

# Request for Qualifications



City of Derby  
Development of City owned properties in the  
Downtown Redevelopment District

***DUE DATE JANUARY 30, 2019***

The City of Derby is seeking mixed use private development on 10 City-owned sites totaling 14.24 acres within Derby's Downtown Development District. The redevelopment of these sites, together with other ongoing projects, is critical to the transformation of the Derby downtown. The City is seeking development partners with a demonstrated capacity to help the City achieve that goal.

# Request for Qualifications

## Development of City Owned Properties in Downtown Redevelopment District

### REQUIREMENTS:

Responses to this RFQ: No later than 5 PM on Wednesday, January 30, 2019

Orientation: An orientation, site tour and Q&A is scheduled for 10:00 a.m. on Wednesday, December 26, 2018 at Derby City Hall, second floor Aldermanic Chambers, 1 Elizabeth Street, Derby

To confirm your attendance at the orientation, contact Carmen DiCenso, Economic Development Director at 203-736-1478 or [cdicenso@derbyct.gov](mailto:cdicenso@derbyct.gov) by 12:00 p.m. on Monday, December 24, 2018.

### PROJECT BACKGROUND:

*Overview:* The City is employing a dynamic and exciting process that will engage with developers to result in a rejuvenated downtown. A \$5,000,000 Connecticut Urban Act grant is being dedicated to planning, design, engineering, utility infrastructure and site acquisition. A \$200,000 CT DECD grant is being managed by the NVCOG to assess environmental conditions for parcels not already assessed. The area is a Planned Development District in support of desired mixed use. The site has access to the very popular greenway trail and is in easy walking distance to the regional bus and train station. The multiple parcels total 14.24 acres.

*Traffic Counts:* The City of Derby project site is located at the junction of Route 34 and Route 8. The remarkable most recent traffic counts of 2012 show more than 22,000 on RT 34 at the site. RT 8 has more than 70,000 vehicles a day in 2013 at the Exit 15 ramps. Route 34 is being widened starting next year. The intersections at Elizabeth Street and Factory Street are being improved.

*Economic success:* The City has a number of vibrant commercial areas. These include the Route 34 corridor to New Haven with strong traffic counts and national retailers. The Pershing Drive area off Route 8 is thriving with grocery, dining and a mix of retailers. Across the street from the development district is a Home Depot. A popular brewery occupies a former brownfield site on Route 34, less than a mile from the proposed development site.

List of City owned properties (see map on Page 1 for reference):

<b>LEGEND</b>		
<b><u>KEY</u></b>	<b><u>ADDRESS AND MAP</u></b>	<b><u>ACREAGE</u></b>
D1	25-27 CAROLINE STREET 8-3-4	4.25 ACRES
D2	MAIN STREET 8-5-202A	5.6 ACRES
D3	FIRST STREET 8-5-212	.86 ACRES
D4	MAIN STREET 8-5-200	1.37 ACRES
D5	FIRST STREET 8-5-207	.07 ACRES
D6	61 FIRST STREET 8-5-208	.25 ACRES
D7	20-22 CAROLINE STREET 8-5-189	.10 ACRES
D8	4-8 CAROLINE STREET 8-5-188	.20 ACRES
D9	4-8 CAROLINE STREET 8-5-187	.14 ACRES
D10	WATER ST 8-3-1	1.4 ACRES
	<b>TOTAL ACRES</b>	<b>14.24 ACRES</b>

## **CITY OF DERBY FINANCIAL COMMITMENT**

The City has made significant progress in laying the groundwork for future development. Over the last several years, the City has completed planning studies and secured the Urban Act grant. Working with the NVCOG, the City can access \$200,000 for environmental assessment in the area. Two sites – 90 Main ST and 2 Factory ST - are planned for assessment at this time. The City is well-positioned to move its plans for economic development from the planning stage to implementation. In addition, several State and federal funding programs may be available to offset costs associated with pre-development, acquisition, environmental assessment, cleanup

and construction. The City has a demonstrated record of federal and State funding support. The City will assist selected developers access outside funds that may be available.

## **RESPONSE FORMAT & OTHER SUBMISSION REQUIREMENTS**

Firms will provide their qualifications at this time only. Firms will be notified in writing if chosen to prepare a full, site specific proposal. Responses are due no later than 5 PM on Wednesday, January 30, 2019.

### **Response Submission Requirements:**

The response package must be submitted in the following formats: Nine (9) original copies in 8 ½ x 11 format.

### **Firm Background:**

Provide a description of the firm, including roles and responsibilities of each team member, including any consultants and sub-consultants.

### **Experience:**

The related experience of the Project Team with mixed-use developments must be identified and presented. Additionally, the submittal shall provide the following:

- Provide a list of at least three (3) similar projects you have undertaken and completed and your role in these projects
- Information on the location of past projects, their type, cost, funding sources, current status and any continued financial or operating interest in them
- Previous relevant development experience working with public entities
- Prior experience in retail/commercial marketing, leasing and/or property management
- Prior experience with State of Connecticut and federal housing subsidy programs

### **References**

Provide a list of three (3) references from municipalities or clients with which members of the Team have worked. The list should include a specific contact name, address, phone number, and agency of employment. Each reference should include a brief description of the project.

### **Financial Capacity**

The development team must describe its financial capacity and at minimum provide three (3) years of reviewed financial statements.

The development team must describe its willingness to provide its own funding or to seek outside funding for predevelopment costs if selected to develop a site specific proposal.

### **List Development Sites of Interest**

Provide list including at least one development site of interest and include a brief narrative outlining why that site is of interest to your firm. Responses may include one or multiple sites.

### **EVALUATION CRITERIA**

Includes but is not limited to:

- The Team's overall experience with similar projects, including TOD.
- The inclusion on the project team architect/developer/builders experienced with green & sustainable building practices.
- The extent to which the submitted qualifications demonstrates the development team's ability to successfully redevelop Derby's Downtown District in a manner consistent with the City's development goals.
- Demonstration of financial capacity and willingness to undertake predevelopment activities.

## **ADDITIONAL RESOURCES**

To access any additional information, contact Carmen DiCenso, Economic Development at (203) 736-1478 or [cdicenso@derbyct.gov](mailto:cdicenso@derbyct.gov)

### **Links to other relevant materials**

- Master Plan:  
[https://www.dropbox.com/s/2dvdc4mpdinvo99/1614-MP\\_FinalReport.pdf?dl=0](https://www.dropbox.com/s/2dvdc4mpdinvo99/1614-MP_FinalReport.pdf?dl=0) or  
<https://www.derbyct.gov/economic-development>
- City of Derby Planned Development District plan:  
<https://www.derbyct.gov/economic-development>
- Zoning Application & Plan of Conservation and Development:  
<https://www.derbyct.gov/planning-zoning>  
<https://evogov.s3.amazonaws.com/media/79/media/47758.pdf>
- City of Derby Property Assessment/GIS Database:  
<http://derby.mapxpress.net/>
- Financial Incentives/ tax abatement plan:  
<https://www.derbyct.gov/tax-assessor>  
<https://www.derbyct.gov/economic-development>