



City of Manchester Economic Development Office



REQUEST FOR PROPOSALS

By

The Manchester Economic Development Office

For

**Parties interested in acquisition and development of Phase One of the
Northwest Business Park at Hackett Hill in Manchester, New Hampshire**

Proposals due by: 3:00 PM EST on Friday, December 19, 2008

FY09-050-45

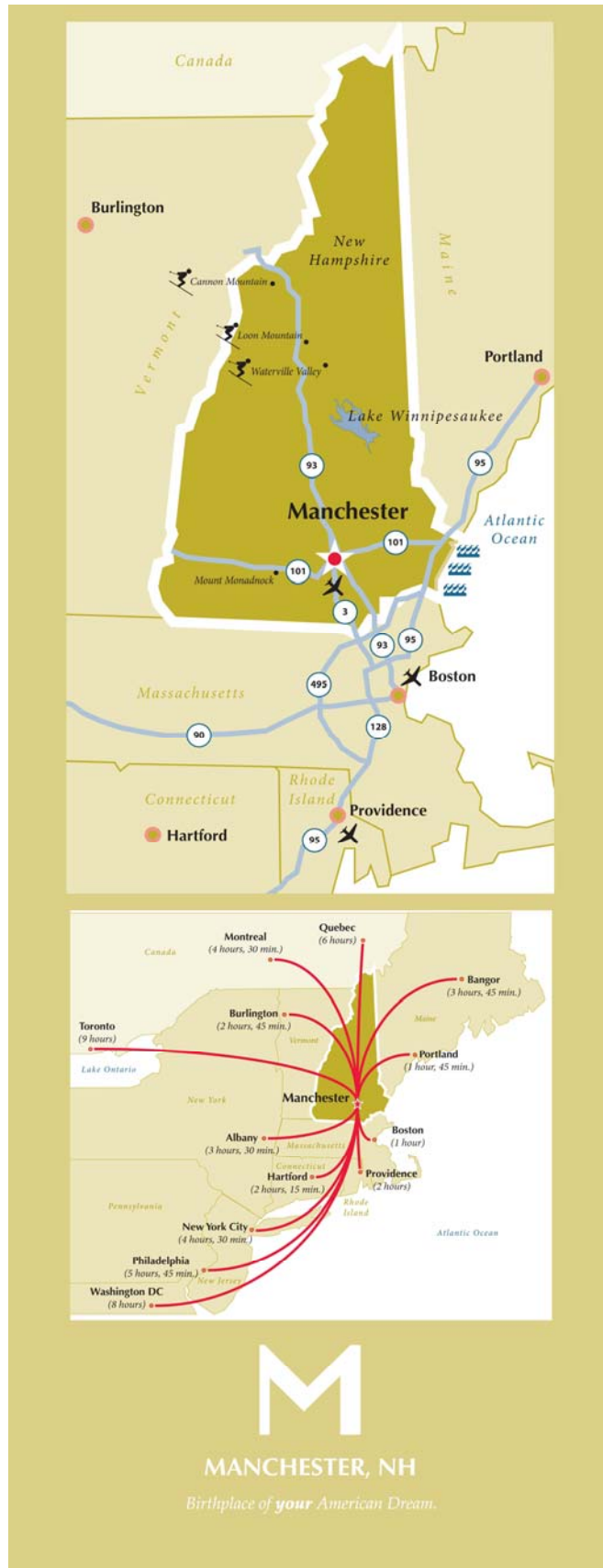
Contact: Jay Minkarah, Economic Development Director at (603) 624-6505 or
jminkarah@ManchesterNH.gov for details.

I. Intent

This document is intended to provide interested parties with sufficient information to prepare and submit proposals for the acquisition of twelve undeveloped lots that comprise Phase One of a planned, City-sponsored business/light manufacturing park known as the Northwest Business Park at Hackett Hill for the purpose of completing necessary infrastructure improvements and developing the lots for appropriate uses as outlined in the Northwest Business Park Development Plan.

II. City of Manchester, New Hampshire Background

Manchester is the largest city in northern New England with an estimated population estimated of 108,720 (2006) and a metropolitan area population of 610,685. Manchester is located 53 miles northwest of Boston and in close driving distance to the many urban centers of the Northeastern US and Canada including New York City (4½ hours) and Montreal (4½ hours). In addition to its diverse business and industrial base, Manchester is home to eleven area colleges and universities and features one of the fastest growing commercial airports in the country, the Manchester-Boston regional Airport. A location Map is provided on the following page.



The Manchester-Boston Regional Airport (www.flymanchester.com) is the largest commercial passenger, cargo, and general aviation airport north of Boston with flights available to destinations throughout the US and to Canada. Manchester is situated at the center of the State's interstate highway system. Southbound I-93 and US Route 3 provide access to Boston as well as to I-95 and I-90, linking the City to most of the major cities on the Eastern Seaboard. Northbound I-93/US 3 provides direct access to the many recreational opportunities of New Hampshire's White Mountains and Lakes Region. I-93 and I-89 also provide connections to Vermont and the Province of Quebec in Canada. NH Route 101 provides access to the NH seacoast and to Maine to the east and to the state's Monadnock Mountain region and southern Vermont to the west.

Manchester is the business and financial capital of New Hampshire housing state and regional headquarters for several banks, public utilities and business & professional service providers along with major healthcare facilities, colleges and universities, and manufacturing facilities. Approximately 67,000 people work in the City. Largest employers include:

<u>Employer</u>	<u># of Employees</u>
Elliott Hospital	3,060
Catholic Medical Center	1,700
FairPoint Communications (telecommunications)	1,650
PSNH (electrical utility)	1,250
Citizens Bank	1,225
TD Banknorth	1,150
Anthem Blue Cross Blue Shield	753
Southern NH University	700
Osram Sylvania (Mfr lighting products)	650
FCI USA (Mfr electrical connectors)	600
Freudenberg NOK (Mfr seals/molded products)	560
Velcro USA (Mfr. hook/loop fasteners)	500

The City of Manchester and State of New Hampshire are recognized nationally for livability and economic strength. Some highlights are noted below:

- The State of New Hampshire tops Morgan Quinto Corporation's "**Most Livable State**" list for the fifth straight year based on 44 factors including crime rates, business tax climate, employment, health education and median household income.
- New Hampshire named the "**Safest State**" in the nation for 2008. New Hampshire boasts the nation's lowest murder rate and second-lowest rates for aggravated assault and burglary, according to CQ Press.

- New Hampshire has the nation's **lowest overall tax burden** with no sales tax, use tax, personal income tax, capital gains tax or inventory tax and no higher assessment for commercial or industrial real estate.
- New Hampshire has **lowest percent of population in poverty** in the US, the **sixth-highest median income** and **eighth highest per-capita income**.
- New Hampshire ranks among the top ten states for percent of population with a bachelor's degree or higher (#9).
- New Hampshire is the nation's **fifth "Healthiest State"** and ranks **second in overall "Child Well-Being."**
- New Hampshire has the **seventh-best overall business tax climate** in the nation and the best in the Northeast, according to the 2008 State Business Tax Climate Index Rankings released by the Tax Foundation.
- Manchester ranks 13th on CNN Money's list of **Best Places to Live and Launch**. Says CNN Money: "Located in the heart of New England, Manchester balances the charm of a small town with the amenities of a big city. Residents can hit the links at one of the area's many golf courses, or take in a hockey game or concert at the Verizon Wireless Arena. The city also has its own airport, Manchester-Boston Regional, with daily flights to major cities including New York City and Washington, D.C."
- The Manchester-Nashua area is ranked in the **top ten "techiest" metropolitan areas** in the nation having among the highest percentage of computer professionals in its workforce according to the [U.S. Census Bureau's](#) annual [American Community Survey \(ACS\)](#).

III. Background

In 1999, the City of Manchester, through its Housing and Redevelopment Authority (MHRA), purchased an 830-acre parcel from the University of New Hampshire for redevelopment purposes. The university had previously intended to develop a Manchester campus on the site but, after certain improvements were made, the school was relocated to an historic Mill Building in the downtown area. Prior to the decision to relocate, site improvements that were made included an academic building known as French Hall, two streets (now known as Business Park Drive and Technology Ave.) utilities, and parking areas. These improvements can be seen in the aerial image provided in Attachment A. Subsequently, just over 400 acres were designated as a Nature Preserve and transferred to the Nature Conservancy. The remaining 426 acres was planned for development as a business park.

Between 2000 and 2004, the City developed a Master Plan for the site which anticipated two primary phases of development along with additional areas reserved for future development (see Attachment B - Concept Plan). During that time, additional lands were purchased and added to the Nature Preserve, expanding its size to about 600 acres. The French Hall building (Concept Plan Area A) was subdivided off and sold to a high tech R&D/manufacturing firm, JPSA Laser – the business park's first occupant.

In 2005, the formal development approval process was initiated. Phase I, the subject property, consisting of 12 developable lots on approximately 125 acres (areas A through

E on the attached Concept Plan) was approved by the Planning Board in 2007 subject to conditions. Development of Phase II on the remaining 280 (+/-) acres (shown as Area F on the Concept Plan) will likely take some time to commence. Though this area would be accessed through an extension of Technology Park Drive, additional traffic improvements are necessary to handle projected traffic including the development of a new Exit 7 on the F.E. Everett Turnpike/ I-293 that is uncertain at this time. However, approximately 20 acres of the remaining 280 acres in the southwestern corner of the property on Dunbarton Road (within the area reserved for future development on the attached Concept Plan) has been dedicated to development of a federal Job Corps facility which is anticipated to open in 2010.

As noted above, subdivision approval for Phase I was granted by the Manchester Planning Board in March of 2007 with conditions. Key conditions included receipt of state environmental approvals and completion of final engineered plans for proposed infrastructure improvements. A copy of the current subdivision plan is provided as Attachment C.

In September of 2008, the State of New Hampshire's Department of Environmental Services (NHDES) granted approval to fill approximately 10,000 square feet of wetlands to facilitate two driveway crossings. There are no additional wetlands impacts required to develop any portion of Phase I. State of New Hampshire Department of Environmental Services Alteration of Terrain (Site Specific) approvals were granted in October of 2008. Key to these approvals is the use of porous pavement for all parking lots and driveways. Final design and preparation of bid documents for necessary infrastructure improvements is near completion. Plans and specifications (bid documents) for design of infrastructure improvements prepared by OEST Associates of South Portland, Maine will be made available to the selected developer. Continuation of engineering services with OEST Associates will require arrangements to be made directly between OEST Associates and the developer. Once final plans and specifications are approved by the City's Highway Department, the approved subdivision plan can be deemed complete and the plans signed and recorded. It is anticipated that the plans can be finalized before the end of 2008.

IV. Site Description

The Northwest Business Park is located in the northwestern portion of the City of Manchester, NH with frontage on Hackett Hill Road and Business Park Drive. Portions of the site also abut and are visible from the F.E. Everett Turnpike/I-293. Highway access is available from F.E. Everett Turnpike/I-293 Exit 7 and I-93 Exit 10.

The overall site contains approximately 425 acres in area abutting almost 600 acres conservation land. Phase I of the Northwest Business Park, the subject property consists of 12 undeveloped lots further described as follows:

Lot #	Acreage	Estimated Building Area* (square feet)
Lot 1	22.9 acres	82,000
Lot 2	8.81 acres	50,000
Lot 3	8.04 acres	20,000
Lot 4	6.33 acres	24,000
Lot 5	10.78 acres	50,000
Lot 6	12.75 acres	60,000
Lot 7	6.34 acres	30,000
Lot 8	7.39 acres	28,000
Lot 9	4.29 acres	30,000
Lot 10	26.28 acres	150,000
Lot 11	2.83 acres	20,000
Lot 12	7.21 acres	20,000
Total:	123.95 acres	564,000

* Building area estimates based on surface parking ratios of 5 spaces per 1,000 sq. ft. for high occupancy level office uses. Differing uses and parking demands could alter building coverage.

Access to the lots is provided by Business Park Drive, Technology Avenue and Hackett Hill Road. Hackett Hill Road is currently a public street. Business Park Drive, Technology Avenue will become public streets upon completion of necessary improvements and formal acceptance by the City. The site is also served by municipal water and sewer, electrical service and telecommunications infrastructure. Improvements are necessary, however, to service the business park. Necessary infrastructure improvements are outlined below.

V. Infrastructure Improvements Required

A. Roadways

1. New front entrance roadway across Public Service property (easement) including upgrades to Hackett Hill Road and park identification signage.
2. Obtain easement from Public Service Co. for new entry road.
3. Grind and resurface entire existing access road and widen a portion of the roadway from 24 to 30 feet.
4. Add public sidewalk throughout and guardrail where needed.
5. Remove and replace existing street lighting.
6. Construct two (2) wetland crossings/driveways for lot access at lot 1 and a combined entry for lots 10 and 12.

7. Obtain escrows (from individual lot developers) for potential future traffic improvements (additional turning lanes and signalization if necessary in accordance with traffic study). Total escrow required is \$700,000.00.
8. Provide new access roadway to water tower.

B. Utilities

1. Add new and rehabilitate existing sewer lines, existing lines to have cured-in-place lining.
2. Upgrade existing 10" water line to 12" line throughout park (replace fire hydrants and valves)
3. Connect existing Countryside Blvd. pump station to NWBP (2000 ft. – 16" main) along Hackett Hill Road.
4. Construct natural gas piping throughout park.
5. Add new electrical, cable and phone systems throughout park.
6. Provide stub connections from all utility mains to each building lot entrance drive for water, sewer, fire protection, natural gas, electric, phone and cable.
7. Prepare/obtain required easements for water main along Hackett Hill Road.

Landscaping

8. Provide street and driveway trees (50 foot spacing) throughout public roadways in accordance with the Northwest Business Park Development Plan. Loam and seed all disturbed areas.
9. Provide park entry plantings and landscaping.

General

10. Remove all existing unused electrical equipment (cabinets, light poles, light pole bases and above ground wiring).
11. Remove existing asphalt parking areas.
12. Remove asphalt loop road off Technology Ave. on Nature Conservancy property.

VI. General Requirements

Proposals for the acquisition and development of the Phase I of the Northwest Business Park at Hackett Hill must comply with the Northwest Business Park Development Plan last revised on December 14, 2004 (Attachment D), the Research Park (RP) provisions of the Zoning Ordinance and all Manchester Planning Board, NHDES wetlands and Site Specific permit stipulations and any other applicable ordinances, regulations and rules. Copies of approved plans and permits can be viewed during business hours at the Manchester Economic Development Department by appointment. Copies may also be obtained at cost. Zoning Code requirements can be found on the City's website:

www.manchesternh.gov, at City Hall, or the Manchester Public Library. Proposals anticipating conversion to residential use through a variance will not be accepted.

VII. Submission Guidelines

A. General instructions

The evaluation of a developer/buyer will be based on the information submitted in the responses to this RFP and any associated background or reference checks. The Selection Committee may require interviews with Proponents to clarify certain aspects of any proposal if necessary. Proponents should present all information necessary for the Selection Committee to choose a proposal for recommendation to the Board of Mayor & Aldermen.

B. Submitting the proposal

Proponents shall submit an original proposal along with ten (10) copies of all materials required for acceptance of their proposal in sealed envelopes by 3:00 PM, December 19, 2008 to:

Jay Minkarah, Economic Development Director
City of Manchester
Economic Development Office
One City Hall Plaza
Manchester, NH 03101

An electronic version of the proposal shall be provided upon request. Proposals must be received in the above office by the specified time stated above. All proposals will be time-stamped when accepted. E-mail responses and faxes will not be accepted. Proposals received after the deadline will be returned unopened.

VIII. Proposal Content

Proponents shall provide an executive summary of the essential elements of the proposal identifying the ways in which it addresses the general requirements of the RFP followed by a detailed description of the proposal accompanied by any maps, diagrams, charts pictures and other information and materials necessary to fully describe the proposal in as succinct a manner as possible. Each proposal shall, at a minimum, contain the following:

A. Proponent Information

1. Provide the legal name, mailing address, telephone number, e-mail address and fax number of the Proponent and a statement as to whether or not it is a sole proprietorship, a partnership, a corporation or any other legal entity. A proposal

by a corporation shall also give the state of incorporation, identify the principal place of business and any local office including address and telephone numbers. Each proposal shall be signed by a person legally authorized to bind the Proponent. Proposals should also identify any partners, persons or firms who will participate in or are parties to the development proposal and any other parties who may act on behalf of the Proponent or who have the authority to legally bind the Proponent.

2. Describe the Proponent's experience and capabilities in developing similar projects.
3. Provide resumes describing the educational, work experiences and specific development project experience for each of the key staff who would be assigned to the project. Explain each key staff's role and expected time commitment to the project.
4. Purchase price offer and any proposed contingencies or conditions of sale.

B. Project Description

1. Provide a general overview of the proposed development plan.
2. Provide an implementation schedule including phasing if applicable.
3. Describe marketing plan to attract end users or tenants.
4. Provide a preliminary development pro forma showing estimated development costs and proposed sources and uses of funds for the project. Along with a general overview of the financial strategy and a demonstration of project feasibility.
5. Describe any plan for on-going Park management and maintenance.

C. Development Conditions/Commitments

1. Describe the proponent's commitment to achieve optimum site utilization.
2. Describe the proponent's proposal to address performance guarantees, and breach of commitments.
3. Describe the proponent's commitment to assure that the property will not be held or sold for speculative development. Provide assurance that each development parcel will not be sold until a development plan receives all required approvals.

D Past, Present or Pending Legal Claims, Actions or Suits

Describe in detail any court proceedings to which the Proponent has been a party in the past ten (10) years including any determination by an arbitration panel, federal, state or local regulatory body or court of law that any Proponent member has been found in breach or default under any agreement or contract. Identify by name, location, caption, docket number, or other form of identification, the proceedings in which such determinations were made.

Describe any and all indictments and criminal investigations, regulatory actions, completed or pending, within the past ten (10) years, in any venue involving any member of the Proponent team. Identify by name, location, caption, docket number, or other form of identification, of all such criminal proceedings. Identify any present or anticipated facts known to the Proponent that might reasonably be expected to adversely affect its ability to perform the services identified in the RFP.

E. Financial Qualifications and Condition

Interested Proponents must provide sufficient information and materials to demonstrate their financial ability to successfully complete the Project. If any financial information provided is not intended for public viewing, please provide such information in separate sealed envelopes marked "confidential." Acceptable support materials include the following:

1. Federal Income Tax returns for the past three (3) years.
2. Audited financial information, including balance sheets, statements of income and cash flow, and related footnotes for the previous three (3) fiscal years and unaudited information for the current interim period.
3. 10K filings and any other additional Securities and Exchange Commission filings for the previous three (3) years.
4. Annual reports for the past three (3) years.
5. Prospectus for any equity or debt financing in the past three (3) years.
6. Credit reports and ratings for equity or debt financing in the past three (3) years.
7. Confirmation of assets to be used to support guarantees and legal recourse of the City in the event of a breach of obligation.
8. Confirmation of the Proponent's access to bank lines of credit, revolving credit agreements, and other sources of liquidity.

IX. Oversight

The RFP process will be administered by the Manchester Economic Development Office (MEDO). A selection committee comprised of the Economic Development Director, the Planning & Community Development Director, City Solicitor, Chief Assessor, the Director of Public Works, the Finance Director, Manchester Housing & Redevelopment Authority Director or their designees and a representative from the Office of the Mayor and Board of Alderman shall make its recommendations to the Board of Mayor & Aldermen for approval at the conclusion of the review process.

X. Evaluation Criteria

The Selection Committee will evaluate proposals with consideration for the degree to which each proposal advances the City's goals of recruiting and fostering target businesses and industries, increasing employment opportunities, expanding the tax base, encouraging quality design and construction and encouraging environmentally sensitive sustainable development as well as and the degree to which Proponents have the financial and technical ability to develop the Park in a timely manner. Target industries include Medical/Life Sciences, Defense/Advanced Security, Software & IT, Aviation, and Business & Financial Services.

Specific factors to be considered include the following:

1. offer price;
2. experience in executing projects of similar size and scope;
3. ability to implement the project expeditiously;
4. ability to secure necessary financing;
5. timing and phasing of proposed development;
6. degree to which the proposal meets the City's planning and economic development goals;
7. willingness to provide adequate security to the City of Manchester and recourse in the event of breach of commitments, through performance bonding, insurance or other performance guarantees;

XI. The Developer Selection Process

A. Inquiries

Any questions or concerns regarding the RFP must be submitted in writing (email preferred) to:

Jay Minkarah, Economic Development Director
City of Manchester
Economic Development Office
One City Hall Plaza
Manchester, NH 03101
jminkarah@manchesternh.gov

Proponents are expected to raise any questions, exceptions, or additions they have concerning the RFP document prior to the submittal deadline. All questions submitted and any answers provided will be made available to all other interested parties. If a Proponent discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFP, the Proponent should notify the above named individual and request modification or clarification of the RFP.

B. Proponent Interviews

Proponents may be asked to participate in interviews with the Selection Committee to further explain or clarify their proposals. Every reasonable attempt will be made to schedule each interview at a time and location that is agreeable to all parties. Failure to interview on the date scheduled may result in rejection of the proposal.

C. Proposal Withdrawal

Proponents may withdraw a proposal in writing at any time up to the proposal closing date and time. If a proposal is withdrawn before the proposal due date, the Proponent may submit modifications or another proposal at any time up to the proposal closing date and time.

All proposals shall become the property of the City

XII. City Reservation of Rights

1. The City reserves the right to accept any proposal, in whole or in part, to negotiate further regarding any terms of the proposal to achieve the best proposal as determined by the City at its sole discretion and to reject any or all proposals for any reason whatsoever, should it be deemed in the best interests of the City to do so.
2. Negotiation if undertaken by the City is intended to result in a contract which is deemed by the City, in its sole discretion, to be in the City's best interests. Any such negotiations will use the selected proposal as a basis to reach a final agreement. Any and all such negotiations shall be binding upon the Consultant.
3. The City reserves the right to include in the contract for services other terms and conditions not specifically set forth here, including, but not limited to, terms and conditions required by funding sources; and additional work which may be identified subsequent to the starting date of the contract.

4. The City reserves the right to waive or disregard any informality, irregularity or deficiency in any proposal received.
5. Any and all expenses incurred by the selected firm shall be the Proponent's responsibility.

XIII. Calendar of Events

Listed below are key dates and times of actions related to this Request for Proposals.

<u>DATE</u>	<u>EVENT</u>
Oct 21, 2008	RFP issued.
Dec 19, 2008 (3:00 PM)	Proposals due.
Dec 22, '08 – Jan19, '09	Staff and Committee Review.
Jan 23, 2009	Committee Recommendation forwarded to Lands & Buildings Committee.
Feb 3, 2009	Board of Mayor & Aldermen confirm recommendation of Lands & Buildings Committee & authorize preparation of Purchase & Sales agreement (target date).
By March 6, 2009	Purchase & Sales Agreement approved (target date).