#### TOWN OF MARLBOROUGH, CONNECTICUT

#### REQUEST FOR QUALIFICATIONS STATEMENTS

Commercial Real Estate Brokers

### Marlborough Economic Development Project

The Economic Development Commission (EDC) of Marlborough, Connecticut is seeking Request for Qualifications Statements (RFQ) from Commercial Realty professional(s) licensed in the State Of Connecticut to market the potential development of 76 acres of Town property. This undeveloped property is located along Route 66 (Hebron Road) one half mile east of exit 13 off CT Route 2. The Marlborough EDC’s guiding principle with this project is land development that will result in stimulating new economic growth for the town, while maintaining the Town’s character.

Detailed information and requirements are available in the Land Use/Building Department at Marlborough Town Hall at 26 North Main Street, P.O. Box 29, Marlborough, CT 06447. For questions concerning the project or to arrange for a tour of the property, please contact: Mr. Peter Hughes, Planning and Development Director, at 860-295-6202 or email at [planner@marlboroughct.net](mailto:planner@marlboroughct.net)

All RFQ statements shall be submitted at the expense of the respondent. RFQ statements will require the following format for submission: seven bound copies and one unbound copy. Submissions will be received at the aforementioned Land Use/Building Department address, until 12:00 pm, on Tuesday, October 15, 2019. It is the responsibility of the respondent to ensure that it has received any and all information necessary to submit a qualification statement for this Request for Qualifications.

This RFQ has been prepared solely to solicit qualifications and does not constitute a contract or offer. If the Town determines, in its sole discretion, to proceed with the work, the successful bidder must execute and deliver an Agreement as bid.

The Town of Marlborough, Connecticut is an equal opportunity employer and requires an affirmative action policy for all its Contractors/Vendors as a condition of doing business with the Town, per Federal Order 11246. By submitting a RFQ statement for this project, all Contractors/Vendors agree to this condition.

The Town is an Affirmative Action/Equal Opportunity Employer. Minority/Women Business Enterprises are encouraged to apply

Dated at Marlborough, Connecticut this 9th day of September, 2019.

Amy J. Traversa

First Selectman

**Marlborough Economic Development Project**

**Introduction**

The town of Marlborough, Connecticut is pleased to issue this RFQ seeking qualified commercial realtors who are interested in working with the Town to market the development an area of approximately 76 acres owned by the Town. The Town is seeking a developer who can develop the site with a mix of retail, office, technology, and industrial uses that will be consistent with the development goals of the Town.

**Project Area**

The area for consideration includes seventy-six (76) acres of Town property. The Town purchased three residential properties on Rte. 66 and two wooded parcels. The site contains isolated wetland areas and intermittent watercourse that have been field identified and evaluated. Currently, the zoning classification of the parcels are as a Design Business & Industrial Zone with three sub-districts. The property location is on Rte. 66 one half mile east of the CT Rte. 2 Exit 13 full diamond interchange with Rte. 66.

There is an abutting thirty six (36) acre parcel owned by a private entity that may work with the Town and co-market the parcels together so there would be one hundred eight (108) acre site available. This parcel has twelve (12) acres zoned for high density residential and twenty four (24) acres zoned office/retail.

# Background and Town Demographics

The town of Marlborough, Connecticut is a community of 6,430 residents. The town, located in Hartford County, is 15 miles south east of the Town of Hartford. Marlborough is 23.4 square miles with a land use pattern as follows: 2.6% non-residential; 73.4% residential; 24% open space (State Forest/Town Open Space).

In 2003, to promote economic development, Town residents overwhelmingly voted in a referendum to approve $2,100,000 for the acquisition of approximately 100 acres of land located one half mile east of the CT Route 2, Exit 13 full diamond interchange with Route 66. The purpose of the acquisition was for a Town Business, Science, & Technology Park. Currently, the Town owns 76 acres of land zoned as commercial design business and industrial use.

In 2008, the Town appropriated $80,000 to hire a team of consultants to develop a master land use plan. The result of this master planning effort was the development of the Marlborough Business & Technology Park. The Park plan was completed in June 2009 and included the Towns’ 76 acres as well as two adjacent privately owned parcels (40 and 22 acres) whose owners agreed to participate. As a result of the plan, the Marlborough Zoning Commission adopted the Design Business Industrial Regulations and amended the Zoning Map to reflect the creation of the zoning district on these three parcels.

Marlborough’s main roadway access is from the CT Route 2 and Route 66 corridors. CT Route 2 bisects the town north/south while the CT Route 66 corridor bisects the town east/west; the two corridors meet at Exit 13 off Route 2. The average traffic flow through Marlborough is comprised of 18,000 vehicles via CT Route 66 and 31,000 vehicles via CT Route 2, for a total volume of 49,000 vehicles per day. These access corridors are utilized by the adjacent towns of Colchester (pop. 16,130), East Hampton (pop. 12,858), Hebron (pop. 9,552), and Glastonbury (pop. 34,678). Consequently, within a 10 mile radius of the proposed development site, there a total population of 79,648.

The community has made a decision to take proactive steps to guide its future economic development in order to realize the greatest economic return to help the tax burden on the residential property owner, while maintaining and enhancing the character of the community. With this vision, as well as a combination of its prime location, skilled and educated populace, ample vehicular traffic, and town officials committed to future economic development, Marlborough has seen a commercial influx of over 20 million dollars in just the past year.

**Utilities**

The site currently is served by on-site septic systems. The Town has an approved design to extend sanitary sewers to within one half a mile of the site. The sewer extension would serve the thirty six (36) acre abutting property immediately and design include capability to accept sewer flow from the Town seventy six (76) acre parcel.

Water currently is on-site private wells. The overall Plan is to develop a small public water system that would serve the project area.

There is three phase electric power available on Hebron Road (Rte. 66).

Gas is propane, and there are several large volume propane dealers in the immediate area.

###### Town Development Information Available

* The Town has available the 2009 Business Park Master Plan. This **plan** has economic, traffic, and environmental reports as appendix. It also includes preliminary cost estimates for infrastructure improvements, both on and off site.
* The Town has GIS (Version 10.3) and Auto-CAD digital data available that includes 45 layers of information as well as 2016 color ortho-photographs.
* The Town has a complete A-2 survey of the Town and adjoining properties that includes two (2) foot contours, wetland boundaries, and existing improvement locations available in Auto-CAD.
* The Town has available the Village Land Use and Economic Enhancement Plan completed in June 2007 for the Town Center area immediately west of Route 2 from the business park site.
* The Town has the 2009 Plan of Conservation & Development.
* All Commission minutes are available on our Town website at [www.MarlboroughCT.net](http://www.MarlboroughCT.net)
* Community Profile

**Town Goals for Site Development**

Development of these properties shall be guided by the following Town goals:

1. Ensure design quality and land use compatibility within the property.
2. Development scenarios that will improve livability for local residents and encourage new business to start up and/or relocate to Marlborough.
3. Enhance the Tax Base of the Town that will help grow and sustain a more vibrant commercial district in the core of the community along major arterial roadways.
4. Develop the properties to produce quality business outcomes that create working wage jobs and energize development in surrounding areas as well as within the Town.
5. Explore and consider all possible creative mixed uses for the property, focusing on but not limited to seven major categories of target industries: advanced manufacturing, software development, medical, civil, electrical, & mechanical engineering services, information services, professional offices, and limited retail.

**SUBMITTAL REQUIREMENTS**

The Town seeks qualifications from Commercial Realtors with a demonstrated ability to develop projects which are an asset and a “correct fit” with the community. We are seeking a partnership with individuals and entities that have experience in developing, financing, marketing, selling, and/or managing projects of a similar size, scope and nature.

**All responses submitted in response to this RFQ shall include the following:**

**Cover Letter:** The legal name, address, email address, and telephone number of the Proposer. The letter should outline all partnerships, subcontractors etc. that would be part of the project team along with the name and position of the person who will be the primary contact throughout the project. The cover letter should be signed by the person who has the authority to bind the proposing firm to the submitted proposal.

Provide a concise and focused overview to introduce your company and your company background. Provide an executive level summary of the overall statement of qualifications/proposal. A statement identifying the name of the lead contact person should be included along with phone and email contact.

**Résumés:** Given the unique nature of the project and its utmost importance to the Town, it is essential to fully understand the experience and capabilities of all key members of the proposed development team. Resumes of all key project team members to be involved in the project are required and should include: education and professional qualifications, relevant experience, and details regarding the specific role proposed for the project. Identification of lead organization, partners, and team firms or organizations, including description and location for each firm/ organization, and any MBE/WBE designations.

**Narrative**: A high level summary of the team’s approach and anticipated timing related to marketing the parcel. Describe the proposed organizational structure for the project team planning to undertake the project, their roles, reporting responsibilities and team interface with the Town.

**Experience:** Include an outline of recent projects completed that are comparable to this project. Responses should demonstrate specific expertise of retail and commercial development. Provide a description of three (3) projects including the following information for each: date completed, location, land use, size, architectural style, role of development entity, any other information that would be helpful to the Town, and photographs of the completed projects. Description of previous work that demonstrates experience in real estate development, marketing and/or leasing of industrial space, and tenant recruitment.

**Other Information:** Respondents may submit any other information that is not described in this RFQ that would be beneficial to the Town. If in the Respondent’s opinion, the Town has overlooked anything material or relevant, such item(s) shall be brought to the Town's attention and be included in the RFQ.

**Evaluation Criteria**

The intent of the RFQ Commercial Realtor selection process is to identify qualified professionals interested in implementing the vision and concepts specified in this RFQ. The selection will be based generally upon their credentials, relevant experience, ability to foster compatibility with surrounding development, and willingness to carry out a large and complex undertaking in a carefully coordinated manner with the full collaboration of the Board of Selectmen.

1. Qualifications of Firm and Relevant Experience/Projects: The respondent’s demonstrated experience in mid- to large-scale mixed and multi-use projects,

2. Relevant Public-Private Partnership Experience: The respondent’s prior experience negotiating with public partners, presenting to public audiences, and securing quality tenants.

3. Strength of Project Team and Management Approach: the respondent’s team dynamics in successful collaboration and execution of complex development projects and the principal staff’s overall approach to oversight and partnership with the Board of Selectmen.

4. Communications/Public Relations: Experience working with communities on highly political development projects.

5. Vision and Development Strategy: How does the realtor’s vision connect and build upon the community’s vision and how does this vision incorporate into the overall development strategy in terms of schedule, design, and costs.

6. References: The input of references regarding the respondent’s and their project’s past performance.