

**MONTAGUE ECONOMIC DEVELOPMENT
AND INDUSTRIAL CORPORATION
TOWN HALL
1 AVENUE A
TURNERS FALLS, MA 01376**

July 12, 2012

Montague Community Cable, Inc.
34 Second St.
Turners Falls, MA 01376

Members of MCCI,

The EDIC has asked me to notify you that they will entertain a final complete proposal from MCCI for the purchase of 38 Avenue A by August 1, 2012 deliverable to the Planning Department at Town Hall. The elements requested were discussed at the May 29 meeting. These include namely 1) detailed scope of work to be performed with a timeframe for each task and 2) a plan for the management of hazardous and asbestos containing materials. Upon receipt of the proposal, the Commission will schedule a hearing within two weeks to vote on the proposal. Attached is an example of a proposal as adapted from the Town's model Commercial Homesteading Program. These are the standards expected by the Town for the purchase of municipal redevelopment property. The EDIC understands that much of this due diligence completed but strongly encourages MCCI to put them into one comprehensive document that meets as many standards as applicable.

The Planning Department recommend as part of the proposal that a conservation easement be granted to the Town on the grounds allowing public use for farmers market, town-sponsored events, and the arts in perpetuity. My office will be available to review the proposal in preparation for submission to EDIC.



Walter Ramsey
Montague Town Planner, Town Liaison to the EDIC

Cc: Board of Selectmen

Attachment A
Excerpt from Model Commercial Homesteading Request for Proposals

SCOPE OF PROPOSAL

The selected persons will be expected to perform in full the following:

1. Study and Analyze Existing Conditions

- Review the findings and recommendations contained in any economic/community development plans that have been prepared for the site or economic target area to ensure that their proposals are consistent with the need of the town or plans for the specific site.
- Evaluate existing conditions for the building and site, to include existing surveys.
- Be familiar with the general condition and construction of the buildings.
- Evaluate existing utility and service connections to the building.
- Evaluate the potential for hazardous building materials, including but not limited to asbestos and lead paint.

2. Prepare a Preliminary Proposal

Proposal shall be in a written narrative form with supporting plans in sufficient detail to show:

- The conversion of the building to full commercial and/or mixed use.
- The proposed renovation with floor plans and finish schedules prepared, at a minimum, at the conceptual design level.
- A statement of intended use and the improvements proposed to attract that use.
- Utilities and service upgrades to the building.
- If residential use is to be proposed on the upper floor(s), describe any improvements to the unit, the entrances, utility service upgrades and proposed parking.
- If a specific business is proposed as part of the qualifying process, provide a breakdown of the leasehold improvements and the anticipated business investment.
- Market analyses supporting business development plans are encouraged.

3. Financial Commitment and Qualifications

Proposals shall:

- Stipulate a minimum investment commitment to building improvements with a break down of the categories and budget for each category.
- Provide a detailed business plan for any businesses that will be included in the final development.
- Identify all principals (persons) and demonstrate adequate financial resources to complete the proposal in a timely manner, including loan commitment letter from lending institution.

Negotiation Phase Requirements

4. Development and Acquisition Agreement, Final Design and Scope of Work

In the negotiation phase:

- The proponent shall develop and coordinate with the town a final design plan, scope of work and budget that shall be the basis of the Development and Acquisition Agreement. The final design shall include:
 - (a) Submission of full construction plans and specifications, and;
 - (b) Budget amounts for all proposed and appurtenant improvements.
 - (c) A project schedule with tasks and number of construction days to complete all work,
- The Proponent shall be responsible for installing all power and utility services. Coordination may be negotiated.
- The Proponent shall be prepared to negotiate the full range of subjects found in the Negotiation section,

5. Construction

During construction the proponent and all design personnel, contractors and sub- contractors shall coordinate their work with any on-going town projects.

- A Pre-Construction Conference will be held at the Town Office Building. Attendance of the proponent's design and construction personnel is mandatory.
- Once construction has begun, the Town shall have reasonable access to confirm that construction is proceeding according to the plan and schedule.
- The Town must approve any changes prior to their implementation. Approval shall not be unreasonably withheld.
- Upon completion of construction committed to in the RFP negotiation the project Architect and/or General Contractor shall certify the projects Substantial and Final Completion.

6. Other

- Coordination - The Town and Proponent shall make all reasonable efforts to accommodate the design and construction schedule and activities of the other.
- Progress Meetings - The designer/owner /contractor and the Town shall meet at mutually agreeable times and places as often as either may deem necessary during the review of the design and during project construction.
- Meetings with Adjacent Property Owners - The designer/owner /contractor shall be available to meet with the Town and adjacent property owners to assist in the resolution of any issues including obtaining any easements, temporary or permanent.
- Responsiveness - The designer/owner /contractor shall be available on short notice to respond to specific requests, and for meetings with Town officials as may be required during design and construction.