have stops in New London.



8. Buildings

The historic Seaside buildings are constructed of brick, terra cotta and granite with slate roofs. An exterior conditions survey conducted by Wiss, Janney, Elstner Associates, Inc. (WJE) in 2015 can be found here: http://www.ct.gov/deep/lib/deep/stateparks/seaside/WJE_Exterior_Conditions_Survey.pdf

While the State is making all buildings on the site available (with the exception of the Town of Waterford Pump House), the priorities for rehabilitation are: the Stephen Maher Hospital Building, the Nurses' Building, the Duplex and the Superintendent's House. The buildings may be eligible for Federal Historic Preservation Grants. The State Historic Preservation Office (SHPO) supports adaptive re-use of the buildings; coordination with SHPO will be required as part of any proposed redevelopment, as will adherence to the Secretary of the Interior's *Standards for the Treatment of Historic Properties* [1]. The Master Plan provides a test fit for floor plans for these buildings on pages 60-63, assuming a room count total of 63 rooms. The CBRE Hotels/PKF Consulting study assumes a room count of 100.

[1] See https://www.nps.gov/tps/standards.htm

A. **Stephen Maher Hospital Building**. Constructed in 1934, at 71,850 GSF (including the basement) for the original structure minus later additions, the H-shaped building is four stories high. Materials include brick, terra cotta tile, and granite with a slate roof. The building measures 140 feet east-west by 60 feet north-south. Ceiling heights range from 10' in the basement to 8'4" at the second, third and fourth floors. The building foundation is cast-in-place concrete walls on spread footing, and the original building system is steel framing encased in concrete decks, with concrete floor decks and a concrete roof deck supported by steel framing. Additions to the building in the 1960's and 1970's enclosed the original open stepped terraces on the upper floors, and circular towers were constructed to house elevators. These additions could be demolished as part of the adaptive re-use of the hospital building. While the exterior masonry of the building is considered to be in poor condition according to the WJE report, the structural framing, roof decks and gabled roofs are deemed to be in generally good condition

B. **Nurses' Residence**. Constructed in 1934, at 20,280 GSF, is a three story rectangular building. Materials and construction techniques are similar to that of the hospital. The building measures 204 feet east-west by 32 feet north-south. Ceiling elevations range from 16'7" in the basement to 9'2" in the upper floors. The exterior of this facility is considered to be in fair condition. The interior consists of large rooms on the first floor, with small dormitory-style rooms on the second and third floors. There is no elevator.

Nurses' Residence

C. **Superintendent's Residence and Garage.** Constructed in 1936, the house at 7,185 GSF, is an asymmetrically designed house. Materials include brick with wood trim and a slate shingle roof. The interior features original woodwork, doors and built-ins. The building measures 72 feet east-west. North-south, widths range from 20 feet at the location of the home's sunroom to 40 feet in the center, to 68 feet at the east end, which includes a garage. Ceiling heights range from 8'3" in the basement to 8'9" and 9'9" on the first floor and 8'0" on the second floor.

D. **Duplex House and Garage**. Constructed in 1936, the house is 8,320 GSF, the materials and construction techniques are similar to those featured in the Superintendent's Residence. The duplex house is a two family residential structure designed for doctors who worked at the sanatorium. The interior features original finishes, woodwork, doors and moldings. The building measures 98 feet east-west and 30 feet north-south. It is two stories high, and has a walk up attic. Ceiling heights range from 7'8" in the basement to 8'7" on the first floor and 7'11" on the second floor. The garage is a two bay one story building with attic space measuring 20' by 24'. Ceiling height in the garage from the first floor to the attic is 11'.

E. **Brick single story garage**. Constructed in 1936 with later renovations, the 86'x22'6" building contains 1,943 GSF. The north elevation has eight large openings set between brick piers. These openings were once enclosed with overhead doors. The building measures 10' at its roof eave; 16' at its roof ridge. The building is on a concrete slab.

F. **Small brick pump house**, at 300 GSF, is a one story building measures 16'4" by 19'10". It was constructed in 1942.

9. Utilities

Water, electric and sewer are available, but service will likely need to be upgraded for current code and use standards. Upgrades will be the responsibility of the Proposer. The town of Waterford owns and operates a wastewater pump station, force main and gravity mains via an easement which runs through the property. Since the facility is critical infrastructure for the town, unrestricted access to the pump station and easement is necessary at all times. A perimeter survey of the property showing the easement is available here: http://www.ct.gov/deep/lib/deep/stateparks/seaside/Seaside_Property_Survey.pdf .

10. Environmental Assessment

Asbestos abatement is underway in the hospital building. Three underground storage tanks ("USTs") are known to exist. The DEEP is in the process of removing the USTs; the selected developer may be responsible for any future environmental abatement that is deemed necessary.

11. Development Guidelines

DEEP works to protect and preserve the cultural and natural resources and scenic beauty that make Connecticut a special place to live, work, or visit. The addition of the Seaside property as an official State Park in 2014 furthers the state's objective to offer greater outdoor recreation activities for residents and visitors across our state. The historic buildings are an integral part of Seaside; their adaptive re-use as a

hospitality venue will contribute to the park's environment as a destination location. The State desires the property to be developed in a manner consistent with the following development guidelines:

A. Minimal state investment in exchange for a long term ground lease and contract to be negotiated;
B. Capital and operating investment sufficient to ensure a high quality hospitality development that will be an asset to the State;
C. Adherence to Secretary of the Interior's Standards for the Treatment of Historic Properties
D. A compelling vision for the project and a strong development team;
E. Completion of the project in a timely, planned, and well-executed manner;
F. A project which is complementary to the surrounding neighborhood and the town;
G. Minimize impacts to adjacent properties which may include noise, traffic, and lighting;
H. Upon completion of construction, the installation of a qualified hospitality management team;
I. Participation in Connecticut Green Lodging Certification;
J. Retention of significant trees on the site, and an appreciation for the natural environment of the park;
K. Public access to the park grounds and shore;
L. Public access to the buildings within the considerations of a hospitality venue; and
M. Compliance with local, state and federal laws as appropriate.

12. Evaluation and Selection Process

A. Overview

Evaluation Committee. The State will designate an Evaluation Committee to evaluate proposals submitted in response to this RFP. The Evaluation Committee will be comprised of senior and technical staff from DEEP, the Office of Policy and Management and the Department of Administrative Services. The contents of all submitted proposals, including any confidential information, will be shared with the members of the Evaluation Committee.

Evaluation Process. Once proposals are received, they will be subject to a review, evaluation and selection process. The first stage (Stage One) consists of a review of whether the proposals are complete and meet threshold requirements, set forth in this section and Section 13 of this RFP. There will be an initial scoring and a standardized comparative ranking process. The second stage (Stage Two) consists of quantitative and qualitative evaluation of proposals that pass the Stage One review, as described in this section and Section 13 of this RFP.

It is the intent of the Department to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. When evaluating proposals, negotiating with successful Proposers, and awarding contracts, the Department will conform to its written procedures and the State's Code of Ethics (pursuant to C.G.S. §§ 1-84 and 1-85).

B. Evaluation of Proposals

Minimum Threshold Submission Requirements. All proposals must comply with the requirements specified in this RFP. Each Proposal shall contain the full name and business address of the Proposer and Proposer's contact person and shall be signed by an authorized officer or duly authorized representative of the Proposer. Proposers must sign the original proposal and include copies of the signature page with their submission. To be eligible for evaluation, proposals must (1) be received on or before the due date and time; (2) meet the RFP Proposal content requirements in this section and Section 13; (3) follow the required RFP Proposal Outline; and (4) be deemed complete by DEEP. Following the submission of proposals, DEEP may request clarification and additional information from Proposers at any time during the evaluation process. Proposals that fail to follow instructions or satisfy these minimum submission requirements will not be reviewed further.

Evaluation Criteria. Proposals meeting the Minimum Threshold Submission Requirements will be evaluated according to the established criteria detailed below.

RFP Evaluation	**Stage One 100 Points**	**Stage Two 150 Points**	**Total Possible 250 Points**	**Percentage**
Project Basics	20	25	45	18%
Team Qualifications and Experience	50	25	75	30%
Project Viability and Ability to Execute Project in a Timely Manner	15	50	65	26%
Benefit to State	15	50	65	26%

C. Stage One - Evaluation

In order for a proposal to qualify for evaluation, it must satisfy the requirements described in this section. Proposals that do not satisfy the Stage One requirements after any responses to clarification requests issued by DEEP, will be disqualified from further review and evaluation. Each proposal will be evaluated based on the following criteria:

1. **Project Basics:**
    a. Compliance with the RFP submission requirements;
    b. Clear and comprehensive submittal; and
    c. Rational, detailed, and thorough approach to implementation.

2. **Team Qualifications and Experience:**
    a. Demonstrated experience in completing similar large scale historic rehabilitation and redevelopment projects that involved Secretary of the Interior Standards for Historic Preservation standards;
    b. Demonstrated experience with;
        i. Hospitality related real estate development;
        ii. Financing, developing and construction associated with historic property redevelopment;
        iii. Public private partnerships;
        iv. Long-term ground leases;
    c. Team expertise in project development, engineering, architectural design, historic building materials experience, construction, financing, hospitality operations, etc.; and
    d. At least three (3) references for key completed projects.

3. **Project Viability and Ability to Execute Project in a Timely Manner:**
    a. Demonstrated evidence supporting project financing;
    b. Demonstrated experience with both on-time and on budget completion of similar past projects;
    c. Demonstrated experience managing a high quality hospitality venue or a partnership with an entity that has this experience;
    d. Reasonable timeframe to initiate and complete project; and
    e. A compelling vision for the property's adaptive re-use while providing for public access.

4. **Benefit to State:**
    a. Financial offering and benefit to the State
        i. Capital investment commitment sufficient to accomplish the successful initial rehabilitation and hospitality- build out of historic buildings at Seaside (estimated at $25-30 million);
        ii. Proposed Ground Rent Payment and/ or Assumption of Pilot Payment;
        iii. Sufficient management capacity or a partnership with a hospitality firm to successfully operate for the long term;
        iv. Sufficient financial capacity to provide for the long term maintenance of the structures;
        v. Minimal requirements for state capital investment;
        vi. Support public access, at no charge, to state park property;
    b. Any other value-added proposition for the project; and
    c. Benefits to the town of Waterford and/or the region.

D. Stage One - Ranking

Proposers whose proposals score equal to or greater than 80 points in Stage One of the evaluation will be selected for a further evaluation.

E. Stage Two – Interview & Evaluation

During Stage Two, the highest ranked proposals will be evaluated by the Evaluation Committee based on the same criteria as the Stage One Evaluation. However, Project Viability and Ability to Execute Project in a Timely Manner and Benefit to State will be weighted more heavily in Stage Two than in Stage One as indicated in the chart above.

In Stage Two Proposers will be asked to interview with the Evaluation Committee and to provide a brief presentation of their proposed project. The selected finalist will be invited to a public meeting to present their proposed project to the community.

13. Submittal Requirements and Required Proposal Outline

All proposals must follow the instructions presented below. All Proposals must be submitted publicly and electronically to the Department, with confidential material redacted at the Proposer's option, in accordance with the process set forth in Sections 13-18. Proposals that fail to follow the instructions and Proposal outline will be deemed non-responsive and not be allowed to continue on in the evaluation process.

Proposal Outline Instructions

All proposals shall include the following:

A. **Proposal Transmittal Sheet** (see Appendix D for this form.) The Proposal Transmittal Sheet is page 1 of the proposal. A proposal will be considered incomplete if it fails to provide the requested information identified on the form. *Legal Name* is defined as the name of the organization submitting the proposal. *Contact Person* is defined as the individual who can provide additional information about the proposal or who has immediate responsibility for the proposal. *Authorized Official* is defined as the individual empowered to submit a binding offer on behalf of the Proposer to provide services in accordance with the terms and provisions described in this RFP and any amendments or attachments hereto.

B. **Table of Contents.** All proposals must include a Table of Contents that conforms to the required proposal outline.

C. **Executive Summary.** A high-level summary of the proposed project, not exceeding five (5) pages.

D. **Certification Page.** (See Appendix A for form) An authorized officer or other authorized representative of a Proposer is required to certify by its submission of its Proposal that:

1. The Proposer has reviewed this RFP and any Amendments thereto and has investigated and informed itself with respect to all matters pertinent to this RFP and its Proposal;
2. The Proposal is submitted in compliance with all applicable federal, state and local laws and regulations, including antitrust and anti-corruption laws; and
3. The Proposer certifies that the information in the Proposal being submitted is correct and true.

E. **Statement of Qualifications.** Describe the proposer's experience with development/redevelopment of similar hospitality venues, public-private partnerships, long term leasing, and historic building rehabilitation experience. Identify key team members for redevelopment and hospitality. Include the Listing of Officers Sheet and Organization Chart (see Appendix E for this form.)

F. **Proposal Bond or Deposit.** Proposals must be accompanied by a bond or certified/cashier's/treasurer's check in the amount of $25,000, payable to **CT-DEEP Commissioner**. The bond or deposit is subject to full or partial forfeiture if a proposer withdraws from the process prior to selection of the Stage One finalists, is selected as a Stage One finalist and fails to respond to the Interview (Stage Two) or thereafter fails to proceed in good faith negotiations of a contract. At the conclusion of Stage One, bonds and deposits will be refunded to Proposers who are not selected to continue in Stage Two. At the conclusion of Stage Two, all remaining bonds, not otherwise forfeited, and deposits will be returned to Stage Two Finalists who are not selected to proceed in negotiations of a contract.

G. **A detailed description of the proposed development** including, but not limited to:

1. Proposed use(s) for the historic building(s);
2. Building(s) proposed design, configuration, size, height, units, etc.;
3. Proposed building treatment(s) with respect to Secretary of the Interior Standards for Historic Preservation i.e., rehabilitation;
4. Any new construction deemed necessary as part of the project;
5. Traffic circulation, road improvements, and parking;
6. Preliminary site plan and sketch, conceptual floor plans, elevation renderings and any other submissions that best illustrate the development;
7. Proposed utility improvements (electric, water, sewer, storm water);
8. Any other value-added proposition for the project (such as aesthetics; and landscaping, economic- job creation and any host community benefits).

H. **A detailed description of the proposed hospitality management** including, but not limited to: The management team and staffing plans for the hospitality operation; estimated full and part-time jobs; approach to Green Lodging Certification.

I. **Description of requested technical or financial assistance** from the State.

J. **Project timeline** from execution of contract, including proposed planning, design, approval and construction schedule.

K. **Construction budget and funding sources**

1. Provide a description of the financing plan for the project, including construction and term financing. The financing plan should address the following:

   a. Who will finance the project and how it will be financed;

b. The project's projected financial structure over the term;

c. Expected sources of debt and equity financing;

d. Estimated construction costs;

e. The projected capital structure over the term; and

f. Describe any agreements entered into with respect to equity ownership in the proposed project and any other financing arrangement.

g. Evidence of financing availability, including Letter(s) of Intent or memoranda of understanding with lenders, financial sponsors, guarantors, and insurers from any of the financial references and any other named sources of equity capital.

i. **Capital Stack.** If the Proposer is not proposing to self-fund the rehabilitation of the facility and management of the hospitality operations, include the sources of investment in order by investor seniority.

ii. **Company net worth and balance sheets.** Include the net worth and the debt to equity ratio of the Proposer and each of the investors separately.

2. Please provide in an Excel model a pro forma that outlines expected:

a. capital costs;

b. operation and maintenance;

c. financing costs; and

d. revenue streams for the proposed project.

3. For each individual with more than a ten percent (10%) interest in the development entity, Proposers must execute a notarized affidavit of non-collusion. A copy of said affidavit must be attached. (See Appendix B for form.)

L. **Confidential Documents –** See instructions provided in Section 17**.** Submit in a separate envelope the following:

1. Demonstrated financial condition of Proposer. Include the two (2) most recent annual financial statements prepared by an independent Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA). If a Proposer has been in business for less than two years, such Proposer must include any financial statements prepared by a Certified Public Accountant, and reviewed or audited in accordance with Generally Accepted Accounting Principles (USA) for the entire existence of such firm or corporation.
2. Financial offer (Proposals are subject to final competitive negotiation).

These documents are only confidential until completion of the RFP process and execution of a signed contract **and are subject to all applicable Freedom of Information Statutes.**

M. **ATTACHMENTS. Attachments other than the required Appendices and Forms, and separated Confidential Documents, will not be evaluated.** Failure to abide by these instructions will result in disqualification. Relevant supplemental information will be accepted within the submission format.

1. **Good Standing**

   a. Connecticut corporations and limited liability entities must submit a certificate of good standing from the State of Connecticut Department of Revenue Services:

   Department of Revenue Services
   Collection and Enforcement Division-Lien Unit
   Request for a Status Letter
   25 Sigourney Street
   Hartford, CT 06106
   Revenue Services

   b. Those corporations not chartered in Connecticut must hold equivalent certificate of good standing from Proposer's principle place of business;

   c. Tax Certification. All Proposers, in order for their proposals to be considered, must not be delinquent on any property tax or fees issued by the State and State of Proposer's principle place of business. Proposers shall certify that neither they nor any business or corporation fully or partially owned by the Proposer is not delinquent on their State property taxes or fees;

   d. Anti-Kickback Acknowledgement (see Appendix C for form); and

   e. Consulting Agreement Affidavit (see Appendix F for form).

2. **Construction - Surety Bond.** The Proposer warrants that at the time of execution of the contract and/or lease the Proposer will provide to the State, a payment bond in the amount of the Initial Improvements on the standard bond form, said bond to be for any construction period and at the commencement of construction or improvement as outlined in the agreement. The State may agree to, but is not required to, reduce the amount of the bond subject to the progress and satisfactory performance of the Proposer during the Initial Improvement period. Additional construction periods shall require additional payment bonds in the amount of such construction. Said bond shall be executed by a surety company authorized to do business in the State of Connecticut and satisfactory to the State. This payment bond shall be conditioned upon the payment of all debts pertaining to materials, rental of equipment and labor used or employed in the execution of the agreement. The intent of the parties is to comply with C.G.S. §49-41.

3. **Operations Bond.** The Proposer warrants that at the time of execution of the contract and/or lease the Proposer will provide the State, a payment bond in the amount of

One Million Dollars ($1,000,000) on the standard bond form, said bond to be for the full term of the agreement. Said bond shall be executed by a surety company authorized to do business in the State of Connecticut and satisfactory to the State. This payment bond shall be conditioned upon the payment of all debts pertaining to any operations contained under the agreement.

4. **Guarantor - Credit Support**. If Proposer does not itself have a financial condition satisfactory to the State, the Proposer warrants that at the time of execution of the contract and/or lease the Proposer will provide the State a Guarantor on terms and conditions satisfactory to the State. The Proposer or its Guarantor shall at all times during the term of the agreement comply with minimum financial covenants to be set forth in the agreement, which may include minimum tangible net worth and liquidity requirements, based upon the financial condition of the Proposer or its Guarantor, as the case may be.

14. Submittal Instructions and RFP Schedule

A. **Submissions Are Due By The Date And Time Specified**. Proposers must ensure that proposals are delivered on time to assure consideration by the State. The State reserves the right to modify the deadline and schedule. The Submission Deadline is final. Late proposals received beyond the deadline will not be considered.

B. **Pagination.** The Proposer's name must be displayed in the header of each page. All pages, including the required Appendices and Forms, must be numbered in the footer. The proposal shall not exceed 150 pages, excluding renderings.

C. **Packaging and Labeling Requirements.** All proposals must be submitted in sealed envelopes or packages and be addressed to the Administrative Point of Contact. The Legal Name and Address of the Proposer must appear in the upper left corner of the envelope or package. The RFP Name **Seaside 18 RFP** must be clearly displayed on the envelope or package.

D. **Copies**. Proposers are required to provide one (1) bound paper copy in a three-ring binder of the complete proposal with separate envelopes for the confidential documents, plus fifteen (15) flash drives with the proposal in pdf/A format. The electronic submission shall include one (1) clearly labeled public and the remainder fourteen (14) flash drives of the complete proposal including any confidential material.

IMPORTANT: All proposal materials become the property of the State of Connecticut.

RFP SCHEDULE

Proposers may submit written questions to DEEP pertaining to the solicitation on or before the deadline stated below for questions. DEEP is under no obligation to answer any question submitted after the deadline provided in the schedule set forth below.

RFP Issuance and Distribution	Wednesday, March 28, 2018
Letter of Intent to participate in Site Visit (address provided below)	Friday, May 4 , 2018 No later than 4:00 PM
Site Visit and Proposer Conference to be held at Seaside State Park	Monday, May 7 , 2018
Deadline for the submission of written questions (address provided below)	Friday, June 8, 2018 No later than 4:00 PM
Deadline for Department to Post Q and A on Website	Friday, June 22, 2018
Proposal Submission Deadline (address provided below)	Friday July 27, 2018 No later than 4:00 PM
Stage One – Evaluation	August 2018
Stage Two – Interview and Evaluation	August/September 2018
Public Meeting to Present Proposed Project by Finalist	September 2018
Select Developer	Fall 2018
Execute Contracts/Lease Agreements	Fall 2018

The State reserves the right to postpone or reschedule any of the actual or proposed dates or deadlines. The schedule is subject to change depending on the review of proposals, negotiations with potential developers, and other factors. DEEP recommends to regularly check the Seaside website for information regarding this RFP. The proposal and all supporting documents must be received by the above-stated deadline at the following address:

c/o Tenia Seay
DEEP – Bureau of Outdoor Recreation
State Parks & Public Outreach Division
79 Elm Street
Hartford, CT 06106-5127
Attention: Seaside 18 RFP
Tenia.Seay@ct.gov

15. Disqualifying Conduct

Any Proposer or Proposer's representative who seeks to influence the RFP process to gain an advantage may be barred from submitting a Proposal or from having a Proposal considered at the sole discretion of DEEP. Examples of prohibited conduct include but are not limited to:

A. Engaging in direct communication on any matter related to the RFP with any individuals involved in the evaluation or selection of proposals, except through the procedures outlined in this RFP or subsequently set forth by DEEP; and

B. Requesting or otherwise obtaining records related to any proposal at any time before a contract award is announced.

16. Failure to Achieve Project Financing

If the Selected Proposer has not obtained financing within one year from the date upon which financing is to occur in the Proposer's project schedule as set forth in the contract agreement, DEEP shall have the right to terminate the Contract at its convenience or upon request of the Proposer.

17. Reserved Rights/Terms and Conditions

"Proposal" shall mean quotation, bid, offer, qualification/experience statement, and/or services. Proposers shall also mean vendors, offerors, bidders, or any person or firm responding to an RFP.

The State reserves the right to accept or reject any and all proposals, in whole or in part, to reserve the right to partner proposers, to waive any technical defects, irregularities, and omissions, and to give consideration to past performance of the Proposers where the interests of the State and State will be best served. The State reserves the right to directly negotiate with any entity who submits a proposal in response to this RFP and to award a contract based upon those negotiations alone. The State reserves the right to request interviews of developers, discuss all project details, and to select and negotiate a preferred development proposal that is in the best interest of the State prior to final award.

The State shall not be responsible, in any manner, for the costs associated with responses to the solicitation. The individual responses to this solicitation including all artwork, drawings, plans, photos, models, and narrative material shall become the sole property of the State upon their receipt. The State shall have the right to copy, reproduce, duplicate, publicize, or otherwise dispose of each response to this solicitation in any manner that the State chooses unless otherwise agreed upon, in advance, with the Proposer.

Connecticut Environmental Policy Act (CEPA). The purpose of CEPA is to identify and evaluate the impacts of proposed "actions that may significantly affect the environment" in order to inform State decision makers most directly responsible for the proposed action. Regardless of whether or not any State assistance funds are provided for this project, Proposers should note that any action they propose

to undertake on the subject property must be in compliance with the Environmental Impact Evaluation and Record of Decision (EIE/ROD) prepared for this project. Any proposals that deviate from the EIE/ROD would need the approval of the appropriate State authority, and may also be subject to further evaluation under CEPA.

The State reserves the right to waive any informality or irregularity when it is in the best interest of the State to do so, to discuss modification to any proposal, to re-advertise for additional proposals if desired or necessary, and to accept or reject any or all proposals, for any and all reasons.

The State may determine that proposals are technically and/or substantially non-responsive at any point in the evaluation process and may remove such proposal from further consideration. Proposals arriving after the deadline may be returned, unopened, or may simply be declared non-responsive and not subject to evaluation, at the sole discretion of the State. All original documents and drawings shall become the property of the State once submitted. The State is not responsible for any costs related to the preparation and/or submittal of proposals or any subsequent costs related to presentations or clarification pertaining to this RFP. All costs are the responsibility of the Proposer.

All Proposers are responsible for insuring that no addendums have been made to the original RFP package or that all addendums have been received and addressed. The RFP package and all addendums are located at www.ct.gov/deep/seaside

There is no official public opening of proposals. To best protect the solicitation and competitive negotiation process, the State asks that companies refrain from requesting proposal information concerning other Proposers until an award has been executed. Proposal materials become public information only after the execution of an award and the execution of a signed contract.

The Proposer warrants, by submission of a proposal, that he is not an employee, agent, or servant of the State, and that he is fully qualified and capable in all material regards to satisfy the requirements and fulfill the proposal as submitted. Nothing herein shall be construed as creating any contractual relationship or obligation between the State and the Proposer. The Proposer warrants that he has not, directly or indirectly, participated in any collusion. The Proposer warrants that he has not paid, and agrees not to pay, any bonus, commission, fee or gratuity to any employee or official of the State for the purposes of obtaining any contract or award issued by the State.

Confidential Information. The Proposer must clearly identify all confidential or proprietary information in their submission including pricing, and provide this in a separate document from the rest of the submission. If a Proposer wishes to submit confidential information to the Department, the Proposer must recognize that the Connecticut Freedom of Information Act governs the public's accessibility to that information. This law generally requires the disclosure of material in the possession of the State upon request, unless the material is specifically exempt from disclosure. An example of an exemption is a "trade

secret," as defined by C.G.S. § 1-210(b)(5).[2] Information claimed as confidential must be isolated from other material in the proposal and labeled "CONFIDENTIAL." With this submission of information claimed and labeled as confidential, a Proposer must provide the legal basis for its confidentiality claim, describe what efforts have been taken to keep the information confidential, and provide whether the information sought to be protected has an independent economic value by not being readily known in the industry. Only legitimate non-public proprietary or sensitive information may be considered confidential, and Proposers should not designate any portions of their proposal confidential that do not merit confidential treatment. The Evaluation Committee shall use reasonable efforts to treat the confidential information that it receives from Proposers in a confidential manner. The Evaluation Committee expects to disclose Proposal information to the agency staff of other Departments as part of the Proposal evaluation process. The Proposer authorizes the Department to share any information submitted in its proposal to the Department or its agents or assigns.

RFP Is Not An Offer. Neither this RFP nor any subsequent discussions shall give rise to any commitment on the part of the State or the Department or confer any rights on any Proposer unless and until a contract is fully executed by the necessary parties. The contract document will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for costs incurred by the Proposer or for payment of services under the terms of the contract until the successful Proposer is notified that the contract has been accepted and approved by the Department and, if required, by the Attorney General's Office.

18. Resources

A. **Property Card 36 Shore Road**:
http://www.ct.gov/deep/lib/deep/stateparks/seaside/Seaside_Prop_Card.pdf

B. **Perimeter Survey Seaside Regional Center**:
http://www.ct.gov/deep/lib/deep/stateparks/seaside/Seaside_Property_Survey.pdf

C. **Seaside State Park Master Plan** June 27, 2016:
http://www.ct.gov/deep/lib/deep/stateparks/parks/seaside_state_park_master_plan_aug_2_2016_reduced.pdf

D. **Feasibility Study** April 2016:
http://www.ct.gov/deep/lib/deep/stateparks/seaside/15-482BO-0071_-_Seaside_Redevelopment_Feasibility_Study_Report.pdf

[2] Further, C.G.S. § 1-210(b)(24) exempts from disclosure the following: "Responses to any request for proposals or bid solicitation issued by a public agency or any record or file made by a public agency in connection with the contract award process, until such contract is executed or negotiations for the award of such contract have ended, whichever occurs earlier, provided the chief executive officer of such public agency certifies that the public interest in the disclosure of such responses, record or file is outweighed by the public interest in the confidentiality of such responses, record or file".

E. **Environmental Impact Evaluation** (EIE) and Appendices A through H, and more generally, the Seaside State Park Planning Process webpage can be found at:
http://www.ct.gov/deep/cwp/view.asp?a=2716&Q=557916&deepNav_GID=1650#EIE

F. **EIE Errata** July 11, 2017:
www.ct.gov/deep/lib/deep/stateparks/seaside/seaside_state_park_master_plan_eie_errata.pdf

G. **Record of Decision** (ROD) Re: Seaside State Park Master Plan State Project No. BI-T-612 January 2018

Decision, the Statement of Environmental Impact, and the Summary of Consultation with Agencies and other Persons, as well as Attachments A and B.
www.ct.gov/deep/lib/deep/stateparks/seaside/Seaside_State_Park_ROD_through_Attachment_B.pdf

Attachments C through F -
www.ct.gov/deep/lib/deep/stateparks/seaside/Seaside_State_Park_ROD_Attachments_C-F.pdf

H. **Seaside Sanatorium Exterior Envelope Condition Assessment** July 9, 2015:
http://www.ct.gov/deep/lib/deep/stateparks/seaside/WJE_Exterior_Conditions_Survey.pdf

I. **Asbestos Inspection Reports** October – December 2014:
http://www.ct.gov/deep/cwp/view.asp?a=2716&Q=557916&deepNav_GID=1650#asbestosreports

APPENDIX A

CERTIFICATION REQUIREMENTS

I have personally examined and am familiar with the information submitted in this proposal and all appendices hereto, and I certify that based on reasonable investigation, including my inquiry of the individuals responsible for obtaining the information, the submitted information is true, accurate and complete to the best of my knowledge and belief.

I have reviewed this RFP and have investigated and informed itself with respect to all matters pertinent to this RFP.

This proposal is submitted in compliance with all applicable federal, state and local laws and regulations, including antitrust and anti-corruption laws.

I understand that a false statement or failure to disclose material information in the submitted proposal may be punishable as a criminal offense pursuant to Title 53a of the General Statutes of Connecticut, and in accordance with any other applicable statute.

_____
Proposer or Proposer's Authorized Representative

_____
Print or Type Name

_____
Proposal(s) as Submitted to the Department

_____
Title

_____
Date Signed

APPENDIX B

NON-COLLUSION AFFIDAVIT

(Proposer) _____

State of _____

County of _____

_____ , being first duly sworn, deposes and says:

That he/she is _____ (partner or officer) of the firm of _____ , the party making the foregoing proposal, that such proposal is genuine and not collusive or sham, that said Proposer has not colluded, conspired connived or agreed, directly or indirectly with any Proposer or person, to put in a sham proposal or to refrain from making a proposal, and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price or affidavit or any other Proposer, or to fix any overhead, profit or cost element of said Proposal price, or of that of any other Proposer, or to secure any advantage against the State of Connecticut or any person interested in the proposed contract; and that all statements in said Proposal are true.

Signatures:

Proposer, if the Proposer is an individual; _____

Partner, if the Proposer is a partnership; _____

Officer, if the Proposer is a corporation; _____

Subscribed and sworn to before me

This _____ day of _____, 20___

Notary: _____

Printed Name: _____

My Commission expires: _____, 20___

APPENDIX C

ANTI-KICKBACK ACKNOWLEDGMENT

ALL PROPOSERS/OFFERORS MUST ATTEST TO THE FOLLOWING:

The Proposer acknowledges, under the pains and penalties of perjury, that he/she has not been offered, paid, or solicited for any contribution or compensation, nor has he/she been granted a gift, gratuity, or other consideration, either directly or indirectly by any officer, employee or member of the governing body of the State of Connecticut who exercises any functions or responsibilities in connection with either the award or execution of the project to which this contract pertains.

Further, the Proposer acknowledges, under the pains and penalties of perjury, that he/she has not offered, paid, or solicited by way of any contribution or compensation, nor has he/she granted a gift, gratuity or other consideration either directly or indirectly to any officer, employee, or member of the governing body of the State of Connecticut who exercises any functions or responsibilities in connection with either the award or execution of the project to which this project or contract pertains.

_____ _____

SIGNATURE OF OFFEROR DATE

_____

TITLE

_____

COMPANY

Title of RFP: _____

APPENDIX D

PROPOSAL TRANSMITTAL SHEET –

Seaside Lodge

Date: _____

The undersigned do hereby submit a proposal to the State of Connecticut, for the lease and development of Seaside Lodge, in accordance with all terms and specifications contained within said RFP herein. The undersigned acknowledges that the submittal does not rely on the State of Connecticut regarding the condition of the property and will make their own investigation on the condition of the property and its suitability for development.

_____ _____

LEGAL NAME OF ORGANIZATION FEIN

_____ _____

SIGNATURE of AUTHORIZED OFFICIAL TITLE

_____ _____

SIGNATURE of AUTHORIZED OFFICIAL TITLE

_____ _____

SIGNATURE OF CONTACT TITLE

_____ ADDRESS, CITY, STATE, ZIP CODE

_____

TELEPHONE NUMBER

_____

E-MAIL ADDRESS

APPENDIX E

LISTING OF OFFICERS SHEET & ORGANIZATION CHART

List the Officers of your Corporation or Principals of your LLC. Provide an organization chart, depicting the operating relationship between all Team members that would be part of this project, including those that will interface directly with the State. Evaluation cannot be completed without the attachment.

_____

Complete Company Name

_____	_____
Name	Title/Officer/Position
_____	_____
Name	Title/Officer/Position
_____	_____
Name	Title/Officer/Position
_____	_____
Name	Title/Officer/Position
_____	_____
Name	Title/Officer/Position

APPENDIX F

STATE OF CONNECTICUT
CONSULTING AGREEMENT AFFIDAVIT

Affidavit to accompany a bid or proposal for the purchase of goods and services with a value of $50,000 or more in a calendar or fiscal year, pursuant to Connecticut General Statutes §§ 4a-81(a) and 4a-81(b). For sole source or no bid contracts the form is submitted at time of contract execution.

INSTRUCTIONS:

If the bidder or vendor has entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1): Complete all sections of the form. If the bidder or contractor has entered into more than one such consulting agreement, use a separate form for each agreement. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public. **If the bidder or contractor has not entered into a consulting agreement, as defined by Connecticut General Statutes § 4a-81(b)(1):** Complete only the shaded section of the form. Sign and date the form in the presence of a Commissioner of the Superior Court or Notary Public.

Submit completed form to the awarding State agency with bid or proposal. For a sole source award, submit completed form to the awarding State agency at the time of contract execution.

This affidavit must be amended if there is any change in the information contained in the most recently filed affidavit not later than (i) thirty days after the effective date of any such change or (ii) upon the submittal of any new bid or proposal, whichever is earlier.

AFFIDAVIT: [Number of Affidavits Sworn and Subscribed On This Day: _____]

I, the undersigned, hereby swear that I am a principal or key personnel of the bidder or contractor awarded a contract, as described in Connecticut General Statutes § 4a-81(b), or that I am the individual awarded such a contract who is authorized to execute such contract. I further swear that I have not entered into any consulting agreement in connection with such contract, **except for the agreement listed below**:

_____ _____
Consultant's Name and Title Name of Firm (if applicable)

_____ _____ _____
Start Date End Date Cost

Description of Services Provided: _____
_____

Is the consultant a former State employee or former public official? ☐ YES ☐ NO

If YES: _____ _____
Name of Former State Agency Termination Date of Employment

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

_____ _____ _____
Printed Name of Bidder or Contractor **Signature of Principal or Key Personnel** **Date**

_____ _____
Printed Name (of above) Awarding State Agency

Sworn and subscribed before me on this _____ day of _____, 20___.

_____
Commissioner of the Superior Court or Notary Public

_____
My Commission Ex